

By-Laws of the Coburn Free Library

Article I - Name

1. This organization is and shall be known as the Coburn Free Library, existing by virtue of the provisions in the Absolute Charter granted by the Regents of the University of the State of New York on February 18, 1895 and modified in 1956, and exercising the powers and authority and assuming the responsibilities delegated to it under said charter.

Article II - Management

1. The business and affairs of the Coburn Free Library shall be managed and conducted by a Board of Trustees, all of whom must be residents of the Village of Owego. These Trustees shall consist of a President, a Vice President, a Secretary, a Treasurer, and one member at large. In addition, any members of the Owego-Apalachin School Board who are also Village residents are entitled to serve on the Library Board as either officers or members at large for the duration of their terms on the School Board, but are under no obligation to participate in Library affairs.
2. Trustees other than School Board members are appointed to the Board by the present Trustees, and may serve in such capacity for a term of 5 years. Vacancies are filled by nomination and subsequent approval by a majority of Trustees. The Board may at any time during the year appoint a trustee to fill a vacancy until the end of the calendar year.
3. Removal of Trustees - Trustees must represent the library in the community. Therefore, the Board reserves the right to remove a trustee from board service if it determines that the trustee has engaged in conduct that is in conflict with the best interests of the library. Reasons for removing a trustee include: an unresolved conflict of interest, fraud, sexual or other harassment; failure to perform the duties of a trustee through absence or nonparticipation in Board activities; failure to complete required training; and other personal conduct deemed to be contrary to the best interests of the library. The Board President, acting upon any credible information, will first meet with the trustee to discuss the concerns related to the trustee's conduct. If the President deems further action to be appropriate, the Board of Trustees will meet to decide whether to remove the Trustee from Board service. The Board decision will be final and not subject to appeal. In the event that the President is unable to fulfill this role, the Vice President will oversee the process.

Article III - Officers

1. The President of the Board of Trustees shall preside at all meetings of the Board, authorize calls for any special meetings, appoint all committees, execute all documents authorized by the Board, and generally perform all duties associated with that office.
2. The Vice President shall assume and perform the duties and functions of the President in the absence or disability of the president or the vacancy of the office.
3. The Secretary shall keep an accurate record of all meetings of the Board and perform all other duties associated with the office.
4. The Treasurer shall oversee all financial records and transactions and perform all other duties associated with the office.

Article IV - Meetings

1. The regular meetings of the Board of Trustees are held monthly, or more often as determined by the Board. Notice will be sent to all Trustees by the President or Library

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Director at least two weeks prior to such meetings, and a public notice will appear on the Library website.

2. A quorum for the transaction of business at any meeting shall consist of a simple majority of the entire Board present in person. In the absence of a quorum, the Trustees present may adjourn the meeting to a date determined and send notice thereof to all Trustees.
3. The Library Director shall attend all meetings and may participate in discussions, but has no voting privileges.
4. All meetings are open to the public and follow New York State Open Meetings Law.

Article V - Director

1. The Board shall appoint a qualified Library Director who shall be the executive and administrative officer of the Library on behalf of the Board of Trustees and under its review and direction.
2. The Library Director or Librarian is responsible for the direction and supervision of the staff; for the care and maintenance of Library property; for selection of materials; for effective service to the public, and for ensuring operation within budgeted appropriation.

Article VI - Board Duties

1. It shall be the duty of the Board of Trustees to:
 - A. Establish and amend Library policies of operation
 - B. Set staff pay
 - C. Review book selection policy if its execution is called into question
 - D. Ensure Library services

Article VII - Amendments

1. The Board of Trustees may amend these Bylaws by a majority vote of all Trustees present, providing notice of the proposed amendment has been given to each Trustee two weeks in advance.
2. No amendments may be in direct contrary statement to the rules governing the Board of Trustees as set forth in the Absolute Charter.

Article VIII - Non-Inurement

1. No part of the earnings of the organization shall inure to the benefit or be distributed to the Members, Trustees, Officers, or other private persons. The organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distribution in furtherance of its purpose.

Article IX - Dissolution.

1. Upon dissolution the Board of Trustees shall, after paying or making provision for the payment of all liabilities of the organization, dispose of by direct gift all of the assets of the organization to the Village of Owego with the express purpose of the continuance of library services to the people of that community.