**Mission**

The Tappan-Spaulding Memorial Library strives to serve the community: we will work towards customizing library services to fit the needs of the community, implement technologies and designs to maximize patron conveniences and staff development, foster partnerships with our community partners and position the library to be prepared for the demands of the coming decades.

**Preamble**

The Board of Trustees (hereinafter designated as the “Board”) of The Tappan-Spaulding Memorial Library, a corporation created under a charter granted under Section 253 of the New York State Education Law by the Board of Regents (or Secretary of State) of the State of New York, dated April 1, 1909, shall be governed by the laws of New York State, the regulations of the Commissioner of Education and by the following bylaws.

**Bylaws**

1. **NAME OF ORGANIZATION**
   1. The name of the organization shall be the Tappan-Spaulding Memorial Library
2. **PURPOSE**
   1. The purpose of the organization is to provide superior library service to the residents, adults and children, of the community of Newark Valley.
3. **FISCAL**
   1. The fiscal year of the library shall be the Village fiscal year.
4. **BOARD OF TRUSTEES**
   1. The library shall be governed by a Board of Trustees. The Board shall consist of 5 members, elected for terms of 5 years each. Three members shall be residents of the village of Newark Valley and two members shall be residents of the County of Tioga, outside of the Village of Newark Valley, with at least one such member to be a resident of the Town of Newark Valley
   2. Eligibility for office shall be limited to adults residing or owning property within the County of Tioga.
   3. Absence from three consecutive meetings shall constitute automatic dismissal from the Board unless the Board defers this dismissal by majority vote. The President shall inform the absent Board Member in writing that he/she is no longer on the Board. If dismissal is deferred by Board action the President shall inform the absent Board Member in writing the conditions of this deferral.
   4. No member shall serve for more than two consecutive five-year terms.
   5. In the event of any vacancy occurring during the term of any trustee, the library board of trustees shall forthwith present a nominee to the appropriate board for appointment to complete the term of the retired trustee.
   6. The Board may remove a Trustee for misconduct, incapacity, neglect of duty or refusal to carry into effect the library’s educational purpose as provided in Education Law 226; subdivision 8.
   7. Each Trustee shall have one vote, irrespective of office held.
   8. A Trustee must be present at a meeting to have his/her vote counted.
   9. A majority of the whole Board (including vacancies) is required for any motion to pass.
   10. All actions of the Board shall be of the Board as a unit. No Board member shall act on behalf of the Board, on any matter, without prior approval of the Board. No Board member by virtue of his/her office shall exercise any administrative responsibility with respect to the library nor, as an individual, command the services of any library employee.
5. **OFFICERS**
   1. The officers of the Board shall be the President, Vice-President, Secretary and, elected annually by the Board at the annual meeting. These officers shall serve for a period of one year or until their successors shall have been duly elected.
   2. The duties of such officers shall be as follows:
      1. The **President** shall preside at all meetings of the Board, authorize calls for any special meetings, appoint all committees, execute all documents authorized by the Board, serve as an ex-officio voting member of all committees, and generally perform all duties associated with that office.
      2. The **Vice President**, in the event of the absence or disability of the President, or of a vacancy in that office, shall assume and perform the duties and functions of the President.
      3. The **Secretary** shall keep a true and accurate record of all meetings of the Board, shall issue notice of all regular and special meetings, and shall perform such other duties as are generally associated with that office.
      4. The **Treasurer** is a separate officer of a public library and is appointed by the Board of Trustees. The public library Treasurer is responsible for depositing and disbursing library funds, maintaining appropriate accounting records and provide Treasurer's report to the board. In the absence or inability of the Treasurer, his/her duties shall be performed by such other members of the Board as the Board may designate.
6. **DIRECTOR**
   1. The Board shall appoint a Director who shall be the chief executive officer of the library corporation and shall have charge of the administration of the library under the direction and review of the Board. The Director shall be responsible for the care of the buildings and equipment; for the employment and direction of the staff; for the efficiency of the library's service to the public; and for the operation of the library under the financial conditions contained in the annual budget.
   2. The Director shall render and submit to the Board reports and recommendations of such policies and procedures, which, in the opinion of the Director, will improve efficiency and quality of library service. The Director shall attend all Board meetings except the portion of the meeting at which the director's appointment or salary is to be discussed or decided.
7. **MEETINGS**

Meetings shall be held each month, the date and hour to be set by the Board. Written notice of all meetings shall be mailed by the Secretary to each member at least five days before the meeting.

* 1. A special meeting of the Board may be called at any time by the President or upon the request of three members for a specific purpose. No business may be transacted at such special meeting except the stated business.
  2. The Annual Meeting shall be held in April of each year. The business transacted at this meeting shall include the election of new trustees and new officers.
  3. The operating and financial reports for the previous year shall be presented at the regular meeting in April.
  4. The preliminary budget for the subsequent calendar year, required for submission to the village board of trustees, shall be presented at the regular meeting in December.
  5. The final budget for the subsequent calendar year shall be presented for approval at the regular meeting in January.
  6. A simple majority of the whole Board (including vacancies) shall constitute a quorum for the conducting of all business. A majority of the whole Board (including vacancies) is required for any motion to pass. If a quorum is not present at a regular meeting, the attending members may set a date for another meeting to be held within one week, and the presiding officer shall notify the absent members of this specially called meeting.
  7. The order of business for regular meetings shall include, but not be limited to, the following items which shall be covered in the sequence shown unless circumstances make an altered order more efficient:
     1. Call to Order and roll call of members
     2. Approval of Agenda
     3. Reading and Approval of prior Meeting Minutes
     4. Period for public expression- limit to 5 minutes per speaker
     5. Treasurer's report
     6. Director's report
     7. President's Report
     8. Old Business
     9. New Business
     10. Dates of future board meeting
     11. Other Business
     12. Adjournment

1. **AMENDMENTS**
   1. Amendments to these Bylaws may be proposed at any regular meeting and shall be voted upon at the next regular meeting. Written notice of the proposed amendment or amendments shall be sent to all absent members at least ten days prior to the voting session. A simple majority of the whole Board (including vacancies) shall be sufficient for adoption of an amendment.
   2. Any rule or resolution of the Board, whether contained in these Bylaws or otherwise, may be suspended temporarily in connection with business at hand, but such suspension, to be valid, may be taken only at a meeting at which two-thirds of the members of the Board shall be present and two-thirds of those present shall so approve.
2. **PROCEDURE**
   1. All procedures not specified herein shall be in accord with *Robert's Rules of Order, Revised*.

***Approved by the Tappan-Spaulding Memorial Library Board of Trustees***