

**BYLAWS
OF
MAMAKATING LIBRARY

A SPECIAL DISTRICT LIBRARY
INCORPORATED UNDER THE LAWS OF
THE STATE OF NEW YORK**

Accepted April 2010

Amended March 2017

Amended January 2019

Amended June 2024

Amended November 2024

Amended January 2025

MAMAKATING LIBRARY

845-888- 8004

128 Sullivan Street

<https://mamakatinglibrary.org> || mam@rcls.org

PREAMBLE

These are the by-laws of the Mamakating Library, originally established in 1912 as the Bloomingburg Free Library, provisionally chartered in 2003 as the Town of Mamakating Library District, and granted permanent charter as the Mamakating Library on March 9, 2010 by the Board of Regents of New York State.

ARTICLE I – NAME

The corporate name of this Library shall be Mamakating Library hereinafter referred to as the Library; branch shall be located in Wurtsboro, Sullivan County, New York.

ARTICLE II – PURPOSE

The fundamental objective of the Library shall be to provide free access to books and other media for the residents of the Mamakating Library Special District. The library is dedicated to providing materials, programs and other services to promote the education, knowledge and creativity in the community it serves, as well as to provide materials and information representing diverse points of view on current and historical issues, carry out all aspects of its operations in accordance with the laws and regulations of the United States of America and the State of New York, and shall not deny or abridge any person's rights to use the Library because of origin, gender, age, background, or beliefs.

ARTICLE III – ANNUAL BUDGET REFERENDUM & TRUSTEE ELECTION

SECTION 1. Powers. All powers of the Library shall be vested in the Board of Trustees. The Board shall be authorized to take any and all actions in furtherance of the Library's purposes, and make all rules, regulations, and policies for the transaction of the business of the Library, not inconsistent with law, its charter and these By-laws.

SECTION 2. Composition. The Board of Trustees of the library shall be made up of seven (7) people dedicated to good library service for the Town of Mamakating. The trustees must be Town of Mamakating residents of voting age, who have lived in the town at least one year and are residents of the Pine Bush, Minisink, or Monticello school districts. A trustee's change in residence out of the district or resignation shall automatically create a vacancy for library trustee.

SECTION 3. Election and Qualification. The Annual Budget Referendum and Trustee Election will be held in August at a date to be determined by the Board. A new trustee is elected by the voters. A vacancy can be filled by a majority vote of the Board, and the appointee shall hold office until the next annual election of trustees. Upon election, the trustee will serve the remaining length of the term originally vacated.

SECTION 4. Terms and Term Limits. A trustee will serve no less than four (4) years, but no more than twenty-five (25) consecutive years. The terms of office of the Trustees have staggered end dates so that not more than two (2) Trustees' terms shall expire in any year.

SECTION 5. Removal of a Trustee from office

1. A Trustee who misses three (3) consecutive Board meetings, unexcused, in any calendar year shall be subject to removal.

2. A Trustee may also be removed for misconduct, incapacity, neglect of duty or refusal to carry into effect the Library's educational purpose, pursuant to NY Education Law Section 226, subdivision 8. In the event that the Board seeks to remove a Trustee for the above-mentioned reasons, the following procedures are employed:

a. A written complaint to remove a Trustee from office must state the factual basis for removal, and be submitted for a Resolution to remove by the Board. All proceedings for Resolutions to remove and for the actual removal of Trustees shall remain within the Board.

b. A Trustee who is subject to removal is entitled to written notice, including a copy of the complaint and delivered at least seven (7) days prior to the meeting at which the Resolution is to be considered for vote.

c. Before the Board of Trustees votes on the proposed Resolution, the board member in question may present arguments in opposition before the vote. A majority vote of the Board is required for removal.

ARTICLE IV – OFFICERS OF THE BOARD

SECTION 1. The officers of the board shall be a President, a Vice-President, a Secretary, and a Finance Officer.

SECTION 2. A nominating committee may be appointed by the president two months prior to the end of the library budget year.

SECTION 3. The officers shall be elected at the first regular meeting of the library year by a majority vote of the board.

SECTION 4. All officers shall have the usual powers associated with their offices, as outlined in Article 5.

SECTION 5. Removal or Replacement: An officer may be removed from office for just cause and after fair hearing by a two-thirds majority vote of the Board.

SECTION 6. Should an office become vacant, the President shall be empowered to appoint a trustee with the approval of the Board to that vacant office.

