PORT BYRON LIBRARY BY-LAWS

Article I – Tenure of Trustees

1. The number of trustees will be nine (9). The composition of the trustees will attempt to reflect the composition of the community.
2. The term of trustees will be three (3) years and will be limited to two (2) consecutive terms. Trustees completing two (2) consecutive terms will be eligible for re-election after a three (1) year absence from the Board of Trustees (hereafter the board).
3. Any member of the board may resign upon a letter of resignation written to the secretary of the board.
4. Any member of the board may be removed for cause by a vote of a majority of the board members present at the time of the vote. Any board member, who misses three (3) consecutive meetings without prior approval of the majority of the board, will be deemed to have resigned from the board, and the position will be considered vacant.
5. The president may fill any unexpired term on the board by appointing a successor to complete the term, with the consent of the board. The approved person will begin immediately.
6. New trustees who replace retiring trustees will be nominated by the board and elected by the board and the community at the Annual Meeting in March.

Article II – Powers

1. All power and authority regarding the affairs, property and management of the library will be vested in and controlled by the board members, who may transfer power and authority to a committee, if they deem necessary.

Article III – Officers

1. The officers of the board will be President, Vice President, Secretary and Treasurer. Each officer will serve a two (2)-year term, and may be elected for a third year.
2. The president will appoint a nominating committee two (2) months prior to the end of the year.
3. Officers will elected at the annual in March by a majority of the board. Any resident in the service are who is eighteen (18) years or older is entitled to vote at the Annual Meeting.
4. Each officer will have the usual powers associated with her/his position as outlined in her/his job description (see Handbook for Library Trustees of New York State, 2015. p 23).

Article IV – Meetings

1. Regular meetings will be held each month, with no less than seven (7) days notice before each missing.
2. Meetings will be open to the public.
3. Executive sessions may be convened for reasons of public safety; discussion of proposed pending or current legislation; matters leading to the appointment, employment, promotion discipline, suspension, dismissal or removal of an employee. Or, other reasons as deemed necessary by the board, and allowed in the *Handbook for Library Trustees of New York State*.
4. The Annual Meeting will be held in March and publicized as designated by the trustees.
5. Special meetings may be held at the call of the president or any three (3) trustees.
6. A quorum at any regular or special meeting will be ½ the number of members presently serving.
7. The order of business will be as follows:
   1. The President calls the meeting to order
   2. Additions to the agenda, if any
   3. Review of minutes from previous meeting
   4. Approval of minutes with any corrections noted
   5. Financial Report with any corrections noted
   6. Director Report
   7. Assistant Director’s Report
   8. Standing Committees’ Reports
   9. Special Committees’ Reports
   10. Old Business
   11. New Business
   12. Other Business
   13. Confirmation of next scheduled meeting
   14. Adjournment

Article V – Committees

1. The following will be standing committees: Building, Budget & Finance and Policies & Procedures.
2. Special committees may be appointed by the president, with the approval of the board.
3. All committee actions are subject to the approval by a majority of the board.

Article VI – Library Director

1. The trustees will select and oversee the performance of a qualified library director, who will function as the administrator of the facility, as outlined in the job description of the library director.
2. It is the duty of the director to attend regular meetings and special committee meetings at the request of the board/or the committee.
3. The director will have the right to speak on all matters under discussion at board meetings; however, the librarian will not have the right to vote on any matters.

Article VII – Assistant Director

1. The assistant director is answerable to the director and to the Board of Trustees and functions as outlined in the job description
2. The assistant director attends regular meetings at the request of the board and committee meetings at the request of the committee.
3. The assistant director has the right to speak at all meetings but does not have the right to vote.

Article VIII – Review of Policies and Procedures, job descriptions and Personnel Manual

1. Policies and procedures, job descriptions, the By-laws and the Personnel Manual will be reviewed, revised and approved as needed—at least every three (3) years—by a majority vote of the board.

Article IX – Amendments

1. These by-laws may be repealed, amended, or revised by a majority vote of the board at a regular meeting. Such action may be taken, however, only after the content of the proposed repeal, amendment or revision has been presented in writing at a regular board meeting Each trustee must be given seven (7)—day notice of the meeting in which it will be presented.

Adopted August 10, 2017