

CHEMUNG COUNTY LIBRARY DISTRICT POLICY MANUAL

Policy No. 100

SUBJECT: DISTRICT LEGAL STATUS

The Legislature of New York State created the Chemung County Library District by Act effective August 2, 2005 (Chapter 380 of the Laws of 2005). The Chemung County Library District is governed by the Act, by the laws set forth for libraries in the New York State Education Law, and generally by the laws of the State of New York.

The Library District constitutes a corporate entity that possesses all the usual powers of a corporation for public purposes. The District may sue and be sued, purchase, hold, and sell personal property and real estate, and operate a public library pursuant to a Charter issued by the Board of Regents of the State of New York.

Adopted: December 18, 2014

CHEMUNG COUNTY LIBRARY DISTRICT POLICY MANUAL

Policy No. 105

SUBJECT: BOARD LEGAL STATUS

The Board of Trustees manages, operates, and controls the Library District. It has all the powers granted to public library boards under the New York State Education Law. The Board, as a corporate body, has authority only when acting as a body duly convened. Members of the Board of Trustees have no authority over library affairs as individuals.

The Board of Trustees shall be responsible for developing policies, assuring adequate financing and money management, maintaining public relations, and planning and evaluating programs. The Board of Trustees will develop and maintain a Strategic Plan for the long term direction of the District.

Adopted: December 18, 2014

CHEMUNG COUNTY LIBRARY DISTRICT POLICY MANUAL

Policy No. 110

SUBJECT: ELECTION OF TRUSTEES

Number. The Board shall consist of fifteen (15) residents of Chemung County duly elected by a public ballot, one from each of the fifteen (15) Chemung County Legislative Districts. The number of Trustees may change from time to time if the number of Legislative Districts changes.

Terms. Five Trustees shall be elected by public ballot each year to serve a three-year term, commencing on January 1 of that year and ending December 31 of the third year served. No Trustee shall serve more than nine consecutive years.

Candidates. Only qualified voters of the District shall be eligible for election to the Board of Trustees. Candidates for the office of member of the Board of Trustees of the Chemung County Library District shall be nominated by petition signed by qualified voters of the District. A separate petition shall be required to nominate each candidate for a vacancy on the Board. The candidate receiving the largest number of votes in an election district shall be elected to fill the vacancy on the Board occurring in such election district. In the event there are no candidates from an election district, the Board of Trustees may appoint a qualified voter from the election district to serve on the Board until the next annual district election.

Resignation. Any Trustee can resign at any time and any such resignation shall be effective upon delivery thereof in writing to the District without necessity for acceptance by the Board. If any Trustee shall fail to attend three consecutive meetings without excuse accepted as satisfactory by the Board, such Trustee shall be deemed to have resigned.

Vacancies. The office of any Trustee shall become vacant upon such Trustee's death, resignation, refusal to act, removal from office, or expiration of term. Upon a vacancy, a majority of the remaining Trustees may appoint a qualified resident of the applicable election district to serve until the next regularly scheduled Trustee election.

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Policy No. 111

SUBJECT: OFFICERS

Generally. The Board of Trustees, at its first meeting each fiscal year, shall elect or appoint a President and Vice President, who shall be members of the Board, and a Secretary, Treasurer, and such other officers as they deem necessary. If the Board so determines, the offices of Secretary and Treasurer may be held by individuals who are not members of the Board of Trustees, and in that event, such officers may, if the Board so determines, receive compensation as fixed by resolution of the Board.

President. The President shall preside at meetings of the Board. The President shall execute all documents approved by the Board. The President shall appoint members of all committees and shall be ex-officio member of all committees. The President shall authorize calls for special meetings and shall perform all other duties customary for a presiding officer.

Vice President. The Vice President shall, in the absence of the President, perform the functions and have the powers and duties of the President.

Secretary. The Secretary and/or his or her designee shall assure the maintenance of all the records of the Board, including the minutes of all Board meetings; handle all Board correspondence; and be responsible for the collection and filing of all nominating petitions for election to the Board in cooperation with the County Board of Elections.

Treasurer. The Treasurer of the Chemung County Library District and/or his or her designee shall be custodian of all funds of the Library District including gifts and trust funds paid over to the Trustees. The Treasurer shall, if required by the Board of Trustees, give the Board such security or bond for the faithful discharge of his/her duties as the Board may direct. Any premiums incurred for such security or bond shall be paid by the District. The Board of Trustees may authorize the investment of funds in the custody of the Treasurer. No moneys shall be disbursed by the Treasurer of the Library District except after review and approval by the Board of Trustees. The Treasurer and/or his or her designee shall keep such records in such manner as the Board of Trustees may require.

