



## BY-LAWS

### Section I NAME:

This corporation is known as the Sanborn-Pekin Free Library and was incorporated by the New York Board of Regents on December 17, 1948, and bears Charter No. 5673.

### Section II PURPOSE AND OBJECTIVE :

To conduct a non-profit free association library in the Towns of Lewiston, Wheatfield, Cambria, Niagara County, New York.

### Section III MEMBERSHIP:

The membership of the Corporation shall be all card holders eighteen (18) years of age or over, who reside in the above mentioned three Towns. Each member shall be entitled to one vote at the Annual Meeting.

### Section IV TRUSTEES:

The number of Trustees shall be six (6) to be elected at the Annual Meeting of the membership. The term of office of each Trustee shall be five (5) years and one (1) Trustee shall be elected each year except when the term of two (2) Trustees expire and then two (2) shall be elected. The number of Trustees may be decreased or increased to the extent permitted by Charter or law by a 2/3 vote of the membership. Vacancies may be filled by the Board of Trustees for the unexpired term of each vacancy. Any Trustee failing to attend three (3) consecutive meetings without excuse satisfactory to the Trustees, shall be deemed to have resigned and the vacancy shall be filled. The Trustees may appoint such Committees as they deem expedient.

### Section V OFFICERS:

Within 10 days after each Annual Meeting of the members or directly after such meeting, the Trustee shall elect from their own member a President who shall be Chairman of the Board, a Vice President, a Secretary and a Treasurer to hold office for one (1) year or until their successors are elected. The offices of Vice President and Treasurer or Secretary and Treasurer may be held by one person. Vacancies in office may be filled at any time by the Board.

Section VI MEETINGS:

- a) The Annual Meetings of the corporation shall be held at the office of the Corporation each January or February. Special meetings may be called by the President or upon written request of any 10 members of the Corporation addressed to the Board of Trustees. Notice of the time, place and purpose of such meeting shall be placed in the appropriate newspaper at least five (5) days before such meetings.
- b) The Board of Trustees shall meet at least four (4) times per year, dates and time at the discretion of the Board. Meeting shall be held at the office of the Corporation. Special meetings may be called by the President or by written request of any three (3) Trustees. The Secretary of the Board shall notify all Trustees of the time and place of such meetings at least five (5) days before such meeting. A majority of the Board of Trustees shall constitute a quorum.

Section VII:

- a) Duties of the Officers shall be those customarily performed by such parties to the extent permitted by law and as may be designated from time to time by the Board of Trustees. All withdrawals of Corporation funds shall be made by the Treasurer.
- b) The Board of Trustees will appoint or re-appoint a Librarian each year at the Annual Meetings.
  - 1) The Librarian shall have immediate charge of the Library and be responsible for arrangement, circulation and care of books.
  - 2) The Librarian shall make an accurate accounting of all fines and fees and turn them over the Treasurer.
  - 3) The Librarian shall secure satisfactory assistants (Pages and Clerks) when needed with the approval of the Board of Trustees.
  - 4) The Librarian shall be responsible for purchasing all books, magazines and other materials necessary to maintain a high level of service of the Library. The Librarian shall be guided in such purchases by State requirements, the Library's budget, and policies of the Board of Trustees.
  - 5) The Librarian shall report in full at the Annual Meeting and make necessary report to the State.
- c) The hours of the Library shall be determined by the Librarian and the Board of Trustees to ensure the best service to the patrons.
- d) Each Fall the Trustees shall arrange for an annual drive for funds to supplement those secured from public sources. Before the beginning of the new year the Trustees shall prepare a budget to allocate the funds available for the proper operation of the Library.

Section VIII AMENDMENTS:

These By-Laws may be amended to the extent permitted by law or the Charter of this Corporation by a majority vote of the Trustees.

Amended 04/2003  
Amended 08/2020