



BY-LAWS OF THE HURLEY LIBRARY

Article I: Title

This organization shall be known as Hurley Library per the New York State Legislature Bill Number S4349A enacted on April 11, 2001, hereinafter referred to as the Library. The Library is located at 44 Main Street, P.O. Box 660, Hurley, New York 12443. The Library shall conduct its business in accordance with the provisions of the above-noted legislation.

Article II: Membership of the Board of Trustees

- A. Membership of the Library Board of Trustees shall consist of a range of seven (7) to nine (9) persons.¹ Membership of the Board of Trustees shall be limited to residents of the Library District which consists of Hurley Election Districts Two (2), Four (4), Six (6), and Eight (8) who must receive a majority vote of the registered voters of Hurley Election Districts Two (2), Four (4), Six (6), and Eight (8) at the annual election held every year in October.
- B. The terms of trusteeship will be four (4) years. The terms shall be staggered so that two (2) terms will expire on the 31st day of October of each year. Every fourth year three (3) terms will expire.
- C. Vacancies shall be filled as soon as possible by a majority vote of the Board of Trustees at a regular Board meeting.

Article III: Officers

Those serving on the Board of Trustees are eligible for elective office. If the Board so determines, the position of Secretary and Treasure may be held by individuals who are not elected members of the Board. In this case, these officers may receive compensation as determined by the Board.

1. The elective officers shall consist of:
 - President
 - Vice President
 - Recording Secretary
 - Corresponding Secretary
 - Treasurer
2. Officers shall be elected at the November meeting by the Board of Trustees for a term of One (1) year. They shall enter upon their respective duties in December of each year, and hold office until their successors are elected or until they are removed for cause by the Board of Trustees.
3. Except in cases where it is deemed by the Board of Trustees to benefit the Library to extend term limits, no member shall serve as President for more than two (2) consecutive full terms.
4. Members of the Board of Trustees must attend fifty (50%) percent of the regular monthly meetings to be eligible for elective office.
5. An office or Trustee position shall be declared vacant if the office or trustee fails to attend (50%) percent of the regular monthly meetings without satisfactory reason.
6. A vacancy in an elective office shall be filled by the board of trustees at the next regular or a special meeting.

¹ Updated May 2023

Article IV: Meetings

1. The board of Trustees shall hold eleven (11) meetings each year. These meetings shall normally be held on the first (1st) Thursday of each month, excluding February.
2. The regular meeting the first (1st) Thursday of December shall be known as the annual meeting shall be for the purpose of installing officers, adoption of the annual report, receiving reports of officers and committees, and for any other business that may arise.
3. The order of business at the regular meeting shall be determined by the presiding officer and shall normally include the following:
 - Roll Call
 - Minutes of the previous meeting
 - Treasurer's Report
 - Correspondence
 - Director's Report
 - Other Reports
 - Old (Unfinished) Business
 - New Business
 - Adjournment

The order of business may, at any point in the meeting after the roll call, be modified by a majority of the trustees present or at the discretion of the presiding officer.

4. Special meetings may be called by the presidents as they are deemed necessary in the interest of the library, or at the written request of three (3) members of the Board of Trustees.
5. A quorum for the transaction of business at any meeting shall consist of two-thirds (2/3) of the members of the Board of Trustees.
6. The Library Director may attend all meetings, except that portion of a meeting at which his/her salary or tenure is discussed.
7. Proceedings of all meetings shall be governed by Robert's Rules of Order.

Article V: Duties of Officers

1. The President shall preside at all meetings, appoint all committees and generally perform the duties of the presiding officer.
2. The Vice-President shall perform all the duties of the President in the absence of that officer.
3. The Recording Secretary shall call the roll, keep the minutes of all meetings and notify members of meetings. Copies of the minutes shall be kept on file in the Library and shall be available to the public as per the regulations of the F.O.I.L. law.
4. The Corresponding Secretary shall take care of all necessary correspondence of the Board of Trustees.
5. The Treasurer shall be responsible for the funds of the Library and for payment of all bills of the Library. The Treasurer shall be responsible for distributing the salaries of the Library staff according to state and federal guidelines. The Treasurer shall keep accurate books of accounts showing receipts, disbursements, and the balance of all accounts. The Treasurer shall manage Library funds in banking institutions in accordance with the New York State requirements. The Treasurer will be bonded and the fee for the bond will be paid by the Library. The Treasurer shall present to the Board monthly reports and any other such reports may be required. The Treasurer shall present the annual budget of the Library.

Article VI: Fiscal Year

1. The Fiscal year of the Library shall be from January 1 through December 31st.

Article VII: Committees

1. An Executive Committee of the officers and immediate past president shall transact such business as may be necessary between meetings of the Board.
2. Standing committees including Finance, Personnel, and Planning shall be appointed by the President promptly after each annual meeting.
3. Special Committees such as Stone House Day, auditing, etc, may be authorized by the Board and appointed by the President.

Article VIII: Mid Hudson Library System

1. The Library will maintain membership in the Mid Hudson Library System and participate in MHLS programs.

Article IX: Dissolution:

1. If it becomes necessary to dissolve the Hurley Library that process will take place in accordance with local, state, and federal policies which apply to the dissolution of a New York State Special Tax District Library, and the building will revert to the town.

Article X: Amendments

1. These by-laws may be amended at any regular meeting by a two-thirds (2/3) vote of the board members present, providing that the proposed changes shall have been submitted in writing at the previous regular meeting.

Approved: November 6, 2003