HAWN MEMORIAL LIBRARY

By-Laws

Article I - Hawn Memorial Library

1 The name of the organization shall be the HAWN MEMORIAL LIBRARY, and its primary location is within the Village of Clayton, Jefferson County, New York, at 220 John Street.

2 The purpose of this 501(c)(3) organization is to provide public library services to the people of its service area in accordance with the laws of the State of New York, and the mission statements adopted by the Board of Trustees.

3 The fiscal year starting January 1, 2022 will follow the calendar.

Article II- Board of Trustees

1 Trustees shall be at least eighteen (18) years of age, residents of the State of New York, and citizens of the United States, as provided for in Section 3, Subdivisions 1 and 6 of the New York Public Officers Law. All prospective board members shall submit a letter of intent that includes a background summary and be interviewed by the board prior to their selection or appointment.

2 There shall be not less than five (5) or more than eleven (11) Trustees appointed by the Village of Clayton upon recommendation of the Library Board of Trustees to serve as the official governing body of the HAWN MEMORIAL LIBRARY, hereinafter called the Board. The number of Trustees chosen to serve shall be established annually by the Board through resolution. The Board of Trustees may appoint, with confirmation by the Village of Clayton, a person to serve out the remaining portion of any term that becomes vacant by resignation or otherwise. Such period of service, regardless of length, shall be deemed as one of the terms of successive service.

4 The term of office of Trustees shall be five (5) years and shall be limited to three successive terms, and each term shall be fixed to end on December 31st of that year. If a trustee vacates their office before the expiration of their term, that trustee must wait for a period of one (1) year to be eligible for a new term of office.

5 In addition, there shall be two (2) non-member, and non-voting representatives to the Board, each serving as liaison from their respective Clayton Village and Town governing bodies. Each shall be appointed by and serve at the pleasure of those entities.

Article III- Officers and Trustees

1 The Officers of the Board shall be a President, a Vice-President, a Second

Vice-President (Financial Officer), and a Secretary. The Executive Committee consists of these officers.

2 Officers shall be elected at the December meeting by a majority vote of the Board. An ad-hoc nominating committee shall be appointed by the President two months prior to election of officers. All Officers shall have the usual powers associated with their office

3 The term of office of Officers shall be two (2) years and shall be limited to two (2) successive terms plus partial terms resulting from a vacancy.

4 The position of Officer or Trustee shall be deemed vacant on the death, resignation, refusal to act, removal from office, expiration of term, or any other cause specified in the charter. If any Trustee shall fail to attend three meetings without excuse accepted as satisfactory by the Board, the Trustee shall be deemed to have resigned, and the position vacant. The Board, by two thirds majority, may remove any Officer or Trustee for misconduct, incapacity, neglect of duty, or where it appears to the satisfaction of the Board that the individual has failed or refuses to carry into effect its purposes. Such action shall require written notice to the individual followed by Board vote.

5 Vacancies among the Officers (during their term) shall be filled by election at a regular meeting, with a majority vote of the Trustees necessary for an election. Trustee vacancies shall be filled by election. Voting at elections by absentee ballot/electronic communication shall be permitted for any Trustee, who shall be in good standing, by reason of an excused absence. However, such absentee ballot shall not constitute attendance at any meeting for purposes of establishing quorum. Any such absentee ballot shall be presented, opened, and duly noted in the minutes of the meeting.

Article IV - Meetings

1 The meetings shall be open to the public in conformity with New York Public Officers Law, Article 7, entitled the OPEN MEETINGS LAW, and with New York State Education Law Section 260-a. Such meetings may proceed in executive session as provided in Sections 102, 103, 105 of said statute.

2 Regular meetings shall be held each month, at dates and times to be established by the Board. Public notice shall be provided to the news media at least one week in advance and otherwise as required by Section 104 of the New York Public Officers Law.

3 Minutes of meetings shall be taken, maintained, and made public as required by Section 106 of the New York Public Officers Law.

