

Bylaws of the Mabel D. Blodgett Memorial Library

Mission Statement

The Mabel D. Blodgett Memorial Library provides quality service to the residents of the Marcus Whitman School District in an open and non-judgmental environment with free access to library materials in a variety of formats.

Preamble

The Board of Trustees (hereinafter designated as the “Board”) of the Mabel D. Blodgett Memorial Library, a corporation created under a charter granted under Section 253 of the New York State Education Law by the Board of Regents of the State of New York, dated June 13, 2023, shall be governed by the laws of New York State, the regulations of the Commissioner of Education and by the following bylaws.

Bylaws

1. NAME OF ORGANIZATION

- a. The name of the organization shall be the Mabel D. Blodgett Memorial Library

2. PURPOSE

- a. The purpose of the organization is to provide superior public library service to all residents in the Marcus Whitman School District.

3. FISCAL

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

4. BOARD OF TRUSTEES

- a. The library shall be governed by a Board of Trustees. The Board shall consist of five to seven members, appointed for terms of three years each by the Village of Rushville Board of Trustees. Newly appointed members will take office at the annual meeting.
- b. Eligibility for office shall be limited to adults residing or owning property within the geographical limits of the Marcus Whitman School District.
- c. Absence from three consecutive meetings shall constitute possible dismissal from the Board unless the Board defers this dismissal by majority vote. The President shall inform the absent Board Member in writing that he/she is no longer on the Board. If dismissal is deferred by Board action the President shall inform the absent Board Member in writing the conditions of this deferral.
- d. No member shall serve for more than three consecutive three-year terms.
- e. Any vacancy shall be filled by appointment from the Village of Rushville Board of Trustees for the remainder of the term of that particular position.
- f. The Board may remove a Trustee for misconduct, incapacity, neglect of duty or refusal to carry into effect the library's educational purpose as provided in Education Law 226; subdivision 8.
- g. Each Trustee shall have one vote, irrespective of office held.
- h. A Trustee must be present at a meeting to have his/her vote counted.
- i. A majority of the whole Board (including vacancies) is required for any motion to pass.
- j. All actions of the Board shall be of the Board as a unit. No Board member shall act on behalf of the Board, on any matter, without prior approval of the Board. No Board member by virtue of their office shall exercise any administrative responsibility with respect to the library nor, as an individual, command the services of any library employee.

5. OFFICERS

- a. The officers of the Board shall be the President, Vice-President, Secretary and Financial Officer, elected annually by the Board at the annual meeting. These officers shall serve

for a period of one year or until their successors shall have been duly elected.

- b. The duties of such officers shall be as follows:
 - i. The President shall preside at all meetings of the Board, authorize calls for any special meetings, appoint all committees, execute all documents authorized by the Board, serve as an ex-officio voting member of all committees, and generally perform all duties associated with that office.
 - ii. The Vice President, in the event of the absence or disability of the President, or of a vacancy in that office, shall assume and perform the duties and functions of the President.
 - iii. The Secretary shall keep a true and accurate record of all meetings of the Board, shall issue notice of all regular and special meetings, and shall perform such other duties as are generally associated with that office.
 - iv. The Financial Officer shall be the disbursing officer of the Board and shall perform such duties as generally devolve upon the office. In the absence or inability of the Treasurer, their duties shall be performed by such other members of the Board as the Board may designate.

- c. Any vacancy of Board officer, with the exception of the presidency, shall be filled by majority vote of the remaining Trustees then in office, upon a nomination from the floor. Any trustee appointed by majority vote shall serve for the balance of the fiscal year until the next reorganizational meeting.

LIBRARY MANAGER

- a. The Board shall appoint a Library Manager who shall be the chief executive officer of the library corporation and shall have charge of the administration of the library under the direction and review of the Board. The Library Manager shall be responsible for the care of the buildings and equipment; for the employment and direction of the staff; for the efficiency of the library's service to the public; and for the operation of the library under the financial conditions contained in the annual budget.

- b. The Library Manager shall render and submit to the Board reports and recommendations of such policies and procedures, which, in the opinion of the Library Manager, will improve efficiency and quality of library service. The Library Manager shall attend all Board meetings except the portion of the meeting at which the Library Manager's appointment or salary is to be discussed or decided.

COMMITTEES

- a. A nominating committee shall be appointed by the President three months prior to the Annual Meeting who will present a slate of officers and names of candidates for new trustees. Additional nominations may be made from the floor.
- b. Committees for specific purposes may be appointed by the President. Such committees shall serve until the completion of the work for which they were appointed.
- c. All committees shall make a progress report to the Board at each of its meetings.
- d. No committee will have other than advisory powers unless, by suitable action of the Board, it is granted specific power to act.
- e. The President shall be, ex officio, a member of all committees.

MEETINGS

- a. Meetings shall be held each month, February through December, the date and hour to be set by the Board. Written notice of all meetings shall be emailed by the Secretary to each member at least seven days before the meeting. The public shall receive notice at least seven days in advance. The library is subject to and follows Open Meeting Law.
- b. A special meeting of the Board may be called at any time by the President or upon the request of three members for a specific purpose. No business may be transacted at such special meeting except the stated business.
- c. The Annual Meeting shall be held in January of each year. The business transacted at this meeting shall include the election of new trustees and new officers.
- d. The operating and financial reports for the previous year shall be presented at the regular meeting in January.

- e. The preliminary budget for the subsequent calendar year, required for submission to the Gorham-Middlesex School District voters, shall be presented at the regular meeting in September.
- f. The final budget for the subsequent calendar year shall be presented for approval at the regular meeting in November.
- g. A simple majority of the whole Board (including vacancies) shall constitute a quorum for the conducting of all business. A majority of the whole Board (including vacancies) is required for any motion to pass. If a quorum is not present at a regular meeting, the attending members may set a date for another meeting to be held within one week, and the presiding officer shall notify the absent members of this specially called meeting.
- h. The order of business for regular meetings shall include, but not be limited to, the following items which shall be covered in the sequence shown unless circumstances make an altered order more efficient:

- i. Call to Order and roll call of members
- ii. Pledge of Allegiance
- iii. Adoption of Agenda
- iv. Approval of prior Meeting Minutes
- v. Correspondence
- vi. Personnel Actions Report
- vii. Treasurer's report

1. Report of receipts and disbursements
2. Warrants
3. Presentation of projected cash flow

- viii. Library Manager's and Department Heads' reports
- ix. Committee Reports
- x. Old Business
- xi. New Business
- xii. Period for public expression
- xiii. Dates of future board meetings
- xiv. Other Business
- xv. Adjournment

AMENDMENTS

- a. Amendments to these Bylaws may be proposed at any regular meeting and shall be voted upon at the next regular meeting. Written notice of the proposed amendment or amendments shall be sent to all absent members at least ten days prior to the voting session. A simple majority of the whole Board (including vacancies) shall be sufficient for adoption of an amendment.

PROCEDURE

- 1. a. All procedures not specified herein shall be in accordance with Robert's Rules of Order, Revised.

Approved and adopted by The Mabel D. Blodgett Memorial Library

Board of Trustees on June 19, 2023. Updates approved and adopted on September 15, 2025