



Bylaws of the Red Jacket Community Library

MISSION STATEMENT

To empower learning and creativity by providing resources, programs, and a welcoming space for all.

PREAMBLE

The Board of Trustees (hereinafter designated as the “Board”) of the Red Jacket Community Library, a corporation created under a charter granted under Section 253 of the New York State Education Law by the Board of Regents (or Secretary of State) of the State of New York, dated May 17, 2011, shall be governed by the laws of New York State, the regulations of the Commissioner of Education and by the following bylaws.

PURPOSE

To provide quality library service to the residents, adults and children, of the Manchester-Shortsville Central School District.

BOARD OF TRUSTEES

1. The Board of Trustees consists of 7 members, consistent with the amended Charter which specifies a range of not less than 5 nor more than 11 members.
2. The term of office shall be 3 years with a limit of 2 successive 3-year terms.
3. Trustees shall be elected by the eligible voters of the Manchester-Shortsville Central School District in elections held concomitantly with the annual Library budget vote.
4. Vacancies among trustees which occur for reasons other than expiration of term shall be filled for the balance of the unexpired term by the Board of Trustees.
5. Any Trustee who shall fail to attend three consecutive regular meetings of the Board, unless excused, shall be deemed to have resigned as a Trustee, unless the Board defers this dismissal by majority vote. The President shall inform the absent Board Member in writing that they are no longer on the Board. If dismissal is deferred by Board action, the President shall inform the absent Board Member in writing the conditions of this deferral.
6. To fill the vacancy, the term shall be filled by appointment by the Board of Trustees. The term of a member appointed to fill a vacancy shall be that of the unexpired term of the member being replaced. Upon completion of this term, the appointed Trustee shall remain eligible for election by the voters to 2 successive 3-year terms.
7. The Board may remove a Trustee for misconduct, incapacity, neglect of duty, or refusal to carry into effect the library’s educational purpose as provided in Education Law 226; subdivision 8.



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8. Each Trustee shall have one vote, irrespective of office held.
9. A Trustee must be present at a meeting to have their vote counted or meet the provisions of New York State's Open Meetings Law.
10. A simple majority of the whole Board (including vacancies) is required for any motion to pass.
11. All actions of the Board shall be of the Board as a unit. No Board member shall act on behalf of the Board, on any matter, without prior approval of the Board. No Board member by virtue of their office shall exercise any administrative responsibility with respect to the library nor, as an individual, command the services of any library employee.
12. All Trustees must comply with continuing education requirements outlined in Section 260-d of New York State Education Law.
13. All Trustees must comply with the Sexual Harassment Prevention training requirements in New York State Education Law.
14. The fiscal year of the Red Jacket Community Library shall be a July 1-June 30 fiscal year.

OFFICERS

1. The officers of the Board of Trustees shall be a President, a Vice-President, and a Secretary.
2. These officers shall be elected at the annual meeting by a majority vote of the Board.
3. Officers' Duties:
 - **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, serve as an ex-officio voting member of all committees, and generally perform all duties associated with that office.
 - **The Vice-President**, in the event of the President's absence or inability to serve, or of a vacancy in that office, shall assume and perform the duties and functions of the President.
 - **The Secretary** shall keep a true and accurate record of all meetings of the Board, shall issue notice of all regular and special meetings, and shall perform such other duties as are generally associated with that office.
4. In the event of vacancies among the officers, the Nominating Committee shall present a candidate for election at a regular meeting, and a majority vote of the Trustees shall be necessary to an election.



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MEETINGS

1. The Board shall hold regular meetings at such a place and time as may be prescribed by the Board. All meetings shall be in compliance with the New York State Open Meetings Law.
2. The Board of Trustees will meet a minimum of 9 times a year with dates and times to be established by the Board at the annual meeting.
3. In accordance with New York State's Open Meetings Law and Education Law Title 1, Article 5, Section 260a, Board of Trustee meetings are open to the general public. Executive sessions may be called as a portion of the open meeting and appropriate business transacted thereat. The minutes of the open meeting and executive session are posted on the Library website. The minutes of the open meeting consist of a record or summary of all motions, proposals, resolutions and any matter formally voted upon and the vote thereon. Minutes of an executive session consist of a record or summary of the final determination of any action taken and the date and vote thereon.
4. Special meetings shall be held at the call of the President or any three (3) trustees for a specific purpose. No business may be transacted at such a special meeting except for the stated business.
5. A majority of the whole Board, including vacancies, shall constitute a quorum.
6. The order of business shall be as follows:
 - Roll call
 - Public Comment
 - Correspondence/Communications
 - Approval of prior Meeting Minutes
 - Financial and Audit report and approval of expenditures
 - Director's Report
 - Committee Reports
 - Nomination and elections, if any
 - Old business
 - New business
 - Other business
 - Next meeting date
 - Adjournment
7. This order of business may be changed or suspended during any meeting of the Board by consent of the Trustees present.
8. There shall be an Annual Meeting held in July of each year. The business transacted at this meeting shall include the election of officers, the designation of the library's newspaper of record, and a confirmation of the library's banking institution(s).