CHEMUNG COUNTY LIBRARY DISTRICT POLICY MANUAL

Policy No. 120

SUBJECT: MEETINGS

Regular Meetings. Meetings of the Board of Trustees shall be held on the third Thursday of each month at times and places to be established by the Board. All Board meetings will be publicized and are open to the public.

Special Meetings. A special meeting may be called by the President or by three of the currently serving Trustees. A public notice will be given for any special meeting in the manner required by law.

Agenda. Prior to each meeting, all members of the Board shall be sent a copy of the agenda, a copy of the minutes of the preceding meeting, and all other supporting documents. The following agenda shall be used at regular meetings:

- Call to Order
- Pledge of Allegiance
- Approval of Minutes
- Treasurer's Report
- Report of receipts and disbursements
- Correspondence
- President's Report
- Director's Report
- Committee Reports
- Trustee Reports
- Old Business
- New Business
- Period for Public Comments
- Adjournment

Conduct of meetings shall be governed by Robert's Rules of Order, Newly Revised, 10th Edition by Robert, Evans, Honemann, and Balch.

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Policy No. 121

SUBJECT: QUORUM

The quorum for any meeting of the Board of Trustees shall be a majority of the whole number of seats irrespective of vacancies. No formal action may be taken at any meeting at which a quorum is not present. The Board of Trustees may act only by majority vote of the whole number of seats irrespective of vacancies (unless otherwise required or permitted by the laws of the State of New York). A meeting may be adjourned by majority vote of those present.

Pursuant to the foregoing, when the Board consists of fifteen (15) members, eight (8) members must approve any formal action.

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Policy No. 122

SUBJECT: EXECUTIVE SESSIONS

Generally. Upon a majority vote of its total membership, taken in an open meeting pursuant to a motion identifying the area or areas of the subject or subjects to be considered, the Board of Trustees may conduct an executive session. No action by formal vote may be taken during an executive session unless expressly authorized by law. The following are the only subject areas that may be discussed:

- a. Matters that will imperil the public safety if disclosed;
- b. Any matter that may disclose the identity of a law enforcement agent or informer;
- c. Information relating to current or future investigation or prosecution of a criminal offense that would imperil effective law enforcement if disclosed;
- d. Discussions regarding proposed, pending or current litigation;
- e. Collective negotiations pursuant to Article 14 of the Civil Service Law;
- f. Medical, financial, credit or employment history of any particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal, or removal of any particular person or corporation;
- g. Preparation, grading or administration of examinations;
- h. Proposed acquisition, sale, or lease of real property or the proposed acquisition of securities, or sale or exchange of securities, but only when publicity would substantially affect the value thereof;
- i. Consultation with legal counsel;
- j. Discussion of other matters expressly made confidential by law.

Participants. All Trustees may participate in executive sessions. Other individuals may be invited into Executive Session by request of the Board; provided, however, that such other individuals should be invited only if they have information pertinent to the intended discussion of the Board.

Confidentiality. Matters discussed in executive sessions must be treated as strictly confidential.

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Policy No. 123

SUBJECT: MINUTES

Generally. The minutes are a legal record of the activities of the Board of Trustees as a public corporation. The minutes of all meetings shall be maintained by the Secretary of the Board of Trustees or, in his/her absence, by the President or his/her designee. The minutes shall be complete and accurate and stored in a minutes file. However, minutes of executive sessions shall not include any matter which is not required to be made public by the Freedom of Information Law.

Contents. The minutes of each meeting of the Board of Trustees shall state:

- a. The type of meeting;
- b. The date, time of convening, and time of adjournment;
- c. Board of Trustees members present and absent;
- d. Board of Trustees members' arrival and departure time, if different from opening or adjournment times;
- e. All action taken by the Board of Trustees, with evidence of those voting in the affirmative and the negative, and of those abstaining.

Storage. All Board of Trustees minutes shall be approved by the Board of Trustees and thereafter stored in a locked room or locked file cabinet. Minutes shall be available to the public as required by law.

