



## **BY-LAWS**

### **Mission Statement**

The mission of the Port Byron Library shall be to enrich lives and our community through universal access to knowledge, lifelong learning, and literacy.

### **Preamble**

The Board of Trustees of the Port Byron Library shall be governed by the laws of New York State, the regulations of the Commissioner of Education and by the following By-laws.

### **By-laws:**

#### **Article I: Name**

The name of the organization is Port Byron Library (hereafter the "Library"). The Library was established by a vote of the Board of Regents of the University of the State of New York on September 17<sup>th</sup>, 1999.

#### **Article II: Purpose**

The purpose of the Library is to provide the community of the Town of Mentz with information, resources, and opportunities for education and recreation.

#### **Article III: Fiscal**

The Fiscal Year shall be January 1 through December 31.

#### **Article IV: Board of Trustees**

1. The Library shall be governed by a Board of Trustees (hereinafter designated as the "Board"). The number of trustees will be nine (9). The composition of the trustees will attempt to reflect the composition of the community. Newly elected members will take office at the first meeting following the annual meeting.
2. Eligibility requirements are any adult (18 years or older) residing in or owning property in the Port Byron School District.
3. 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. The President shall inform the

absent Board Member in writing that they are no longer on the Board. If dismissal is deferred by Board action the President shall inform the absent Board Member in writing the conditions of this deferral.

4. 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 one (1) year absence from the Board.
5. Any member of the Board may resign upon a letter of resignation written to the Board.
6. Any member of the Board may be removed for cause by a majority vote of the Board.
7. The president may fill any unexpired term on the Board by appointing a successor to complete the term, with a majority vote of the Board. The approved person will begin immediately.
8. New trustees who replace outgoing trustees will be elected by the Board at the Annual Meeting in March.
9. Each Trustee shall have one vote, irrespective of office held. A Trustee must be present at a meeting to have their vote counted.
10. Trustees are required to complete two (2) hours of continuing education, annually, during their term on the Port Byron Library Board. According to (Education Law 260-d added by Chapter 468 of the Laws of 2021), each trustee shall demonstrate compliance with the requirements by filing with the President of the Board evidence of completion of Trustee Education from an approved provider. Such evidence shall include the following:
  - I. Certificates of completion issued by one or more approved providers; or
  - II. A signed self-assurance of completion
    - a. Such assurance shall identify the approved trustee education providers, a description of the format and the content of the completed instruction activities, the date and time such member began and completed each instruction activity and an explanation of why a certificate of completion was not available from such approved providers.

Evidence of completion shall be submitted to the Board President by December 31st of each year. Should a Trustee fail to submit evidence of completion by the above date, the trustee will be suspended from duty until evidence of completion is filed. Should a Trustee in suspension fail to provide evidence of completion within 30 days, they will be assumed to have resigned from the board. Compliance will be tracked through the Library's Annual Report to the State.

## **Article V – 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.

## **Article VI – Officers**

1. The officers of the Board will be President, Vice President, Secretary and Treasurer. Each officer may serve a two (2) consecutive two (2) year terms, and may be elected for a third year on their second term.
2. Officers will be elected at the Annual Meeting in March by a majority vote by the Board.
3. Each officer will have the usual powers associated with the position as outlined in the job description (see Handbook for Library Trustees of New York State, 2023).

## **Article VII – 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 library director will not have the right to vote on any matters.

## **Article VIII – 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 vote by the Board.

## **Article IX – Meetings**

1. At least 10 regular meetings will be held annually, with no less than a seven (7) day notice before each meeting.
2. Meetings will be open to the public and follow New York State Open Meetings Law.
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, (2023).
4. The Annual Meeting will be held in March and publicized as designated by the Handbook for Library Trustees of New York State, (2023).

5. Special meetings may be held at the call of the president or any three (3) Trustees. Public notice for Special meetings will be given seventy-two (72) hours prior to meeting when reasonable and are open to the public.
6. A quorum at any regular or special meeting will be five (5).
7. The order of business for regular meetings shall include, but not limited to, the following items which shall be covered in the sequence shown below unless circumstances make an altered order more efficient:
  - a. The President calls the meeting to order
  - b. Roll call of members
  - c. Approval of the agenda
  - d. Approval of minutes from previous meeting
  - e. Period for public expression (3 Minute Time Limit Per Person)
  - f. Treasurer's Report
  - g. Committees' Reports
  - h. Director's Report
  - i. Old Business
  - j. New Business
  - k. Other Business
  - l. Adjournment

#### **Article X – 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 four (4) years—by a majority vote of the Board.

#### **Article XI – 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.

#### **Article XII – Procedures**

1. All procedures not specified herein shall be in accord with Robert's Rules of Order, Revised.

**Adopted by Port Byron Library Board of Trustees on March 10, 2026**