

**Saranac Lake Free Library
Saranac Lake, New York**

By-Laws

Revised 1985
Revised, January, 26, 2005

ARTICLE I

The officers of the Association shall be President, Vice-President, Treasurer and Secretary who shall be elected annually by the Board of Trustees.

The President, or in his absence the Vice-President, shall preside at all meetings of the Association and Trustees, appoint standing and special committees and serve as an ex-officio member of all committees.

The Secretary shall keep a record of all Library meetings and of the official actions of the Trustees and shall have custody of all official books, records, and documents of the Association except those in use by another officer.

The Treasurer shall chair the Finance Committee which shall oversee all funds belonging to the Library.

ARTICLE II

Meetings of the Board of Trustees shall be held at intervals of not more than three months and when called by the President or by request of any two Trustees. A quorum shall consist of six members.

ARTICLE III

The President shall appoint five (5) standing committees of the Board of Trustees, (a) Finance, (b) Membership, (c) Building and Grounds (d) Program and publicity (e) Adirondack Room, each consisting of three members to serve for one year. These committees shall act under the direction of the Trustees and shall report to them from time to time.

The Finance Committee shall oversee financial policies and procedures, income and expenditures as well as all real or personal property. The Finance Committee will generate an annual internal or external audit of the library accounts, prior to the Annual Meeting and prepare and submit a budget for the ensuing year at such meetings.

The Adirondack Room Committee shall control and supervise the furnishing and care of the room, rules for readers and volunteer workers and all matters of administration not specifically assigned to another committee or acted upon by the Trustees.