**By-Laws of Alfred Box of Books Library**

PREAMBLE:

We, the Board of Trustees of Alfred’s  Box of Books Library, acting as the governing body of a New York State Board of Regents chartered library, will promote and enhance the library’s role as a community resource for all citizens by focusing services to reflect community needs; provide a facility which is inviting and efficient for patrons, staff, and volunteers; ensure the library has a sound financial foundation sufficient to support its services and ensure its well-being; have a knowledgeable and dedicated staff and Board to run the library and provide quality assistance to our patrons in use of library services; actively and effectively cooperate with other libraries to expand local access to materials and services; encourage the Board, Friends, staff and volunteers to preserve past history and current happenings of the Alfred Box of Books Library.

ARTICLE 1 : BOARD OF TRUSTEES

1. The term of office of the members of the Board of Trustees shall be five years.  The lengths of the initial terms are established according to the charter, with at least one term expiring each year on December 31.
2. The Board shall consist of at least five members and not more than nine members, representing the residents of and residing within the Alfred-Almond Central School District.
3. As their terms expire, successors shall be appointed by the Board for a full term of five years.  Vacancies due to cause other than the expiration of term shall be filled for the balance of the unexpired term by the library Board of Trustees.
4. Members of the Board who wish to resign should submit letters of resignation to the President of the Board.

ARTICLE 2: OFFICERS

1. The officers of the Board of Trustees shall be a President, a Vice President, a Secretary, and a Financial Officer.
2. Officers shall be elected once each year, at the first meeting in January.
3. All officers shall have the duties and powers associated with their offices as outlined by Robert’s Rules of Order.
4. Vacancies among the officers shall be filled at an election at a regular meeting.

ARTICLE 3: MEETINGS

1. A minimum of 10 regular meetings will be held each year.
2. If any member fails to attend three consecutive meetings or attends fewer than five meetings in a year without an excuse accepted as satisfactory by the Board, he/she shall be deemed to have resigned and the vacancy will be filled.
3. A simple majority of the Board members shall constitute a quorum.
4. Board meetings will be open to the public.  The Board may decide to hold a closed meeting if personnel and/or contractual issues are to be discussed.

ARTICLE 4: COMMITTEES

1. Ad hoc committees may be appointed by the President with the approval of the Board.  Non-board members may be appointed to such committees.
2. All committee actions are subject to approval by a majority of the Board.

ARTICLE 5: PERFORMANCE

1. The Board shall hire and evaluate the Director.  The Director will hire and evaluate the performance of any assistants, work-study students, and other paid staff, and report to the Board as needed.
2. The Board shall act as the advisor to the Library Director, who shall attend all meetings of the Board and shall have the right to speak on all matters of discussion, but shall not have the right to vote.  The Board, with the Director’s assistance, will periodically evaluate the library’s collection in effectively meeting community needs.
3. The Board may send representatives to any meeting where action may be taken affecting the interests of the library.
4. Financial Stewardship
5. Budget- the Board shall prepare and administer an annual Budget with January 1st as the beginning of the fiscal year.  The Board will oversee all fundraising and solicitation of funds.
6. Depositories, etc.- All receipts, income, donations, and fees of the Alfred Box of Books Library shall be deposited to its credit in secure bank accounts or certificates of deposit in banks as the Board may select.
7. Signature Authority- All checks, drafts or other orders for the payment or transfer of money, and all notes or other evidences of indebtedness issued in the name of the Alfred Box of Books Library shall be signed by the President of the Board of Trustees or the Treasurer, or by such other officer selected by the Board.
8. The Board will establish and review annually all services, the 5 year plan, and policies governing the library in accordance with the charter and the Southern Tier Library System.
9. The Board will have the responsibility of negotiating lease agreements and contracts.
10. The Board will decide on all major building repairs and maintenance work at the library.  The Director will keep the Board informed of maintenance and facility improvement needs.
11. The Board will encourage members, staff, and volunteers to preserve history and current happenings of the library.
12. The Board will encourage the formation and visibility of a Friends group to support library programs and services and/or to help with facility improvements.

 ARTICLE 6: AMENDMENTS

These by-laws may be amended by a majority of the Board at a regular meeting.  Such action may be taken only after the substance of the proposed amendment has been presented in writing at a prior meeting and all the members of the Board are made aware of the proposed amendment and the meeting date at which the vote for the amendment will occur.

AMENDMENT 1   
Every Trustee, Officer, Director and staff member of the Alfred Box of Books Library shall be indemnified by the Alfred Box of Books Library to the full extent that such indemnification may be lawful under the New York not-for-profit corporation law.  The foregoing right of indemnification shall not be exclusive to any other right to which such person may be entitled.

Amended May 2006

Article 5: A, D, G, I- amended March 3, 2008   
Article 5: D (sections 1,2, 3)- amended October 5, 2009   
Article 1: B amended August 12, 2019   
Article 2: A amended August 12, 2019