

Elizabeth B. Pert Library  
Physical Address: 5736 State Route 414, Hector, NY 14841  
Mailing Address: PO BOX 82, Hector, NY 14841

## **By-Laws**

Adopted 2/8/2000

Amended 1/17/2001, Amended 9/25/2025

### **Article 1: Mission Statement**

This organization, originally as the Valois- Logan-Hector Reading Center, exists to provide free and open access to information and library services to residents and visitors of the Town of Hector. The Elizabeth B. Pert Library also serves to enrich the cultural life of the community and by sponsoring programs in literature and the arts for all community members.

### **Article 2: Membership**

Membership in the library is open to any resident or non-resident of the area who provides the required information and follows the rules for borrowing, using, and returning library materials.

Voting membership in the library is granted to active volunteers after completing 25 hours of scheduled library service within a one-year period. Voting membership remains in effect as long as the volunteer continues to serve actively on library duties of any type assigned by the Board of Trustees or by the Library Director(s).

### **Article 3: Board of Trustees**

Members of the Board of Trustees, are listed below, shall function as an Executive Committee in developing operating policy and financial plans for the library. They shall define the duties of a paid Library Director(s) and additional paid Library Staff as needed, appoint and review the work of the Director(s), and shall assure that all appropriate reports, payments, and documentation of library activities are made. Trustees shall serve a three-year term of office, and may be re-elected by a majority of the voting members.

At Large Seat: This position represents the interests of the broader membership and may be assigned specific responsibilities by the Board of Trustees. At Large members participate in all Board decisions but do not have a specific portfolio like other officers.

The Board shall consist of:

President	At Large Seat (Past President)
Vice President	At Large Seat
Secretary	At Large Seat
Treasurer	At Large Seat
501C Treasurer	

A President in good standing, upon leaving office, shall have the option of remaining on the Board.

The term of office for Trustees shall be from January through December.

Vacancies on the Board will be filled by an election of voting library members. Upon a vacancy or the end of a term of office for any trustee, the President shall appoint a nominating committee to establish a slate of nominees and present them to the next meeting or the voting members. Trustees shall be voted on during the public budget vote.

Conflict of Interest Clause: No trustee, officer, or staff member of the library shall have a financial interest in any contract or transaction entered into by the library. Trustees, officers, and staff must disclose any potential conflicts of interest to the Board and recuse themselves from voting on related matters.

#### **Article 4: Meetings**

- A) Meetings of the Board shall be held the last Thursday of each month or as needed and may be called by the President or by any Trustee. Four members of the Board shall constitute a quorum, for purposes of action on any matter of operating policy, financial management, or tenure of the Director(s).
- B) General Meeting of the voting membership shall be held quarterly, on dates set at the beginning of the library year, and will be chaired by the Library Director(s).
- C) Special Meetings of the voting members may be called by either of the officers named above, with at least one week's notice to the list of voting members maintained by the Secretary.
- D) A quorum for a General or Special Meeting will be half the number of voting members plus one. Majority votes will carry any election or motion presented at General or Special Meeting.
- E) Topics which may be considered by the general membership include proposals for library programs and services, creation of committees and working groups, and recruitment of members to work on them, physical maintenance of the library premises and materials, fundraising, and expenditure of budgeted monies, and policy issues needing attention by the Board of Trustees.
- F) The order of business at all meetings shall be:
  - a. Roll Call
  - b. Minutes of last meeting
  - c. Library Director's Report
  - d. Committees Report
  - e. Nominations and Elections (if any)
  - f. Unfinished Business
  - g. New Business
  - h. Adjournment

## **Article 5: Library Director(s)**

- A) The Board shall appoint a qualified Library Director(s) who shall be the executive and administrative officer(s) of the library.
- B) The Library Director(s) shall be responsible for the operation, volunteer coordination and/or staffing, and management of the library, according to the policies, budgets, and duties prescribed by the Board, and will report on these matters at each Board meeting.
- C) The Library Director(s) shall be the primary liaison with the Southern Tier Library System, other Schuyler County libraries, the Valois Logan Hector Fire Company in regards to the library's tenancy of its premises, and public meetings affecting the interests of the library. Other officers or voting members of the library may substitute for the Library Director(s), as needed, in performing these functions.
- D) The Board shall review the performance of the Library Director(s) annually. The review will focus on the Director's management, operational effectiveness, and achievement of library goals as outlined in the annual plan.

## **Article 6: Library Year**

The fiscal year of the library shall be the calendar year.

## **Article 7: Amendments**

These bylaws may be repealed, amended, or added to by a majority vote of the whole Board at a regular meeting. Such action may be taken, however, only after the substance of the proposed change has been presented in writing at a prior meeting of the Board.