**Bylaws of the Greenwood Reading Center**

**Mission Statement**

The Greenwood Reading Center exists to provide quality service and to foster a greater sense of local community to our patrons in an open and non-judgmental environment with free access to library materials in a variety of formats.

**Preamble**

The Board of Trustees (Hereafter designated as the “Board”) of the Greenwood Reading Center, 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 24, 2024, 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**

The name of the organization shall be the Greenwood Reading Center.

1. **Purpose**

The purpose of the organization is to provide superior public library service to all residents of the communities of the Canisteo-Greenwood Central School District and surrounding areas within 30 miles.

1. **Fiscal**

The fiscal year of the library shall be the calendar year. Ref Meetings (8.c-f)

1. **Board of Trustees**

The library shall be governed by a Board of Trustees. The Board shall consist of at least five members, elected by either vote or common consent, for terms of five years each. Newly elected members will take office at the first meeting following the annual meeting, but may serve pro temp until that time, if so needed.

1. Eligibility for office shall be limited to adults residing or owning property within the geographical limits of the library district.
2. 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 Board Member in writing of the Board’s decision. If dismissal, that he/she is no longer on the board, or if dismissal is deferred by Board action, the President shall inform the absent Board Member, in writing, of the conditions of this deferral.
3. No member shall serve for more than two consecutive five-year terms in any given office.
4. Any vacancy shall be filled by special election by the remaining members of the Board for the remainder of the term of that particular position.
5. 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.
6. Each Trustee shall have one vote, irrespective of office held.
7. A Trustee must be present at a meeting to have his/her vote counted.
8. A majority of the whole Board, including vacancies, is required for any motion to pass.
9. 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 to command as an individual the services of any library employee.
10. **Officers**

The officers of the Board shall be the President, Vice-President, Secretary and Treasurer, 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.

1. The duties of such officers shall be as follows:
2. The **President** shall preside at all meetings of the Board, authorizes calls for any special meetings, appoint all committees, execute all documents authorized by the Board, serve as ex-officio voting member of all committees and generally perform all duties associated with that office.
3. 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.
4. The **Secretary** shall keep a true and accurate record of all meetings of the Board, shall issue notice of all regular and special meetings of the Board, and shall perform such other duties as are generally associated with that office.
5. The Treasurer shall be the disbursing officer of the Board and shall perform such duties as generally devolve upon the office. 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**

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.

a. 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 the 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.

1. **Committees**

Three months prior to the annual meeting, the President shall appoint a nominating committee who will present a slate of officers and names of candidates for new trustees. Additional nominations may be made from the floor.

1. Committees for specific purposes may be appointed by the President. Such committees shall serve until the completion of the work for which they were appointed.
2. All committees shall make a progress report ot the Board at each of its meetings.
3. No committee will have other than advisory powers unless, by suitable action of the Board, it is granted specific powers to act.
4. The President shall be, ex-officio, a member of all committees.
5. **Meetings**

Meetings shall be held each month, the date and hour to be set by the Board. Written notice of all meetings shall be emailed by the Secretary to each member at least 5 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 January 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 January.
4. The preliminary budget for the subsequent calendar year, required for submission to the Canisteo-Greenwood Central School District voters, shall be presented for discussion at the regular meeting in January.
5. The final budget for the subsequent calendar year shall be presented for approval at the regular meeting in February.
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:
8. Pledge of Allegiance
9. Adoption of Agenda
10. Approval of prior Meeting Minutes
11. Period for public expression
12. Correspondence
13. Personnel Actions Report
14. Treasurer’s Report

Report of receipts and disbursements

Warrants

Presentation of projected cash flow

1. Directors and Department Heads’ reports
2. Committee Reports
3. Old Business
4. New Business
5. Period for public expression
6. Dates of future board meetings
7. Other Business
8. Adjournment
9. All procedures not specified herein shall be in accord with *Robert’s Rules of Order, Revised*.
10. **Amendments**

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.

1. 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, in order 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.