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Policy No. 130

SUBJECT: COMMITTEES

Standing Committees. There shall be four Standing Committees: Executive Committee, Budget and Finance Committee, Buildings and Grounds Committee, and Personnel Committee. Except for the Executive Committee, these committees may consist of both Trustees and non-Trustees, but non-Trustees must be approved by the Board. Non-Trustees serving on such committees may receive compensation as fixed by resolution of the Board.

Special Committees. The President may appoint special (“ad hoc”) committees at any time from among the Trustees, or from among non-Trustees as may be approved by the Board, and the President shall appoint all committee Chairpersons from among the such committee’s members. Non-Trustees serving on such committees may receive compensation as fixed by resolution of the Board. Such committees shall serve at the pleasure of the President and the Board of Trustees. Such committees shall meet as required to perform their assigned duties.

Recommendations. All formal recommendations of any committee shall be in a written report to the Board. All committees are advisory only and may proceed in carrying out any recommended action only in accordance with a resolution of the Board.

Membership. Each committee shall have at least three members.

Director Participation. The Director shall be notified of all committee meetings and given an opportunity to attend, unless otherwise provided by the Board. Subject to a Board request to consider a matter, each committee shall set its own schedule and meet according to its needs.

Charter. Each Committee shall prepare a Charter for approval by the Board in a format required by the Board.

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Policy No. 131

SUBJECT: EXECUTIVE COMMITTEE

There shall be a standing Executive Committee. The Executive Committee shall consist of the Officers of the District and the Immediate Past President, if such person is then serving as a Trustee on the Board. The Executive Committee shall meet between each meeting of the Board to review such matters that might come before the Board and to engage with the Library Director on such topics as the Director or the Committee might deem pertinent to the operations of or planning for the District. All actions of the Executive Committee shall be reported at the next meeting of the Board.

Adopted: December 18, 2014

CHEMUNG COUNTY LIBRARY DISTRICT POLICY MANUAL

Policy No. 132

SUBJECT: BUDGET AND FINANCE COMMITTEE

There shall be a standing Budget and Finance Committee. The Budget and Finance Committee shall, in general, monitor the financial status of the District on a regular basis. The Committee shall work with the Director in preparing an annual budget to be presented to the Board. The Committee shall review profit and loss statements for each preceding month and ensure that such statements, and other pertinent information, are provided to the Board on a monthly basis. The Committee may make such other recommendations as, after its consideration of information from the Director or recommendations of other committees, it deems appropriate.

Adopted: December 18, 2014

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Policy No. 133

SUBJECT: BUILDINGS AND GROUNDS COMMITTEE

There shall be a standing Buildings and Grounds Committee. The Buildings and Grounds Committee shall submit from time to time recommendations, based on ongoing facility evaluations, for capital improvements to be addressed by the Board of Trustees. This Committee shall also review, oversee, and make recommendations concerning routine matters pertaining to the various facilities and properties owned by the District.

Adopted: December 18, 2014

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Policy No. 134

SUBJECT: PERSONNEL COMMITTEE

There shall be a standing Personnel Committee. The Personnel Committee shall work with the administration to address personnel matters.

Adopted: December 18, 2014

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Policy No. 140

SUBJECT: CODE OF ETHICS FOR BOARD MEMBERS

As a member of the Board of Trustees of the Chemung County Library District, I will strive to:

- a. Attend all scheduled meetings insofar as possible, and become informed concerning the issues to be considered at those meetings.
- b. Inform myself about current library-related issues by individual study and through participation in programs providing the needed information, such as those sponsored by my state and the American Library Association.
- c. Recognize that I should endeavor to make policy decisions only after full discussion at publicly held meetings.
- d. Encourage the free expression of opinion by all Board of Trustees members, and seek systematic communications between the Board of Trustees and patrons, staff, and all elements of the community.
- e. Communicate to other Board of Trustees members and to the Director expressions of public reaction to Board of Trustees policies and library programs.
- f. Support the employment of those persons best qualified to serve as library staff and insist on a regular and impartial evaluation of all staff.
- g. Render all decisions based on the available facts and my independent judgment and refuse to surrender that judgment to individuals or special interest groups.
- h. Work with other Board of Trustees members to establish effective Board of Trustees policies and to delegate authority for the administration of the Library District to the Director.
- i. Avoid being placed in a position of conflict of interest and refrain from using my Board of Trustees position for personal or partisan gain.
- j. Take no private actions that will compromise the Board of Trustees or administration and respect the confidentiality of information that is designated as such under applicable law.
- k. Disclose any conflicts of interest I might have and recuse myself from any discussions and/or decisions where my interests, financial or otherwise, might affect my decisions or create an appearance of impropriety.

