

ESSENTIAL DOCUMENTS

MISSION STATEMENT

It is the mission of the Philmont Public Library (Library) to offer all members of our community a variety of resources and opportunities with which to further their knowledge and cultural enrichment. We especially recognize our responsibility to serve the youth of our community by fostering the excitement of learning and the joy of reading. The Library's ultimate mission is to serve and be responsive to the changing needs of our diverse community.

AMERICAN LIBRARY ASSOCIATION'S BILL OF RIGHTS

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services:

1. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
2. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
5. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
6. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 19, 1939.

Amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; and January 23, 1980; inclusion of "age" reaffirmed January 23, 1996, by the ALA Council.

**PHILMONT PUBLIC LIBRARY
BY-LAWS**

5/02/18

Article I Name, Authority, and Government

- Section 1 The name of this organization shall be the Philmont Public Library (Library).
- Section 2 The Library derives its authority from an absolute Charter issued by the University of the State of New York Education Department on March 29, 1974.
- Section 3 The Library is governed by New York State Education Law, by all other applicable New York State laws, and by these By-laws.

Article II Mission

It is the mission of the Library to offer all members of our community a variety of resources and opportunities with which to further their knowledge and cultural enrichment. We especially recognize our responsibility to serve the youth of our community by fostering the excitement of learning and the joy of reading. The Library's ultimate mission is to serve and be responsive to the changing needs of our diverse community.

Article III Board of Trustees

- Section 1 A candidate for the Library Board of Trustees (BOT) shall apply in writing to the BOT. He may be nominated during a BOT meeting as soon as his application has been received, and during the following meeting may be voted to be recommended to the Philmont Village Board for appointment to the BOT. The trustee's appointment shall take effect as soon as the Village Board approves it.
- Section 2 A trustee's term of office shall be five years. Trustees may be reappointed. In the case of a trustee's resignation, a new trustee shall be elected by majority vote of the BOT and then appointed by the BOT to serve the remainder of the unfinished term. That appointment may become effective immediately. The trustee may then be elected and recommended for appointment to the Village Board for a full term.
- Section 3 Any Library trustee who misses three consecutive meetings may be dismissed from the BOT.

Section 4 Trustees shall not interfere in the day-to-day operations of the Library, thereby usurping the Library Director's authority. However, all decisions made by the Director shall be subject to review by the BOT.

Article IV Meetings

Section 1 The BOT shall hold regular meetings at least 10 times annually. The Library Director shall attend these meetings and report on the current affairs of the Library at a time designated by the BOT.

Section 2 The dates of the regular monthly meetings of the BOT shall be published in the Library's Newspaper of Record, and shall be posted on the websites of the Library and the Village.

Section 3 The order of business for regular meetings may include, but not be limited to, the following items:

- a. Call to Order
- b. Roll Call
- c. Visitors in Attendance
- d. Public Comment
- e. Acceptance of Previous Meeting's Minutes
- f. Correspondence
- g. President's Report
- h. Finance Officer's Report
- i. Payment of Bills
- j. Village Liaison Report
- k. Director's Report
- l. Committee Reports
- m. Old Business
- n. New Business
- o. Public Comment
- p. Dates of Future Meetings
- q. Adjournment

Section 4 The BOT shall hold an annual June meeting during which the BOT shall:

- a. Elect its officers for the coming year
- b. Choose the publication to be its Newspaper of Record for the coming year
- c. Choose an institution to be its official bank for the coming year
- d. Establish the number of trustees that will serve on the BOT for the coming year
- e. List standing committees, their members, and chairpersons for the coming year

Article V Officers

Section 1 The officers shall consist of a President, Vice President, Secretary, and Finance Officer who are elected to the office by a majority vote of the BOT. Trustees' resignations from these offices shall be communicated by letter or email, and shall be accepted by a majority vote of the BOT.

Section 2 Duties of Officers

- a. The President shall preside at all meetings of the BOT; he shall serve as an ex-officio member of all committees except for the nominating committee; he shall sign all official documents; and he shall enforce all policies authorized by the BOT. The President or his designee is the only person to speak for the BOT to the Village Board. The President may call special meetings of the BOT when necessary.
- b. The Vice-President shall assume the duties of the President in the case of the President's absence or disability.
- c. The Secretary shall keep the minutes of all meetings of the BOT and write any letters necessary for the business of the BOT.
- d. The Finance Officer shall have charge of Library funds insofar as allowed by law, keeping record of the Library's income and expenditures. The Director shall record all bills to be presented to the Village.

Section 3 All officers shall serve terms of one year beginning with their election at the annual meeting.

Section 4 In the case of an officer's resignation, the vacancy may be filled by a majority vote of the BOT.

Article VI Committees

The President of the BOT shall create all committees necessary to carry out the business of the Library and shall appoint their members and chairpersons. The President may create ad-hoc committees at any time.

Article VII Amendments

These By-laws may be amended when deemed necessary by a majority vote of the BOT.

Article VIII Duties of the Library Director

Section 1 The Library Director is responsible for the proper direction and supervision of the staff, for the care and maintenance of Library property, for an adequate and proper selection of books and other materials in keeping with the written policies of the BOT, for efficient service to the public, and for operation within the Library's budget appropriation.

Section 2 The Library Director shall be under the direction and supervision of the BOT. All decisions made by the Director shall be subject to review by the BOT.