

**By-Laws
Of the
Board of Trustees
Of the
Ballston Spa Public Library**

**21 Milton Avenue
Ballston Spa, NY, 12020
(518) 885-5022/ ballston.sals.edu**

I. Article First: Trustees

The library shall be governed by a Board of Trustees, composed of five members, one of whom is appointed annually to serve a 5-year term, without term limitations.

The duties and responsibilities are:

- a. To establish all library policies not conflicting with the policies of the Ballston Spa Village Board; such policies shall be adopted with the advice and consent of the Librarian.
- b. To attend a minimum of seven meetings of the Ballston Spa Public Library Board per year. If a meeting cannot be made, contact via phone or e-mail should be made to the Librarian or another Board member.
- c. To serve on any committee appointed by the Library Board President.

New members of the Board are recommended by the existing Library Board, subject to the approval of the Ballston Spa Village Board. New Board members must execute the Oath of Office.

Each library board member shall submit his or her resignation to the president of the library board by giving 30 days notice thereof. The resignation shall then be transmitted to the Ballston Spa Village Board.

II. Article Second: Officers

The officers shall be: President, secretary, and treasurer, who shall be elected at the first regular meeting after the village election.

- a. The President shall preside at each meeting of the Ballston Spa Library Board. In addition, he/she shall be the liaison member with the Ballston Spa Village Board.
- b. The Secretary shall give any required notices of the meetings of the Library Board. The Secretary may ask the Librarian or Library

Assistants for any clerical help necessary in the performance of said duties.

- c. The Treasurer shall be responsible for the funds of the board and for all documents evidencing same. In addition, the treasurer shall pay any bills approved by the Library Board. The Treasurer shall recommend any financial investments to the Library Board.

III. Article Third: Meetings

The annual meeting of the board shall be held on the first Tuesday of March of each year. The regular meetings of the board shall be on the first Tuesday of each month, except the months of July and August.

Special meetings may be called by the President at the request of any two Trustees. Four members shall constitute a quorum. The order of business shall be governed by Robert's Rules of Order. A copy of the minutes of each meeting shall be submitted to the Ballston Spa Village Board.

IV. Article Fourth: Committees

The Library Board may set up any committees, standing or ad hoc, necessary for the efficient running of the library.

V. Article Fifth: Duties of the Librarian

The duties of the librarian shall be as follows:

- *To take charge of the library and be responsible for the care and safety of the books, and other public property contained therein.
- *To submit to the board of trustees appropriate measures for the proper management of the library.
- *To make available to the board of trustees pertinent reports or data released by other library associations.
- *To obtain pertinent public documents for the library.
- *To keep lists of new books and publications.
- *To keep a list of monetary donations to the library, stating the name of the donor, and the date when the donation was received.

- *To buy books and periodicals, recordings, and other informational materials.
- *To arrange for the classification and cataloging of library materials.
- *To define and supervise the job performances of the employees of the library and to report to the board serious dereliction of duty.
- *To keep exact and detailed accounts of all moneys received from fines and other sources, to report the same to the board at the regular meetings.
- *To prepare a monthly and annual statistical report.
- *To discharge such other duties as may be required of a librarian.

VI. Article Sixth: Employees

The library board shall make recommendations to the village board of trustees regarding the appointment of all employees and their salaries.

VII. Article Seventh: Restrictive Purposed and Activities Provision

Notwithstanding and other provision of these articles, the organization is organized exclusively for literacy and educational Sales and Use Tax Law, and shall not carry on any activities not permitted to be carried on by an organization exempt from sales use taxes under section 1116(a) (4) of the N.Y. State and Use Tax Law.

VIII. Article Eighth: Amendments

These By-Laws may be amended by a majority vote of the board of trustees, provided that a written notice of the amendment is submitted to each member of the board at least 30 days prior to the regular or special meetings.