

**BY-LAWS OF THE DR. SANDOR AND BERTHE BENEDEK MEMORIAL LIBRARY BOARD
OF TRUSTEES
(Revised 2/13/12 & 3/??/12; 12/9/13; 9/26/2017)**

Article I – Name

1. The organization is to be known as the Dr. Sandor and Berthe Benedek Memorial Library (the Library). The Dr. Sandor and Berthe Benedek Memorial Library is an Association Library.

Article II – The Board of Trustees

1. The Library Board shall consist of a range of five (5) to eleven (11) trustees.
 - a. Qualifications of a Library trustee:
 - i. Interest in the surrounding community and the Library
 - ii. Willingness to make a personal commitment to contribute time and energy for the good of the Library
 - iii. To remain a member in good standing of the Dr. Sandor and Berthe Benedek Memorial Library Board of Trustees a trustee must attend six (6) of the ten (10) regularly scheduled monthly meetings. A trustee in jeopardy of losing their “good standing” status will be notified by the Board President in writing. A loss of “good standing” status may result in the trustee being voted off the Board of Trustees.
2. Each trustee shall hold office for three (3) years. Terms run **January to December**. Trustees may be reappointed.
3. The officers of the Board shall be President; Vice-President; Secretary; and Treasurer.
4. . Officers shall be elected at the second regular meeting of the year (February) by a majority of the Trustees.
5. Officers shall have the following duties:
 - a. President: prepares agenda; runs meetings; calls for motions of items to be voted upon; appoints committee members; sits on all committees; accepts minutes from the previous Board meeting.
 - b. Vice-President: stands in for the president in case of indisposition or absence; acts as secretary in case of secretary’s absence; acts as Treasurer in case of indisposition.
 - c. Secretary: takes notes at all meetings of the Board; prepares and presents for acceptance written minutes of previous meetings; maintains records; sends all acknowledgments for all grants and monetary gifts the Library receives.
 - d. Treasurer: balances all accounts monthly; reviews vouchers monthly; reviews Payroll reports monthly; primarily responsible for signing checks semi-monthly (with one other board member); reviews check registers, Revenue Sheet and Reconciliation Sheet with Director prior to monthly Board meetings; presents Financial report with Director at Board meetings; works with the Director to prepare the annual budget proposal; assists with the 990 submission.
6. Powers and duties of the Board:
 - a. The Board acts as the controlling and governing body of the Library, setting policies for its governance in accordance with the New York State Education Law and Rules of the Board of Regents.
 - b. The Board is responsible for developing Library operating policies and all other policies such as personnel, fiscal, public relations, etc.
 - c. The Board secures funds for the operation of the Library.
 - d. The Board approves the annual Library budget.
 - e. The Board employs the director and any other personnel.

- f. The Board shall attend meetings which may be conducive to the good of the Library.
- g. The Board shall approve of the annual report to the community every February.
- h. All Board members are required to read and be familiar with the booklet, Handbook for Library Trustees of New York State.

Article IV – Meetings

1. Ten (10) regular meetings of the Library Board will be held in the Library at 12:00 pm on the fourth (4th) Tuesday of January, February, March, April, May, June, August, September, October, and November.
2. All Board meetings shall be open to the public.
3. Special meetings shall be held at the call of the President or any three (3) of the trustees. All Board members will be notified of the special meeting. A public notice will be published.
4. A majority of the designated number of trustees shall constitute a quorum.
5. The order of business shall be as follows:
 - a. Roll Call
 - b. Approval of agenda for current meeting
 - c. Review/Acceptance of minutes of previous meeting
 - d. Financial Report
 - e. Report of the Director, including any correspondence and communications
 - f. Committee Reports (if any)
 - g. Nominations and Elections (if any)
 - h. Unfinished Business (if any)
 - i. New Business (including correspondence the Secretary has received)
 - j. Next meeting date
 - k. Adjournment
6. Vacancies among Board trustees may be filled at any regular meeting.
7. All meetings will be sent for publication in the local newspaper and posted in the Library by the Director.

Article V – Committees

1. Ad hoc committees may be appointed by the president with the approval of the Board. The President of the Board shall appoint all committee members. Non-board members may be appointed to such committees to bring special capabilities for resolution of problems confronting the committee.
2. All committee actions are subject to approval of the majority of Trustees at a regularly scheduled Board meeting.

Article VI – The Library Director

1. The trustees shall appoint a qualified director who shall be executive and Administrative officer of the Library.
 - a. Must meet New York State Education Guideline for the position of Director.
2. The Director shall carry out all the policies of the Library as adopted by the Library Board of Trustees.

Article VII – Equal Opportunity and Non-discrimination policy

1. Dr. Sandor and Berthe Benedek Memorial Library is committed to a policy of equal opportunity and non-discrimination regarding all programs and employment actions and further commits not to discriminate against any individual on the basis of an individual's race, creed, color, national origin, ethnicity, sex, sexual orientation, disability, genetic predisposition, age, religion, marital status, veteran status, or any other basis protected by applicable local, state or federal laws. Dr. Sandor and Berthe Benedek Memorial Library shall take affirmative steps and apply every good faith effort toward achieving non-discrimination and equality of opportunity in its' programs and employment actions.

Article VIII – Indemnification

1. Every Trustee, Officer, Director and staff member of the Library shall be indemnified by the Library to the fullest extent provided by New York State Law. The foregoing right of indemnification shall not be exclusive of any other right to which such person may be entitled.

Article IX – Amendments

1. These By-laws may be repealed, amended, or added to by a majority vote of the Board at a regular meeting. Each trustee must be notified of the proposed action at least two (2) weeks prior to the meeting date by the secretary.

These By-laws dated and adopted this day of January 19th, 2009 supersede any existing By-laws of the Savona Free Library Board of Trustees.