



BY-LAWS

ARTICLE 1—NAME

Section 1. This organization is and shall be known as the Kent Public Library existing by virtue of the provisions in the Charter number 20327, granted by the Regents of the University of the State of New York on Sept. 16, 1988 and exercising the powers and authority and assuming the responsibilities delegated to it under said charter.

ARTICLE II—OBJECTIVE

Section 1. The Kent Public Library is committed to serving the cultural, educational, recreational, and informational needs of our community by providing dynamic programming, balanced collections of resources, exceptional customer service, and access to new and changing technology. Our mission is to create a setting in which every individual from any background has equal opportunity to enhance his or her personal, professional, and emotional development.

Section 2. The policies of the library shall include, but are not limited to, the Library Bill of Rights as adopted by the American Library Association, as follows:

I. 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.

II. 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.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. 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.

VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

ARTICLE III—MEMBERSHIP

Section 1 A resident of the Town of Kent may become a member by registering with the library, showing appropriate identification, and receiving a borrower's card.

ARTICLE IV—MANAGEMENT

Section 1. The business of the Kent Public Library shall be managed and conducted by a Board of Trustees which shall have up to 11 members, and be subject to applicable law.

ARTICLE V—QUALIFICATIONS, ELECTIONS, AND TENURE OF TRUSTEES

Section 1. All members of the Board of Trustees are entitled to vote at the Annual Meeting.

Section 2. A nominating committee consisting of three trustees shall be appointed by the President and shall meet prior to the organizational meeting to recommend to the Board of Trustees a slate of qualified members for expiring trustee positions.

Section 3. Trustees shall be approved by the Kent Town Board for a term limited to five years and shall serve to the end of that term. A trustee must be a Town of Kent resident, at least 18 years of age, and have been a member of the Library for one year prior to his or her appointment.

Section 4. Trustees unable to attend regular meetings should notify the library director or the recording secretary prior to the meeting. If any trustee shall fail to give notice prior to three consecutive missed meetings, he or she shall be deemed to have resigned.

Section 5. Any vacancy on the Board shall be filled by the Board of Trustees for the remainder of that term.

Section 6. Trustees should be considered for selection on the basis of:

a. Interest in the library.

b. Willingness and ability to devote time and effort towards carrying out the duties of trusteeship.

c. Boldness of purpose in recognition of the vital force of the library as a center of community culture, recreation and continuing education.

- d. Interest in the community, which includes people of all backgrounds and age groups, and an understanding of its social and economic conditions.
- e. Ability to work with others—the other board members, the librarian and staff, and the public which the library serves.
- f. Open-mindedness, which includes the ability to hold strong convictions on any subject, while recognizing the right of others to disagree.
- g. Courage, enterprise, and mental resourcefulness to establish policies for the successful operation of the library and impartial service to all its patrons.
- h. Loyalty to the library and its improvement at all times.

Section 7. The suspension or termination of a trustee shall be within the control of the Board of Trustees. A trustee may be suspended or terminated by a two-thirds vote of the Board of Trustees.

a. for a violation of any of the by-laws, or any agreement, rule or practice adopted by the library, or

b. if found guilty of any act, omission or conduct prejudicial to the welfare of the library without any reasonable explanation to the Board of Trustees.

Section 8. The Board of Trustees shall meet at least once a month, on the third Tuesday of each month.

ARTICLE VI—OFFICERS

Section 1. The officers of the Kent Public Library shall be elected from among the members of the Board of Trustees at the Annual Meeting and shall be a President, a Vice-President, a Treasurer, a Recording Secretary and a Corresponding Secretary.

Section 2. The Vice-President, Treasurer, Recording Secretary, and Corresponding Secretary shall serve a term of one year following the Annual Meeting at which they are elected and until their successors are duly elected. The tenure of the President shall be limited to three consecutive terms of two years each.

