BYLAWS FOR THE ASSOCIATION OF LIVINGSTON MANOR FREE LIBRARY

Date of Acceptance — March 22, 1966
As Amended — January 26, 1993
As Amended — June 23, 2008
As Amended — May 21, 2012
As Amended — March 23 (first approval by Board of Trustees, and April 27 (second approval by Board of Trustees), 2020
As Amended — February 21, 2021 (second approval by Board of Trustees)
As Amended --- December 11, 2023 (second approval by Board of Trustees)

1. NAME AND LOCATION OF LIBRARY
   a. The name of this library shall be the Livingston Manor Free Library. It shall be located within the boundaries of the Livingston Manor School District.

2. PURPOSE
   a. The purpose of the association is to provide library service within the school district.

3. PROVISIONS FOR MEMBERSHIP
   a. Any permanent resident of the Livingston Manor School District of 18 years of age or over whose name appears on the current borrowers’ register is automatically a member of this association.

4. FISCAL
   a. The fiscal year of the library shall be the calendar year, January 1 — December 31.

5. BOARD OF TRUSTEES
   a. The library shall be governed by a Board of Trustees. The Board shall consist of thirteen (13) trustees. The term of office shall be three (3) years. Trustees and officers may be elected or re-elected at the November meeting upon expiration of their terms.

   b. A trustee must be a member of one of the libraries within the Ramapo-Catskill Library System.

   c. Persons running for re-election or to fill a vacancy as a trustee shall be subject to a vote of the current Board of Trustees. Vacancies may be filled at any regular meeting for the remainder of the term, if any.

   d. Trustees should attend all meetings. Absence without excuse or notification for more than three consecutive meetings may result in a request for relinquishing trusteeship.
e. 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.

6. OFFICERS
   a. At the annual meeting, the Officers shall commence their one year terms as President, Vice President, Treasurer and Secretary.

   b. The duties of the officers shall be as follows:

      i. The **President** shall preside at all meetings of the association. The President shall appoint trustees to the standing committees and perform such other tasks as may be directed by the trustees. At the September meeting, the President shall instruct the nominating committee to present a slate of officers and trustees at the November meeting.

      ii. The **Vice President** shall serve in the absence of the President and perform such other tasks as may be delegated by the President or as may be directed by the trustees. The trustees may elect more than one Vice President to serve simultaneously or as otherwise provided by the trustees.

      iii. The **Secretary** shall be responsible for recording the attendance of the trustees at all meetings, recording all votes and recording the minutes of all proceedings. If so advised by the trustees, the Secretary shall email meeting notices to the trustees in the week prior to each meeting. It shall be the Secretary’s duty to handle such communications for the library as directed by the trustees. The Secretary may use the library staff for preparing and sending correspondence.

      iv. The **Treasurer** shall serve as the chairperson of the Budget and Finance Committee. The Treasurer shall monitor and work cooperatively with the Library Director in keeping a complete record of all receipts and disbursements, repairing the annual budget and preparing the annual report. The Treasurer shall render report to the trustees at all regular meetings. Checkbooks, bank statements, receipts and other financial records shall be available for trustee review.

7. DIRECTOR
   a. The Board shall appoint a Director who shall be the executive officer of the policies of the Board 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 building 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. 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.

8. MEETINGS

a. The Annual Meeting shall be held in January of each year. The business transacted at this meeting shall include the commencement of the terms of trustees and officers elected the previous November.

b. Notice for all meetings shall be posted on the library website on a continuous basis.

c. Regular meetings of the Board of Trustees shall be scheduled monthly. The dates and times shall be determined by the trustees at the annual meeting in January.

d. Special meetings may be called and held as needed. Work and informational meetings may be held as requested by the President or the trustees and as scheduled by the President.

e. A quorum shall consist of a majority of sitting trustees.

f. Meetings must follow Robert’s Rules of Order

The law states that a Board member unable to attend a meeting for good reason may participate through teleconferencing, but the law does not allow for the entire board to teleconference. There must be an in-person meeting. The quorum for such a conference shall be the same as a regular meeting. Votes will be made by roll call vote. Minutes shall be recorded by the secretary or designated person. The Board of Trustees may meet via teleconference to conduct business.

9. COMMITTEES

a. At the annual meeting the President shall appoint the following standing committees: Budget and Finance Committee and Nominating Committee. The President shall also appoint the members of such other committees as the President shall, from time to time, establish.

b. All committees shall provide reports of their activities at the regular meetings.

c. The duties of the standing committees shall be as follows:

i. The Budget and Finance Committee shall consist of the Director, Treasurer and all others with check signing authorization and one other trustee or other person, such as the bookkeeper for the library, who
shall be appointed by the President for the purpose of receiving and reconciling the bank statement. All checks must be signed by at least two people with check signing authorization. The committee or its delegate shall meet on a biweekly basis to review invoices and approve expenditures prior to checks being issued. The committee shall assist the Library Director in preparing the annual budget and the annual report.

ii. The Nominating Committee shall be appointed by the President at the October meeting and will function for one year. The committee will be composed of three (3) trustees not currently serving as officers with one serving as Chairperson. They shall present a slate of officers and trustees for approval by the Board.

10. AMENDMENTS
   a. Amendments to these bylaws may be proposed at any regular meeting but shall become effective only after a favorable vote at the next regular meeting.