

BY-LAWS
Cuba Circulating Library Association

By-laws of the Cuba Circulating Library Association, duly adopted at the Annual Meeting of the Library Board held on Monday evening, January 9, 1961, and last amended at the **June 13, 2016** Board meeting.

Pursuant to the Certificate of Incorporation of the Cuba Circulating Library Association dated September 21, 1872, and duly recorded in the Allegany County Clerk's Office in Liber "E" of the Miscellaneous Records at Page 271, the charter dated October 9th, 1872, granted to the Cuba Circulating Library Association by the Regents of the University of the State of New York and the Amendment to said charter granted by the Regents of the University of the State of New York dated May 27, 1926. That charter was amended on October 2, 2002 to increase the service area to be that portion of the Cuba-Rushford School district that is located in the townships of Belfast, Cuba, Clarksville, Friendship, Hinsdale, Ischua, and New Hudson. The following By-laws are hereby adopted for the Cuba Circulating Library Association.

By-Laws: By-Laws will be re-examined every three years.

Meetings: The regular meetings of the Library Board shall be held on the second Monday of each month at 5:30 pm at the Library.

- The Annual Meeting shall be held at the time of the regular meeting in the month of January at the usual place.
- Special meetings may be called by the President or upon written request of three Trustees to the President, or all Trustees, for the transaction of business stated in the call for meeting.
- Notices for Regular or Special Meeting shall be sent at least five days before the meeting. Trustees of the Board accept responsibility for attendance at 50% of Board and Committee meetings when they accept a position on the Board.

Board of Trustees: The Library shall be governed by a Board of Trustees. The Board shall consist of twelve Trustees, elected for terms of three years each. Newly elected Trustees will take office at the first meeting following the annual meeting.

- No Trustee shall serve for more than two consecutive three-year terms.
- Any vacancy shall be filled by special election by the remaining Trustees of the Board for the remainder of the term of that particular position.
- Eligibility for office shall be limited to adults residing within the geographical limits of the Library district who are eligible to vote in the Cuba-Rushford School District.
- Absence from three consecutive meetings or from more than 50% in the calendar year shall constitute automatic dismissal from the Board unless the Board defers this dismissal by majority vote. The President shall inform the absent Board Trustee 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 Trustee in writing the conditions of this deferral.
- Each Trustee shall have one vote, irrespective of office held.
- A Trustee must be present at a meeting to have his/her vote counted.

- All actions of the Board shall be of the Board as a unit. No Board Trustee shall act on behalf of the Board, on any matter, without prior approval of the Board.

Officers: Officers of the board shall be chosen at the annual meeting of the board, and shall be as follows: President, Vice President, Corresponding Secretary and Treasurer.

- An officer may succeed him or herself.
- The President of the Board shall preside at all meetings, appoint all committees, authorize calls for any special meetings, and generally perform the duties of a presiding officer. In January, the President shall notify Board Trustees of standing committees for the following year. Trustees may indicate preference for committee Trusteeship.
- The Vice-President shall preside in the absence of the President.
- The Corresponding Secretary of the Board shall be in charge of all correspondence.
- The Treasurer shall oversee the accounting of library funds, chair the Finance Committee, and ensure that the state required annual audit takes place. The Treasurer will review all bank and investment account statements, and review the monthly reconciliation of accounts. A Trustee of the Finance Committee shall present a monthly summary report to the Board on investment activity.

Trusteeship: In October, or any other month when a vacancy occurs, the Nominating Committee will review names submitted by Board Trustees and Library staff for consideration to fill upcoming Board vacancies. The proposed Board Trustees' names will be presented and discussed at the November meeting. If in agreement, they will be voted upon in December, to take office in January. In the event of a resignation in mid-term, the President and the Nominating Committee will present a nominee(s) at the next regular meeting.

Committees: Special committees for the study and investigation of special problems may be appointed by the President, such committees to serve until the completion of the work for which they were appointed. Minutes of committee meetings and recommendations will be sent to the President of the Board in a timely fashion.

- The following standing committees are hereby created and the president shall appoint a chairperson and such additional Trustees as may be required for each committee at the Annual Meeting to act for the ensuing year, to wit: 1. Planning Committee; 2. Finance Committee; 3. Buildings and Grounds Committee; 4. Personnel Committee; 5. Acquisitions/Gallery Committee; 6. Nominating Committee; 7. Program Committee; 8. Technology.

Quorum: A quorum for the transaction of business shall consist of seven Trustees of the Board, and a majority vote of Trustees present shall be required to carry a motion for an Action by the Library Board.

Library Director: The Library Director shall be appointed by the Board of Trustees and shall be considered the chief executive officer who reports to the Board, who shall have sole charge of the administration of the library under the direction and review of the Board. The Library Director shall be held responsible for the care of the building and equipment, for the employment and direction of the staff, for the efficiency

of the library's services to the public, and for the operation of the library under the financial conditions set forth in the annual budget. The Library Director is specifically charged with authorization and approval of all invoices to be paid, authorization and approval of payroll, and preparation of all cash deposits. The Library Director shall attend all Board meetings except those at which the Library Director's appointment or salary is to be discussed or decided.

Recording Secretary: The Library's Financial Secretary also serves as the Recording Secretary to the Board of Trustees.

Order of Business: The order of business at regular meetings shall be as follows:

- Call to order
- Public Comments
- Report from Friends of the Cuba Library, Inc.
- Approval of minutes (either read or previously received)
- Approval of treasurer's report and expenditures made
- Report of committees
- Unfinished business
- New business
- Report of Library Director
- Adjournment

Amendments: These By-laws may be amended at any regular meeting of the Board with a quorum present, by majority vote of Trustees present, provided the amendment was stated in the call for the meeting.

Revocation of Former By-Laws: All by-laws and resolutions of this Library Board heretofore adopted and inconsistent with or contrary to the foregoing by-laws are hereby revoked.