

BY-LAWS of the WORCESTER FREE LIBRARY
(dba: Worcester-Schenevus 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.

MISSION STATEMENT:

The mission of the Worcester Free Library is to inspire lifelong learning, advance knowledge, and strengthen our communities. The Library's target population includes schools and families in the Towns of Worcester, Maryland, Decatur, and Westford.

BYLAWS:

ARTICLE I – NAME OF THE ORGANIZATION

The name of the organization shall be the Worcester Free Library, d.b.a. Worcester-Schenevus Library

ARTICLE II – FISCAL YEAR

The fiscal year of the library shall be from January to December

ARTICLE III – 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, with two trustees elected each year.
2. All actions of the Board shall be by the Board as a unit. No Board member shall act on behalf of the Board, on any matter, without prior approval of the Board.
3. Vacancies shall be filled by special election at a regular meeting by a majority vote of the Board for the remainder of the term.

ARTICLE IV – OFFICERS

1. The officer of the Board shall be a President, Vice-President, Secretary, and Treasurer.
2. Officer nominations shall be presented to the Board two months prior to the end of the library year.
3. Officers shall serve one year and be elected at the annual meeting of the library by a majority vote.
4. Duties of the Officers:
 - a. The President shall preside at all meetings of the Board, authorize calls for any special meetings, appoint all committees, execute all documents authorized by the Board, and serve as an ex-officio voting member of all committees
 - b. The Vice President, in the absence or disability of the President, shall assume and perform the duties and functions of the President.
 - c. The Secretary shall keep a true and accurate record of all meetings, prepare the Minutes of the meetings and manage correspondence of the organization.
 - d. The Treasurer shall be the disbursing officer of the Board and shall keep and maintain financial records; prepare an Annual Budget for the upcoming fiscal year to be presented to the Board for approval before the end of the year; and document all expenditures and income for the prior fiscal year and provide an Annual Report in February of the new year.

ARTICLE V – MEETINGS

1. Regular meetings shall be held every month on the second Wednesday at 6 pm. These meetings shall be open to the public except when individual and/or confidential issues are being discussed.
2. Special meetings may be called at any time by the President or any three Trustees. No business may be transacted at such special meeting except the stated business
3. A majority of the Board shall constitute a quorum.
4. The order of business regular meetings shall include, but not be limited to, the following
 - a. Roll call
 - b. Review & approval of the Minutes
 - c. Public Input
 - d. Financial report and approval of expenditures
 - e. Librarian's Report
 - f. Committee reports
 - g. Correspondence and communications
 - h. Unfinished & New business
 - i. Nominations and elections, if any
 - j. Time/date of next meeting /Adjournment

5. Executive Sessions may be called by the President to discuss confidential or personnel issues, and/or legal matters

ARTICLE VI – COMMITTEES

1. The President of the Board shall appoint all committee members.
2. Non-Board members may be appointed by the President to committees to bring special capabilities.
3. All committee actions are subject to approval by a majority of the Board.

ARTICLE VII – LIBRARIAN/LIBRARY DIRECTOR

1. The Board shall appoint a qualified Librarian/Library Director with library experience.
2. The Director shall be the executive and administrative officer of the library.
3. The Director shall be held responsible for the proper performance of duties as spelled out in the job description provided by the Board.
4. 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.
5. 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 VIII – AMENDMENTS

1. These ByLaws 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.

Approved and adopted by the Board of Trustees on December 14, 2022