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Policy No. 150

SUBJECT: ORIENTING NEW BOARD MEMBERS

The Board of Trustees and the Library staff shall assist each new member-elect to understand the Board's functions, policies, and procedures before he/she takes office by the following methods:

- a. The electee shall be given selected material on the job of being part of the Board of Trustees.
- b. The electee shall be invited to attend Board of Trustees meetings and to participate in its discussions (but not executive sessions).
- c. The President of the Board or his/her designee shall supply material pertinent to meetings and shall explain its use.
- d. The electee shall be invited to meet with the Director, the President, and legal counsel to discuss the role of Trustees and the operations of the District.
- e. A copy of the Board of Trustees' policies shall be given to the electee by the President of the Board or his/her designee.
- f. New Board of Trustees members are expected to become familiar with and to observe The Code of Ethics for Board Members.

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Policy No. 160

SUBJECT: BOARD SELF-EVALUATION

The Board of Trustees shall review the effectiveness of its internal operations at least once annually and will formulate a plan for improving its performance.

The Director and others who work regularly with the Board of Trustees may be asked to participate in this review and to suggest ways by which the Board of Trustees can improve its functioning as a corporate body.

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Policy No. 170

SUBJECT: COMPENSATION AND EXPENSES

No member of the Board of Trustees may receive any compensation for his/her services. All members of the Board of Trustees may be reimbursed for actual expenses incurred in representing the Library District. All bills or claims for reimbursement must be itemized in reasonable detail and may not be paid until approved by the Board.

Adopted: December 18, 2014

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Policy No. 171

**SUBJECT: ATTENDANCE BY BOARD MEMBERS AT CONFERENCES,
CONVENTIONS, AND WORKSHOPS**

Generally. The Board believes that continuing in-service training and development are important for its members. The Board of Trustees, therefore, encourages the participation of all members at appropriate library conferences, conventions, and workshops which are believed to be of benefit to the Library District. Funds for Board member participation at such conferences, conventions, workshops, and the like will be budgeted on an annual basis.

Guidelines. In order to control both the investment of time and funds necessary to implement this policy, the Board of Trustees establishes the following guidelines:

1. All such participation shall be approved by action of the Board, in advance.
2. Board members shall request such approval by providing the following information:
 - a. Name of program.
 - b. Subject matter of program.
 - c. Dates of attendance.
 - d. Registration costs/fees.
 - e. Other direct attendance fees, such as extra costs for certain sessions.
 - f. A copy of a program brochure/flyer/catalog.
 - g. Expected travel plans, if applicable, including
 - i. Method of travel.
 - ii. Lodging, if necessary.
 - h. Reasons for attending (tied to Board activities/goals/duties).
3. Before approving such participation, the Board shall consider:
 - a. The availability of funds budgeted for such expenditures.
 - b. The equitable apportionment of such funds so that all Board members may have opportunities for such participation in any budget year.
 - c. The relevance and materiality of the subject matter of such programs.
 - d. The reputation of the provider.

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- e. Preference shall be given to the following situations:
 - i. A Board member participating in programming required by law.
 - ii. A Board member participating in his/her first such program of the fiscal year.
 - iii. Programs which do not require travel other than by automobile.
 - iv. Programs which do not require overnight stays.
 - v. Programs located in New York State.

Authorization. The Board resolution authorizing such participation shall indicate the event by name, the dates of attendance, the method of travel, the need for lodging, the approval for attendance at extra-cost sessions, the approval of any other expenditures if necessary, and shall state that the Board has determined that attendance is in the best interests of the Library District. Such resolution need not specify each particular expenditure amount if such items are easily determined by reference to program materials or will be actual expenses reimbursed. Reimbursement to Board of Trustees members for all actual and necessary registration fees, expenses of travel, meals and lodging, and all necessary tuition fees incurred in connection with attendance at conferences and the like will be in accordance with established regulations for expense reimbursement for employees. The Director is authorized and directed to approve such reimbursement for all program attendance once authorized by the Board of Trustees.

When a conference, convention, or workshop is not attended by the full Board of Trustees, those who do participate will be requested to share information, recommendations, and materials acquired at the meeting.