



**The Montour Falls Memorial Library
Constitution and By-Laws
Revised February 2019**

1. Name

This organization shall be called the Montour Falls Memorial Library Corporation (The Corporation). The Corporation is an association library.

2. Vision Statement

The vision of the Montour Falls Library is to provide the community with the opportunity to explore the present, past, and future through multiple forms of media and communication.

3. Mission Statement

The Montour Falls Library creates an environment that nurtures intellectual freedom, encourages lifelong learning, offers open access to resources, supports new technologies, respects cultural diversity, and embraces the future.

4. Organization

The Corporation consists of two (2) departments: the general Library and the Children's Library. The general library consists of relevant library materials and services, and is supervised by the Library Director. The Children's Library consists of a dedicated room housing the children's collection and is overseen by the Children's Librarian, under the supervision of the Library Director.

The Children's Library receives additional funding from a foundation. Matching funds from the Library are also used. The departments work together to enhance and support each other. All are under the supervision of the Library Board of Trustees.

5. Business of the Corporation

The business of the Corporation will be conducted by the Library's Board of Trustees, which shall consist of no less than five (5) and no more than twenty-five (25) members as allowed by the Library Charter. Trustees must be twenty-one (21) years of age or older and reside in Schuyler County, NY or live or work within the Odessa-Montour Central School District. A trustee may serve two (2) consecutive four-year (4) terms. The Corporation shall elect by majority vote a President, Vice President, and Secretary. Each shall serve a term of three (3) years. No officer shall serve more than two (2) consecutive terms. A Treasurer will be appointed annually. A bookkeeper may be hired, if necessary.

The Corporation shall accept one trustee appointed by the Montour Falls Village Board of Trustees, at their discretion, who has voting rights but is ineligible to become an officer on the Library Board of Trustees. If a member of the Library Board of Trustees misses three (3) consecutive meetings or a total of five (5) meetings within one (1) year without a valid excuse, that member will be considered retired and so notified, and that vacancy shall be filled.

“Under New York State law, library boards have broad and almost exclusive powers and authority to administer the library. The board should not only be concerned with the internal operations of the organization but also alert to external trends and changes that can affect the library’s program of services. Being proactive and open to change is imperative in order to survive and thrive in a world in which change is the only constant.” (Handbook for Library Trustee of New York State, 2018 edition, p. 17).

Conduct by any employee, volunteer or trustee that is illegal, contrary to the constitution and by-laws, in conflict of interest, or disruptive to the Board or Library (such as failure to honor the privacy of executive sessions) will be grounds for dismissal by a vote of the majority of the Board of Trustees.

6. Duties of Officers and Library Director

President: It shall be the duty of the President to call to order and preside over all board meetings, to announce the Corporation’s business before the trustees in proper order, and such other duties, as outlined in Robert’s Rules of Order. The President shall serve on all committees as requested.

Vice President: It shall be the duty of the Vice President to assist the President in board oversight, to preside at board meetings in the absence of the President, and to act on the President’s behalf when necessary.

Secretary: It shall be the duty of the Secretary to keep an accurate record of all proceedings of the Corporation Board Meetings, including Director’s Reports, Financial Reports, Early Literacy, and other relevant materials, to be made accessible at the library.

Treasurer: It shall be the duty of the Treasurer to head the Finance Committee. The Treasurer will have charge of all Corporation funds, supervise the payment of bills, keep accurate finance records, develop an annual budget, and delegate other tasks as necessary to provide a report on the state of the Corporation’s finances at each regular board meeting.

Library Director and other staff: The Library Board shall appoint qualified staff selected by the Director (see Personnel Policies and Procedures).

7. Committees

The Corporation shall maintain the following standing committees:

- A. Finance
- B. Personnel/Nominating/Policies
- C. Building and Grounds
- D. Fundraising/Grant/Community Relations
- E. Historical Records/Artifacts

The duties of the standing committees will not be limited to those listed in these by-laws. Members of all committees and their chairpersons shall be appointed by the President at the annual meeting and serve for one (1) year. All committees shall act under the direction of the Library Board of Trustees. In addition to the standing committees, the Library Board may appoint other committees. Each trustee shall actively serve on at least one (1) committee. Committees will meet as needed to carry out assigned duties and will report at monthly board meetings. A trustee will chair each committee. Members of the general public can serve on committees C, D and E above.

Finance Committee shall supervise all corporate funds, income and expenditures, and all real or personal property belonging to the Corporation. This committee shall be comprised of the Treasurer, bookkeeper (if applicable) and at least one other trustee. The Finance Committee will recommend the use of memorial gifts and bequests. The fiscal year of the Corporation is January 1 to December 31.

Personnel/Nominating/Policies Committee shall develop and keep updated the Employee Rules of Conduct, Personnel Procedures, Conditions of Employment, and job descriptions for each staff position. It will present a slate of officers at the annual meeting. This committee oversees the updating of the Constitution and By-laws, policy manual, and long-term plan of service.

Building and Grounds Committee shall supervise the care and upkeep of the library building and grounds, equipment, furnishings, care of the rooms and coordinate this with the Village Board of Trustees. Changes or additions to the building or furnishings will be brought to the Library Board for discussion and approval.

Fundraising/Grant/Community Relations Committee shall be responsible for organizing and executing events and the necessary publicity to raise money for the Corporation and enhance the library's image in the community. This committee shall supervise the identification, application, and administration of all grants available and applicable to the mission of the Corporation in coordination with the Library Director.

Historical Records/Artifacts Committee shall be responsible for organizing and maintaining historical records and artifacts that belong to the Corporation. This committee will assist in the planning and design of rotating the collection in the Montour Falls Village Hall.

8. Meetings

The Library Board of Trustees shall hold regular meetings on designated dates to be decided at each annual meeting. The Library Board's annual meeting shall be held in December of each year. At this meeting, the Library Board shall elect officers and trustees to fill expired positions. All committees will give a review of the year's accomplishments and present goals for the upcoming year.

Special meetings may be called by the President or the Secretary by giving each voting member seven (7) days written notice or two (2) days personal notice. The purpose of each special meeting should be stated in such notice. At any meeting of the trustees at which due notice has been given, a majority of the total members of the Library Board shall constitute a quorum for conducting all business.

9. Order of Business

The order of business for regular board meetings shall include but not be limited to the following items to be covered in the sequence below unless circumstances make an altered order more efficient:

- Roll call of members;
- Agenda;
- Review minutes from the previous meeting;
- Financial report;
- Library Director's report;
- Children's Library report;
- Committee reports:
 - Finance Committee;
 - Personnel/Nominating/Policies Committee;
 - Building and Grounds Committee;
 - Fundraising/Grant/Community Relations Committee;
- Old Business;
- New Business;
- Public comment for rebuttal or questions

10. Amendments to the Constitution and By-Laws

The process to amend the Constitution and By-Laws may be started by giving notice at any regular meeting at which a quorum of trustees is present to consider changes. At the next regular meeting of trustees, written copies of a proposed draft of changes/amendments will be provided. Final ratification of proposed changes will be voted upon at the following regular board meeting.

11. Procedure

“Robert’s Rules of Order Revised” will be the standard for all procedures not specified herein.

Approved as hereby amended by the Montour Falls Memorial Library Board of Trustees on February 26, 2019 and replaces the revision dated July 25, 2017.