

Irondequoit Public Library

Bylaws for the Board of Trustees

ARTICLE I BOARD OF TRUSTEES

1. Library Trustees are responsible to the Library and to the public it serves. Every Trustee shall commit to carry out these duties;
 - Create and develop the mission of the library
 - Select, hire, and oversee a qualified library director
 - Secure adequate funding for the library's service program
 - Exercise fiduciary responsibility for the use of public and private funds
 - Adopt policies and rules regarding library governance and use
 - Regularly plan and evaluate the library's and community needs
 - Promote the library in the community.
 - Conduct the business of the library in an open and ethical manner in compliance with all applicable laws and regulations
 - Uphold the American Library Association Library Bill; of Rights adopted June 18, 1948 and as subsequently reaffirmed
 - Uphold the Association for Library Trustees and Advocates Ethics Statements for Public Library Trustees approved January 1989, and as subsequently amended
2. The Board of Trustees (Board) shall consist of nine (9) Trustees who shall be recommended by the Library Board and appointed by the Town Board of the Town of Irondequoit. The membership shall consist of four (4) officers and five (5) at large Trustees. Trustees shall be residents of the Town of Irondequoit.
3. The term of office of a Trustee shall be five consecutive years, unless the member voluntarily resigns or is removed. A Trustee shall not serve more than two (2) consecutive regularly appointed terms, with the exception of the immediate past president. Members appointed prior to April 2020 shall serve the duration of their originally appointed terms.
4. All Actions of the Board shall be of the Board as a unit. No Trustee shall act on behalf of the Board, on any matter, without approval of the Board.
5. Vacancies due to cause other than expiration of term shall be filled by the Library Board of Trustees.
6. The Board may remove a Trustee for misconduct, incapacity, neglect of duty or refusal to carry into effect the library's purpose as provided in NYSEducation Law 226, 8.
7. Each Trustee shall have one vote.

ARTICLE II OFFICERS

1. The officers of the Board shall be President, Vice President, Treasurer, and Secretary.
2. The officers of the Board shall be elected from the Trustees.
3. The officers of the Board shall be elected at the regular meeting in January of each year by a simple majority of votes. Vacancies in the officer positions during a year shall be filled by special elections.
4. The President shall preside at all meetings and see to it that all orders and resolutions of the Board of Trustees are carried out. The President shall represent the Board with a representative appointed by the Town Board or, in the absence of such representative, with the Town Board. The President shall be an authorized check signer for disbursements from library funds. The President shall serve no more than two (2) consecutive terms as President.
5. The Vice-President will have all the duties of the President in the absence of the President.
6. The Treasurer shall be the financial officer of the Board and shall review and recommend for approval or disapproval all financial reports and disbursements. Each spring, the Treasurer shall initiate and oversee the annual budget progress to completion. The Treasurer shall oversee audits and shall be an authorized check signer for disbursements from library funds.
7. The Secretary, or designee, shall notify of and record meetings as required by Open Meetings Law (Education Law Section 206-a; and Public Officers Law, Article 7). prepare for approval the minutes of each open meeting of the Board and shall compose and prepare correspondence as directed by Board action. The Secretary is also responsible to record any votes taken at executive (closed) sessions of Board meetings and shall make those votes available in the public record.

ARTICLE III EX-OFFICIO NON-VOTING MEMBERS, TOWN BOARD LIAISON, AND HONORARY TRUSTEES

1. The ex-officio, non-voting members of the board shall include; one (1) Town Board liaison, the Library Director, at least one (1) student representative, and Honorary Trustees. Members shall be residents of the Town of Irondequoit.
2. The Town Board liaison shall act as an advocate for the library to the Town Board, attend open monthly meetings, and provide a report to the Board. The Town Board liaison shall be appointed by the Town Board.
3. The student representative(s) shall act as an advocate for the Library to their school community(ies). The student representative(s) shall attend open monthly meetings and provide a report to the Board. The student representative(s) shall be appointed by a process agreed upon by the Trustees.

4. The Trustees may appoint to the Board Honorary Members for a term designated by the Trustees.

ARTICLE IV MEETINGS

1. A Regular meeting of the Board shall be held during each month of the year. These meetings shall be held on a date and at such place and hour as may, from time to time, be prescribed by the Board, provided that the Board may, by resolution, intermit meetings. Notices, including the proposed agenda, of regular meetings shall be distributed as required by NYS Open Meetings Law, Section 104.1.
2. Special meetings of the Board shall be held on the call of the President, or any five (5) Trustees. Notices of special meetings shall be distributed as required by NYS Open Meetings Law, Section 104.1.
3. A quorum of the Board shall comprise five (5) Trustees, and a majority vote of those present shall be necessary for the transaction of ordinary business.
4. Special Issues, such as officer elections, policy changes, or hiring a library director, will require a majority of all Trustees. Voting on special issues that require immediate action between regular meetings may be carried out by electronic means, use of proxies, in person, or through other means as determined to meet the requirements of Trustees. Decisions resulting from these votes will be recorded in the minutes of the next regularly scheduled meeting. Trustees may participate by phone if approved for special circumstances; but may not cast votes and may not be counted in quorum if participating by phone.
5. In the absence of a quorum, the Board may adjourn the meeting to a day, which they shall fix, notice of which shall be given according to Article IV, Section 2.
6. Proceedings shall be conducted in the manner usual in deliberative bodies and, when contrary to these rules, according to the latest edition of Robert's Rules of Order. The presiding officer shall decide on all questions of order.
7. The order of business shall be in compliance with New York State Education Law. The order of business may be changed or suspended during any meeting of the Board by majority approval of Trustees present.
8. Minutes of each meeting shall be publicly available within one week following approval by the Board.

ARTICLE V COMMITTEES

1. There shall be an Executive Committee composed of the Trustee Officers and chaired by the President.
2. There shall be a Finance Committee chaired by the Treasurer.

3. A Nominating Committee consisting of the Executive Committee plus the immediate past president shall be convened to recruit and nominate officers in the quarter preceding annual elections.
4. Special Committees may be appointed by the President from time to time, with the approval of the Board.
5. No action of a Committee shall be binding until approved by the Board unless said Board has given full authority. No Committee shall authorize any expenditure without authority of the Board.

ARTICLE VI LIBRARY DIRECTOR

1. The Library Director (Director) shall be the principal administrative officer of the library reporting directly to the Board of Trustees. The duties of the Director are to carry out the purposes of the library, the directives of the Board of Trustees, and performing any and all functions necessary and proper to assure that the policies, objectives, and aims of the library are carried out to fulfillment.

ARTICLE VII FISCAL YEAR

1. The fiscal year of the library shall be January 1 - December 31
2. The Treasurer shall be responsible for the initiation and development of annual operating budget in coordination with the Finance Committee members, Library Director, and Town Representatives.
3. The annual operating budget shall be presented to the Library Board for approval prior to submission to the Town Board.
4. Development of the annual operating budget shall begin in the Spring of each Fiscal Year.

ARTICLE VIII AMENDMENTS

1. These bylaws may be repealed, amended, or added to at a regular meeting of the Board by a majority vote of Trustees, but only after the substance of the proposed change has been submitted in writing at a prior meeting or a special meeting, and notice thereof has been given in the notice of the meeting at which it is to be considered.

Adopted April 8, 1963

Amended April 15, 2020