4 Special meetings shall be held at the call of the President or any three (3) Trustees, with public notice.

5 In the event of an emergency, the Board President may poll the Board to seek permission for Board action. Said poll will be tallied by the Board President and the results and action(s) brought to the next Board meeting for publication.

6 A majority of the current elected members of the Board shall constitute a

HAWN MEMORIAL LIBRARY
Patron Responsibilities and Conduct Policy

is the policy of the Hawn Memorial Library Board of Trustees that library staff will encourage the use and enjoyment of the library. It is expected that all patrons will exhibit acceptable and legal behavior while using the library. Persons engaging in unacceptable behavior, as determined by the Library Director or other staff in charge, shall be required to leave. Some examples of unacceptable behavior:

- Persons shall not harass, intimidate or annoy other patrons or staff through noisy or boisterous activities
- Patrons must be appropriately attired, which includes footwear and shirts. Swimwear must be covered.
- Patrons are not allowed to eat or drink within the library premises except in designated meetings approved by the Administration.
- No animals, except service dogs are allowed in the building, other than for accredited activities with prior approval from the Administration.
- Only Hawn Memorial Library approved solicitation is allowed.
- No littering of the building and library grounds.
- Any carrying device that is allowed in the building is subject to search at any time. This includes, but is not limited to backpacks, purses, briefcases, etc.

The Hawn Memorial Library encourages visits by young children and it is our desire to make this important visit both memorable and enjoyable for the child. Library staff is not expected to assume responsibility for the care of unsupervised children in the library. Children under age eight must be accompanied by a parent or esignated responsible person while in the library. Also, if the young person is attending a library program, we require the parent or responsible person to remain in the library throughout the program.

It is a patron's responsibility to maintain necessary and proper standards of behavior in order to protect his or her individual rights and the rights and privileges of other patrons. If a patron creates a public nuisance, that patron may be restricted from the Library and from the use of the library facilities.

A person who has concerns related to unacceptable patron behavior may fill out an Incident Complaint form, or a Comment Form, both of which are available at the Circulation Desk.

Failure to follow these Rules of Patron Responsibilities and Conduct will result in disciplinary action being taken. In all cases when necessary, the Police may be summoned to assist in the enforcement of the Rules of Acceptable Patron Behavior

Note: See Disaster/Safety Policy if needed

Approved July 20, 2016

Reviewed, Revised and Board Approved 11/17/2020

Reviewed, Amended and Board Approved 11/20/2024

a judgment in favor by reason of the fact he or she is a director, board of trustees, officer, employee or agent of the organization and working within the scope of his or her duties. Indemnification shall be against expenses (including reasonable attorney's fees), judgments, fines and amounts paid in settlement actually and reasonably incurred, if such person has been successful on the merits or otherwise in any such action or upon a determination by the Board that such indemnification is proper in the circumstances of a specific case.

Article VIII – Amendments

1. These By-Laws may be repealed, amended, or added to by a majority vote of the Board at a regular meeting. The proposed repeal, amendment, or addition will abide by Hawn Memorial Library's Charter. Notice will be given in advance of the meeting at which it is to be considered.
2. All items not covered by the foregoing By-Laws shall be referred to *Robert's Rules of Order.*
3. By-Laws shall be deemed as amended if in conflict with any governing law; and shall be deemed as amended by any act of the New York State Legislature that may change any governing statute.

Adopted by a unanimous vote of the members present at a regular meeting of the Board of Trustees of the HAWN MEMORIAL LIBRARY.

Date: 17 April 2012

Amended: March 18, 2014 Motion by Joe Orobona Second by George Forbes

Motion **carried**/failed by a vote of unanimous

Reviewed July 19, 2016
Reviewed, Revised, and Approved August 21, 2018
Reviewed, Revised and Board Approved: August 18, 2020
Reviewed, Revised and Board Approved: October 19, 2021
Reviewed, Revised and Board Approved: November 20, 2024

Deborah J. Hunter

Deborah J. Hunter
Board President

Golda Mellon

Golda Mellon
Board Secretary