

Sarah Hull Hallock Free Library Bylaws

Article I

1. The name of this association shall be known as the Sarah Hull Hallock Free Library.

Article II

The mission of this association is to provide books, electronic media, programs, and other library resources for the interest, information and enlightenment of all people of the community we serve and to provide a meeting space for groups within the community.

Article III The Board of Trustees

1. The board of trustees shall be nine persons.
2. A term shall consist of three years from the first board meeting attended after the date of election.
3. Any person considered eligible by the trustees and elected by them shall become a member of the board.
 - A. Candidates may be nominated and elected to the board at any time during the year.
 - B. If the trustee so elected is not able to serve, a member whose term has expired may remain in office until a new member is elected.
 - C. Any trustee missing three consecutive meetings without notifying the secretary, president or director shall be terminated from the board.
4. The duties of the trustee are:
 - A. To promote the welfare of the library.
 - B. To secure adequate funds for the administration, staff, materials and programs of the library.
 - C. To appoint the director.
 - D. To adopt policies and procedures regarding library's operation and use.
 - E. To approve the expenditure of Library funds.
 - F. To develop long-range plans and evaluate library's progress at least yearly.
 - G. To represent the library as needed.

Article IV Officers of the Board

1. The officers of the board shall be ranked and titled as follows: president, vice-president, chief financial officer, and secretary. In addition, the officers will designate a treasurer.
2. The officers of the board shall be elected annually at the January meeting, or as soon thereafter as possible. The appointed treasurer will also be approved by the full board at the same meeting.

Article V The Duties of the Officers

1. The president shall be elected at the annual meeting for a term of one year and may not serve more than five consecutive years.
2. It shall be the duty of the president to:
 - A. Preside at all meetings.
 - B. See that officers and members of committees perform their duties.
 - C. Appoint all committees unless otherwise ordered by the board.
 - D. Be ex-officio member of all committees.
 - E. Present a report of conditions at the annual meeting with a review of the work done, and recommendations for the future.

- F. Call special meetings as required.
- G. See that the library is represented at meetings as needed.
- 3. The vice-president shall be elected at the annual meeting for a term of one year, and may not serve more than five consecutive years.
- 4. It shall be the duty of the vice-president to:
 - A. Assist the president.
 - B. Preside at meetings in the absence or disability of the president.
- 5. The secretary shall be elected at the annual meeting for a term of one year, and may not serve more than five consecutive years.
- 6. It shall be the duty of the secretary to:
 - A. Keep the minutes of all meetings,
 - B. Notify the members of the meeting date so a quorum may be assured.
 - C. Notify new trustees of their election.
 - D. Attend to all correspondence of the board.
- 7. The chief financial officer shall be elected at the annual meeting for a term of one year, and may not serve more than five consecutive years.
- 8. It shall be the duty of the chief financial officer to:
 - A. Review accounts prepared by designated library staff member.
 - B. Sign all checks prepared by designated library staff member and approved by the director.
 - C. Recruit and recommend to the board for their approval an individual who will serve as the treasurer. This person will be then hired and will not be a trustee or have voting rights. The chief financial officer will then supervise the work of the treasurer who will:
 - 1. Report income, expenditures and balance and make recommendations to the Board, not less than quarterly.
 - 2. Submit an end-of- year report not later than the February board meeting.
 - 3. Attend board meetings to present the quarterly and end-of-year financial reports.
 - D. Furnish any financial information requested by the board, or by the Bureau of Internal Revenue with the assistance of the treasurer. The fiscal year shall be from January 1 to December 31, inclusive.

Article VI The Director

- 1. The director shall be appointed by the president with the assent of the trustees.
- 2. It shall be the duty of the director to:
 - A. Fulfill all tasks that belong to this professional occupation.
 - B. Have charge of the library.
 - C. Be responsible for the care and safety of the books and other library property.
 - D. Supervise the work of all other employees.
 - E. Keep account of all cash monies received from fines and other sources.
 - F. Select the books for the library.
 - G. Act as publicity agent.
 - H. Represent the library as required.
 - I. Attend monthly Board of Trustee meetings and present a brief report.
 - J. Submit a yearly report at the annual meeting.

Article VII Meetings

- 1. The regular meeting of the Board of Trustees shall be held monthly.
- 2. The annual meeting shall be the January meeting.
- 3. Special meetings may be called at the request of three members of the board, by the

president, or by the vice-president in the absence or disability of the president for the transaction of business.

4. A quorum is necessary for any vote to be taken. A majority of the full board is a quorum. Motions will be made and seconded followed by discussion and then voted upon by the board. The president at any time during the discussion may call for a vote.

5. The order of business shall be:

A. Report of secretary: reading and approval of minutes; correspondence, communications.

B. Report of chief financial officer/treasurer.

C. Report of director.

D. Fund-raising report.

E. Report of Committees as required.

G. Old business.

H. New business.

6. Founder's Day shall be celebrated during Library Week in April as the birthday of Sarah Hull Hallock in whose name the library was founded by her sister, Dorcas Hull.

Article VIII Committees

1. Board members not currently serving as officers shall serve on the fund-raising committee. Officers may also serve.

Article IX Amendments

1 The bylaws may be amended at a regular meeting provided the suggested changes or additions have been read at a previous regular meeting, and a copy of the proposed changes have been mailed to each member of the Board prior to the regular meeting at which the vote is to be taken.



Rosemary Wein
President Board of Trustees

11/20/19

Date