

BY-LAWS OF THE WORCESTER FREE LIBRARY

PREAMBLE:

The Board of Trustees (hereinafter designated as the "Board") of the Worcester Free Library, a corporation created under a charter granted under Section 253 of the New York State Education Law by the Board of Regents of the State of New York, dated 1909, shall be governed by the laws of New York State, the regulations of the Commissioner of Education and by the following by-laws.

BYLAWS:

ARTICLE I BOARD of TRUSTEES

1. The library shall be governed by a Board of Trustees. The Board shall consist of 7 members, elected for a terms of 4 years each. The term of office of trustees shall be four years, with two trustees elected each year for a four year term.

ARTICLE II – OFFICERS

1. The officer of the Board shall be a President, Vice-President, Secretary, and Treasurer.
2. A nominating committee shall be appointed by the President two months prior to the end of the library year.
3. Officers shall be elected at the annual meeting of the library, which falls on the second Tuesday of January, by a majority vote of the Board.
4. All officers shall have the usual powers associated with their office.

ARTICLE III - MEETINGS

1. Regular meetings shall be held every month on the second Thursday at 6:30 pm. These meetings shall be open to the public except when individual and/or confidential issues are being discussed.
2. Special meetings shall be held at the call of the President or any three Trustees.
3. Workshops and special meetings shall be scheduled as needed.
4. A majority of the designated number of the Board shall constitute a quorum.
5. The order of business shall be as follows:
 - a. Roll call
 - b. Review & approval of the Minutes of the previous meeting
 - c. Financial report and approval of expenditures
 - d. Librarian's Report
 - e. Old or unfinished Business
 - f. Committee reports
 - g. Correspondence and communications
 - i. New business
 - h. Nominations and elections, if any
 - j. Time/date of next meeting /Adjournmen
6. Vacancies among the officers shall be filled at an election at a regular meeting, and a majority vote of the Trustees shall be necessary to an election

ARTICLE IV – COMMITTEES

1. The following will be standing committees: Public Relations, Personnel, Building, Budget and Finance. Ad hoc committees may be established as required.
2. The President of the Board shall appoint all committee members.
3. Non-Board members may be appointed by the President to committees to bring special capabilities for the resolution of problems confronting special committees.
4. All committee actions are subject to approval by a majority of the Board.
5. In addition to a nominating committee as specified in Article II above and the standing and ad hoc committees specified in this Article IV, there shall be an Executive Committee consisting of the four officers of the Board of Trustees. The President shall act as Chair of the Executive Committee, may call it together at his or her discretion, and may include appropriate other non-voting persons in its deliberations.

The Executive Committee may take suitable action to implement the policies and directives of the Board of Trustees, and may conduct the routine and extraordinary business of the Worcester Free Library in any interim between Board meetings, subject in all cases to the formal authorization and/or approval of the Board. It may also undertake whatever studies it deems necessary, and make any recommendations to the Board of Trustees that it considers appropriate, regarding the administration and future activities of the organization.

The Executive Committee shall perform such other functions that the Board of Trustees assigns

or directs.

ARTICLE V – LIBRARIAN/LIBRARY DIRECTOR

1. The Board shall appoint a qualified Librarian/Library Director who shall be the executive and administrative officer of the library.
2. The Director shall be held responsible for the proper performance of duties as spelled out in the job description provided by the Board.
3. It shall be the duty of the Director to attend all meetings of the Board, including budget meetings, or public meetings where action may be taken affecting the interests of the Library. The Director shall have the right to speak on all matters under discussion at Board meetings, but shall not have the right to vote thereon.

ARTICLE VI – AMENDMENTS

1. These By-Laws may be repealed, amended, or added to by a majority vote of the whole Board at a regular meeting. Such action may be taken, however, only after the substance of the proposed repeal, amendment, or addition has been presented in writing at a prior meeting or special meeting, and notice thereof has been given in the notice of the meeting at which it is to be considered.

Adopted at the Annual Meeting held on January 8, 2015