ARTICLE V – DUTIES OF OFFICERS

SECTION 1. The President shall preside over all Board meetings, carry out all its decisions, maintain order, create and appoint all necessary committees and coordinate their activities, act as ex-officio member of all committees, call special meetings when deemed advisable with one week's notice, and, in general, do everything in their power to expedite the business of the Library and general welfare of its trustees, staff, and members.

SECTION 2. The Vice-President, in the absence or disability of the President or a vacancy in that office, shall act with full power and authority in the absence of the President and shall perform such other duties as the Board of Trustees shall prescribe.

SECTION 3. The Secretary shall carry on all routine correspondence of the Board, read all important correspondence at all meetings as directed by the President, keep accurate minutes of all proceedings of the Board, maintain a roster of names and addresses of the Library trustees, keep a roll of attendance of each meeting, and keep such records and documents of the Library as may accrue.

SECTION 4. The Financial Officer shall prepare and present financial reports at monthly meetings, assist in developing procedures and managing processes related to financial controls and interface with banks to manage cashflow.

ARTICLE VI – MEETINGS

SECTION 1. Regular meetings shall be held monthly, at dates and times to be established by the board at the beginning of the library year and shall be open to the public except when in executive session. Meeting dates and times may be subject to change. Public will be notified in accordance with Open Meeting Law.

SECTION 2. Special meetings shall be held at the call of the president or any three trustees or the Director.

SECTION 3. A majority of the board shall constitute a quorum.

SECTION 4. The order of business shall be as follows:

- a. Attendance
- b. Adoption of Agenda
- c. Review of minutes of previous meeting
- d. Finance report
- e. Director's report
- f. Committee reports, if any
- g. Nominations and elections, if any
- h. Unfinished business
- i. New business

j. Adjournment

SECTION 5. Vacancies among the officers shall be filled at an election at a regular meeting and a majority of the trustees present shall be necessary for the election.

ARTICLE VII: LIBRARY DIRECTOR

The Library Director, appointed by the Board, shall serve as advisor to the Board; be responsible for the administration of the Library and its staff under the general policies approved by the Board; be directly responsible to the Board and through the Board to the community; attend all meetings of the Board but have no vote; submit monthly reports to the Board concerning activities, condition, and affairs of the Library and its staff; prepare such regular reports, papers, and statistics as may be periodically required by the laws and regulations of the State of New York; notify the Board of appointments, dismissals, and specific duties of other staff and be responsible for the proper direction and supervision of such staff; be responsible for the care and maintenance of library property and for an adequate and proper selection of books, other media, and furnishings in keeping with the stated policies of the Board for the efficiency of library service to the public.

ARTICLE VIII – COMMITTEES

SECTION 1. The President shall appoint all committees as the business of the Board may require. All committees and committee members shall serve at the pleasure of the President.

SECTION 2. Each committee shall consist of at least one trustee who shall be chairman. Non-board members may be appointed to such committees to bring special capabilities for the resolution of problems facing a committee.

SECTION 3. Committee appointments shall expire December 31st or at the expiration of the time assigned for the committee's work.

SECTION 4. Committees may include but are not limited to: building, finance, bylaws and policies, long range plan; and, their duties shall be such as are

associated with the name or as shall be assigned to them by action of the Board; the Library Director may serve as consultant to these committees.

SECTION 5. Committees shall meet as necessary to carry out their functions; and, each committee chairman shall report the committee's actions to the Board.

SECTION 6. Committee recommendations are subject to approval by a majority of the board.

ARTICLE IX – FINANCE

SECTION 1. The fiscal year for the Library shall be January 1 to December 31, as stated in the enabling legislation

SECTION 2. All receipts and disbursements are subject to a monthly review by and approval of the Board. The funds of the Library shall be deposited in a bank or other financial institution to be selected by the Board. All financial obligations of the Library shall be discharged by check and signed by any Board member so designated. Financial institutions and designated signers shall be chosen annually at the Reorganizational meeting. All receipts and disbursements are subject to a monthly review by and approval of the Board.

SECTION 3. All financial records and accounts may be audited either by an independent accountant or by a committee appointed by the Board. The Board shall determine the appropriate procedure for conducting such an audit.

SECTION 4. The Library shall have the power to accept any grant, gift, or donation of money from any source deemed advisable by the Board. This money will be used to aid the Library to carry out its objectives. Existing and future gifts can be designated for a specific use by the Library.

ARTICLE X – AMENDMENTS

SECTION 1: These by-laws may be repealed, amended or added to by a two-thirds 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 regular or special meeting and the notice thereof has been given in the agenda of the meeting at which it is to be considered.