

Amended 4/29/15

1. This organization is and shall be known as MOUNTAIN TOP LIBRARY, TANNERSVILLE, GREENE COUNTY, NEW YORK existing by virtue of the provisions in the Absolute Charter number 1789 granted by the Regents of the University of the State of New York, October 25, 1906.
2. It is the mission of the Mountain Top Library to disseminate knowledge through the offering of information and communication services, literature and history; facilitate and promote activities designed to expand and improve the quality of library services to our patrons; and to sponsor appropriate events, programs and activities that will strengthen the library in the advancement of its stated purposes.
3. Access shall be free and open to all. Seasonal non-residents are asked for a suggested donation.
4. Management: Policy direction for the management of the Mountain Top Library shall be the responsibility of the Board of Trustees, which shall consist of 11 members. New members of the Board of Trustees shall be nominated, approved and appointed by the existing Board for a term of seven years. The Officers of the Board of Trustees shall be elected by a vote of the Board and shall consist of a President, Vice President, Secretary and Treasurer, each of whom shall serve a one year term, but may be re-elected. Duties of the Officers shall be: President: preside at all Board meetings, name committee members and chairpersons, and enunciate board policies for the media and the public. Vice President: assist the President and in case of absence shall perform the duties of the President at meetings. Secretary: record and distribute to the Board minutes of all meetings, discussions and decisions and is responsible for the Board's correspondence. Treasurer: Record and administer all the library's financial transactions, sign checks, deposit checks and cash into the library's accounts. The President or his/her designee shall sign checks and make deposits in the Treasurer's absence. The Board of Trustees shall appoint the Library Director, who shall serve at the pleasure of the Board. The Director shall be responsible for the management of the library in accordance with the Board's policy directives. The Director shall recommend to the Board the appointment of new paid or volunteer employees, and no staff appointments, promotions, salary increases or dismissals shall be made without this recommendation. The Director shall be responsible for staff supervision, care and maintenance of library premises and property, and for adherence to budget appropriations.
5. Board Meeting Frequency, Term Length, etc.: The Board of Trustees shall meet at least nine times per year, including the annual meeting, which may be held immediately after a regular Board meeting. The public shall be notified in a timely fashion before each meeting and shall be welcome to attend and to question Board members and staff. The Board President shall propose the regular and annual meeting schedule, which shall be approved by the Board. A quorum of the Board shall consist of a simple majority of the full Board, and shall be required before a vote may be taken. A simple majority of the Board members present shall be sufficient for the Board to conduct business. A simple majority of the full Board shall be required when the issues involve library policy, budget

adoption, expenditures of more than \$1,000.00, election or removal of Trustees and election or removal of Officers. The Board shall go into executive session, from which the public shall be excluded, when personnel matters are to be discussed. If a Board member misses three consecutive meetings, the member may be assumed to have resigned and the vacancy may be filled by a majority vote of the Board at the next meeting. This action does not require a hearing. The order of Board meeting business for regular meetings shall include, but not be limited to: reading of the previous meeting's minutes, Treasurer's report, Director's report, President's report, committee reports, communications, old business, new business, announcements, adjournment. The Director shall attend all meetings, participate in discussions and respond to the Board's questions, but shall not vote on any issue.

6. Committees: The President shall appoint committees as needed. A committee should be considered discharged and dissolved upon completion of its project and submission of a final report of the project to the Board. All committee chairpersons shall make a progress report to the Board when appropriate. No committee shall have other than advisory powers, except when the Board has delegated specific power to act on its behalf.
7. The Library Director shall have authority to appoint employees and volunteers, for the care and maintenance of the library property and for acquisitions. The Director is also responsible for the effective operation of the library and will report on library operations in full at each regular meeting of the Board.
8. Amendment to these bylaws may be proposed at any regular meeting of the Board of Trustees. The Board of Trustees may amend these bylaws by a majority vote of all Board members.