

By-Laws of the Inlet Public Library  
(As amended March 18, 2021 and April 15, 2021)

MISSION STATEMENT

The Town of Inlet Public Library exists to provide quality service that meets the needs of the people in our service area in an open and non-judgmental environment with free access to Library materials and services in a variety of formats.

PREAMBLE

The Board of Trustees (hereinafter designated as the “Board” of the Town of Inlet Public 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 November 6, 1998 and finalized November 14, 2003, shall be governed by the laws of New York State, the regulations of the commissioner of Education and by the following Bylaws.

BYLAWS

Article I – Name

This organization is, and shall be known as “Inlet Public Library”.

Article II – Management

1. The library may be used by those persons who meet the criteria of The Rules of the library.
2. The Annual meeting of the Library Board shall be held by the end of the calendar year.
3. The business and affairs of the Inlet Public Library shall be managed and conducted by a Board of Trustees that shall be, in number, eleven. The Board of Trustees shall be residents of the town of Inlet. A maximum of two Trustees may reside outside the Town of Inlet as long as they reside within the area served by the Inlet Library. Trustees’ term of office shall be five years, renewable at the end of each term.
4. Trustee attendance: Trustees are expected to attend all board meetings unless prior notice is given to a Board Officer. Trustees are expected to attend Library functions, contribute to Library activities, and support the operational needs of the Library.
5. Vacancies, which occur for reasons other than expiration of term,

shall be filled for the balance of the term by the Board of Trustees with approval from the Inlet Town council.

### Article III – Officers

1. The officers of the Board of Trustees shall be elected at the Annual Meeting and shall be: President, Vice-President, Treasurer, and Secretary; elected from among the Board of Trustees. In addition an Historian shall be appointed by the Board of Trustees.
2. Officers shall serve a term of five years from the time of the Annual meeting at which they are elected, and until their successors are duly elected. Officers will serve as long as they are willing to hold and perform the duties of a given office or to serve on the Board of Trustees. There is no limit to the number of terms or length of service a board member is allowed to fill, whether terms of office are held consecutively or otherwise.
3. Nominations may be made from the floor or by letter. The vote for officers shall be by a secret ballot if two or more Trustees have been nominated for the same office.
4. The President shall preside at all meetings of the Board, authorize calls for any special meetings, appoint all committees and their chairmen, execute all documents authorized by the Board, serve as ex-officio voting member of all committees, and generally perform all duties associated with that office.
5. The Vice-President shall assume and perform the duties and functions of the President in the event of the absence or disability of the President, or of a vacancy in that office.
6. The Secretary shall keep a true and accurate record of all meetings of the Board of Trustees and shall perform such other duties as is generally associated with that office. The Secretary shall take care of all correspondence and shall issue notice of all regular and special meetings.
7. The Treasurer shall be the disbursing officer of the Board, shall sign all checks under \$1000, co-sign checks above that amount with one of the officers, and perform such duties as are generally associated with that office.
8. The Historian shall list events, in which the library participated each year and shall add to the chronological library scrap book as documents and photos become available.

#### Article IV – Meetings

1. The regular meetings shall be held monthly as established by the Board at the Annual meeting.
2. Special Meetings may be called by the Secretary, at the discretion of the President, or at the request of any three Trustees, for the transaction of business as stated in the call for the special meeting.
3. A quorum for the transaction of business at any meeting shall consist of a majority of the Board of Trustees being present. In the absence of a quorum, the Trustees present may adjourn the meeting to a date they determine.
4. The Library Director shall attend all meetings, may participate in the discussion, and offer professional advice, but is denied a vote upon any question.

#### Article V – Library Director

1. The Board shall appoint a Library Director who shall be executive and administrative officer of the library on behalf of the Board and under its review and direction in accordance with the Town of Inlet's employment policy.

#### Article VI – Amendments

1. The Board of Trustees may amend these By-laws by a majority vote of all members present at any regular meeting of the Board provided Notice of Amendment has been given to each Board member 30 days prior to the meeting.

These By-laws were approved by the Board of Directors at the regular Board meeting held on May 20, 2021