COMMITTEES

1. The following will be standing committees:
 - Policy & Long Range Planning (Bylaws, Minimum Standards, Contracts)



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- Personnel
 - Finance
 - Facilities
 - Executive
 - Nominating
2. Ad-hoc committees may be appointed by the President with the approval of the Board prior to the first meeting of the year.
 3. All reports of committees shall be presented in writing at the subsequent Board of Trustees meeting.
 4. No action of any committee shall be binding until approved by the Board unless full authority has previously been given by the Board.
 5. No committee shall authorize any expenditure without authority of the Board.
 6. The President of the Board shall appoint all committee members. The President and Vice-President of the Board shall be ex-officio (by virtue of their office) members of all committees.

LIBRARY DIRECTOR

1. The Board shall appoint a Library Director who shall be the chief executive and officer of the Library corporation and shall have charge of the administration of the library under the direction and review of the Board.
2. The Director shall be responsible for the care of buildings and equipment; for the selection and management of the staff; for the efficiency of the library's service to the public; and for the operation of the library under the financial conditions contained in the annual budget.
3. The Library Director shall render and submit to the Board reports and recommendations of such policies and procedures, which, in the opinion of the Library Director, will improve efficiency and quality of library service.
4. The Library Director shall attend all Board meetings except the portion of the meeting at which the director's appointment, salary, or performance is to be discussed or decided. 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.

LIBRARY TREASURER

1. The Board shall appoint a Library Treasurer who shall be an independent officer of the Library under provisions of Education Law §259 (1) (a) and who shall report on financial conditions of the Red Jacket Community Library at the annual meeting, at all Board meetings, and at any other time required by the President or by three or more trustees of the Board.



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AMENDMENTS

1. Amendments to these Bylaws may be proposed at any regular meeting and shall be voted upon at the next regular meeting. Written notice of the proposed amendment or amendments shall be sent to all absent members at least ten days prior to the voting session. A simple majority of the whole Board (including vacancies) shall be sufficient for adoption of an amendment. Any rule or resolution of the Board, whether contained by these Bylaws or otherwise, may be suspended temporarily in connection with business at hand, but such suspension, to be valid, may be taken only at a meeting at which two-thirds of the members of the Board shall be present and two-thirds of those present shall so approve.
2. These Bylaws are not intended to supersede any Education Law or Regulation of the Commissioner pertaining to public libraries.

PROCEDURE

3. All procedures not specified herein shall be in accord with Robert's Rules of Order, Revised.

ACTIVITIES

1. Notwithstanding any other provision of these articles, the corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Law) or (b) by a corporation, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Law).

NET EARNINGS

1. No part of the net earnings of the corporation shall inure to the benefit of any member, trustee, director or officer of the corporation, or any private individual (except that reasonable compensation may be paid for services rendered to or for the corporation), and no member, trustee, director or officer of the corporation, or any private individual, shall be entitled to share in the distribution of any of the corporate assets upon dissolution of the corporation.

ACTIVITIES ATTEMPTING TO INFLUENCE LEGISLATION

- A. No substantial part of the activities of the corporation shall be carrying on propaganda, or otherwise attempting to influence legislation (except as otherwise provided by the Internal Revenue Code section 501(h), or participating in, or intervening in (including the publication or distribution of statements), any political campaign on behalf of any candidate for public office.



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ABOLITION

1. The Red Jacket Community Library may be abolished by a majority vote of the Association membership at any meeting, provided notice of said meeting and intent to dissolve has been publicly posted throughout the service area, and legal notice is printed in the newspapers serving the geographical parameters of the service area at least three (3) weeks before said meeting.
2. Upon dissolution of the Red Jacket Community Library, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future Federal tax code, or shall be distributed to the Federal government, or to a state or local government, for a public purpose.

SERVICE OF PROCESS

1. The Commissioner of Education is designated as the representative of the corporation upon whom process in any action or proceeding against it may be served.

REFERENCES

1. Open Meeting Policy, OWWL Library System
<https://owwl.org/wp-content/uploads/2023/10/Open-Meetings-Policy-2022.06.08.pdf>

Revision History	
Nov 2020	Updated format. Added Section IIB re. open meetings law
July 2024	Changed Section IA re. Number of trustees from 9 to 7. Changed PLS to OWWL
Jan 2026	Updated format, adjusted sections to align more with the sample bylaws in the Trustee Handbook.