

FALCONER PUBLIC LIBRARY

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www.falconerlibrary.org

Falconer Public Library By-Laws

Article I: Name and Purpose

Falconer Public Library is chartered by the Board of Regents of the University of the State of New York. It is a member of the State of New York. It is a member of the Chautauqua-Cattaraugus Library System, one of the twenty-two systems under the State Education Department, which provides support and guidance to all member libraries.

Through the twenty-two public library systems, each library receives a multiplicity of services. Some of the services provided are: consulting on general library programs; help to the librarians in improving adult and children's programs; book deposits and bulk book loans; direct loans of films, videos and art prints; librarian/trustee workshops; centralized purchasing and cataloging; and help with public relations.

Article II: Trustees

Falconer Public Library Trustees are selected and approved by the Village Board. As stated in the original charter, there are five trustees. Only persons genuinely interested in libraries and understanding their importance as centers of information, of community culture, of recreation and life-long education are considered as candidates.

Terms of office are for a five-year period, staggered to provide continuity; vacancies are filled by a library board election.

A representative from the Village Board is appointed by the board and may attend any or all of the Library Board meetings.

Article III: Finance

Falconer Public Library is financed by the Village of Falconer (taxes), the Chautauqua-Cattaraugus Library System (New York State), the Town of Ellicott (variable amounts) and memorials and donations from the public. Annual special funds include the Library Book Sale.

Article IV: Officers And Duties

Officers shall consist of a President, Vice-President, a Secretary and a Treasurer, each of who shall serve one year.

Duties Of The Officers Are:

President: Shall preside over all library board meetings, appoint committees as necessary, act in temporary emergencies and perform such other duties as customarily pertaining to the office.

Vice-President: Shall have and exercise all the powers and duties of the President during their absence and inability to act.

Secretary: Shall record the minutes of all board meetings, conduct correspondence pertaining to library functions and business, and give proper notice of all meetings.

Treasurer: Shall be the Village Clerk, as stipulated in the charter.

Village Board Representative: May attend library board meetings as desired and/or required by particular need. This person provides a common link between the two boards.

Article V: Librarian And Staff

The Library Board is responsible for the selection of a qualified librarian who will provide professional expertise on library matters and keep trustees fully informed on new developments, as well as manage the library.

The trustees and the librarian are a team and must work together to ensure successful operation of the library.

The appropriate number of staff shall be selected and managed by the librarian, assisted by the library board. All selected persons must be approved by the Village Board before final appointment.

Salaries are recommended by the library board, with final approval coming from the Village Board.

Article VII: Meetings

The library board shall meet quarterly at the convenience of the library trustees; additional meetings may be scheduled as necessary. Public notice of regular meetings is posted in the library.

Annual Meeting: January

Election Of Officers: January

Appointment Of Budget Committee: January. To meet with the librarian and complete a preliminary budget before the deadline set by the Village Board. The Village Board makes the final decision on the budget.

Article VIII: Amendments

Amendments may be added as needed, approved by 2/3 majority of the library trustees. All trustees shall be notified in advance of meeting to vote on amendments.