Section 3. A nominating committee consisting of three trustees shall be appointed by the President and shall meet prior to the Annual Meeting to agree on a slate of officers for the coming year, and to recommend qualified replacements for any expiring trustee positions. Additional nominations may be made by members of the Board of Trustees from the floor or at the meeting prior to the Annual Meeting. The officers will be voted in at the Annual Meeting. If two or more members have been nominated for the same office, the vote shall be by secret ballot.

Section 4. 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 ex-officio voting member of all committees, and generally perform all duties associated with that office.

- Section 5. The Vice-President, in the event of the absence or disability of the President, or vacancy in that office, shall assume and perform the duties and functions of the President.
- Section 6. The Recording Secretary shall keep a true and accurate record of all meetings of the Board of Trustees. The Corresponding Secretary shall write letters on behalf of the library and shall perform such duties as are generally associated with that office.
- Section 7. The Treasurer shall be the disbursing officer of the Board of Trustees, shall sign all checks and shall perform such duties as are generally associated with that office. A member of the current board should be designated to sign checks in the event that the treasurer is unavailable, and the Library Director shall also be empowered to sign checks.
- Section 8. No officer or member of the Board of Trustees shall receive or be paid any salary or monies for any duties performed for the library.
- Section 9. Any vacancy in any office may be filled at any meeting of the Board of Trustees by a majority of those present at the meeting.

ARTICLE VII—MEETINGS

- Section 1. The Annual Meeting shall be held on the third Tuesday of each January. Written or electronic notice of said meeting shall be sent to all trustees at least ten days prior to the meeting. Public notice of the Annual Meeting shall be given in accordance with applicable law.
- Section 2. Regular meetings shall be held on the third Tuesday of each month at 7:00 P.M. at the Library Building. Notice shall be given by a representative of the Library to all trustees within a reasonable time prior to the meeting, and a public notice shall be given in accordance with applicable law.
- Section 3. Special meetings may be called by the Corresponding Secretary at the direction of the President, or at the request of at least one third of the Trustees, for the transaction of business as stated in the call for the special meeting, and public notice shall be given in accordance with applicable law.
- Section 4. At the meeting of the Kent Public Library Board of Trustees, six (6) members shall be a quorum. In the absence of a quorum, members present may adjourn the meeting to a date determined, and notice thereof given to all members of the Board, and public notice thereof shall be given according to applicable law.
- Section 5. The Library Director shall attend all meetings, may participate in the discussion and offer professional advice, but is not eligible to vote.

ARTICLE VIII—COMMITTEES

- Section 1. In addition to the Nominating Committee, the President shall appoint a Building and Grounds Committee, a Budget Committee, a Personnel Committee, a Public Relations Committee and such other committees as the business of the Board may require from time to time. The committees shall consist of one or more members and shall function until the term of the office of the President ends.
- Section 2. All committees shall make progress reports to the Board at each of its meetings. No committee shall have other than advisory powers unless the Board has delegated specific power to act upon its behalf pending a subsequent meeting of the Board for confirmation.

ARTICLE IX—LIBRARY DIRECTOR

- Section 1. The Board of Trustees shall appoint a qualified Library Director who shall be the executive and administrative officer of the Library on behalf of the Board and under its review and direction.
- Section 2. The Library Director shall recommend to the Board of Trustees the appointment and specify the duties of the library employees.
- Section 3. 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 library materials in keeping with the stated policy of the Board, for efficient service to the public, and for operation within the budget appropriation.

ARTICLE X—AMENDMENTS

- Section 1. The Board of Trustees of the Kent Public Library may amend these by-laws by a two-thirds majority vote of all members at any regular meeting provided notice of amendment has been given to each member of the Board 10 days prior to the meeting.
- Section 2. The latest edition of Robert's Rules of Order shall be the parliamentary authority for all matters of procedure not specifically covered by these by-laws.

ARTICLE XI - SEVERABILITY

- Section 1. Any provision herein inconsistent with or in violation of applicable law shall not void the remaining provisions.

Approved by the Kent Library board on December 20, 1976

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