

PERRY PUBLIC LIBRARY

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By-laws of the Perry Public Library

The Perry Public Library is obligated to follow all laws and rules under the New York State Department of Education. The Library is a school district public library and is chartered to serve the Perry Central School District.

Article I - Trustees

1. The Board of Trustees shall have seven (7) members.
2. Trustees are elected by the voters of the Perry Central School District under conditions granted in the charter of the Perry Public Library.
3. Elections are held annually in June.
4. A Trustee must reside within the Perry Central School District.
5. The term of office of a trustee shall be 3 years and shall be limited to three (3) successive elected terms. The term of office begins on the first day of July.
6. Every Trustee shall take the Oath of Office to be kept on file at the office of the Wyoming County Clerk.
7. Vacancies between elections are filled through election by the Library Board of Trustees. The person so elected shall serve the balance of the unexpired term.
8. Any Trustee who fails to attend three (3) consecutive meetings without an excuse accepted as satisfactory by the Trustees shall be deemed to have resigned, and the vacancy shall be filled.
9. Trustees shall be respectful and attentive. If behavior is disruptive on a continual basis a trustee may be removed at the discretion of the board by a majority vote.
10. Every Trustee is entitled to vote at a meeting or to express consent or dissent at said meeting. By law, proxy votes are not permissible.
11. All actions of the Board shall be of the Board as a unit. No Board member shall act on behalf of the Board, on any matter, without prior approval of the Board.

No Board member by virtue of his/her office shall exercise any administrative responsibility with respect to the library nor, as an individual, command the services of any library employee.

12. Any Trustee may be removed from his/her committee assignment(s) at the sole discretion of the President of the Board of Trustees.
13. If a Trustee is found to be in violation of any of these guidelines for Trustees, they may be dismissed at the discretion of the board by a majority vote.

Article II - Officers

1. The officers of the Board of Trustees shall be: President, Vice President, Secretary, **Fiscal Officer** and Treasurer.
2. Officers shall be elected at the July annual meeting by a majority vote of the Board.
3. The typical responsibilities of each officer are noted below.

PRESIDENT:

- Preside at all meetings of the Board of Trustees
- Appoint all committees of the Board and assign a chairperson
- Serves as an ex-officio member of all committees, and should be invited to, but is not required to attend, all committee meetings
- Sign all documents requiring signature of the President
- Co-sign checks as needed/required
- The President with the Library Director shall prepare and distribute the agenda for any trustee meeting

VICE PRESIDENT:

- Preside over meetings in the absence of the President
- Shall become President should a vacancy occur in that office between elections
- Shall perform the duties of the President in the absence of the President

-Co-sign checks as needed /required

SECRETARY:

-Sign all documents requiring Secretary's signature

-Take appropriate minutes of all meetings of the Trustees and distribute and retain as required

FISCAL OFFICER

-Sign all documents requiring Fiscal Officer's signature including vouchers and abstract of vouchers

-Co-sign checks as needed /required

TREASURER:

-Monitor the library budget, financial records, reports, audits, and investments

~~-Co-sign checks as needed/required~~

-Ensures that two approved signatures are affixed on every check

NOTE: The responsibilities of persons in these offices can be amended or changed at the discretion of the President and in accordance with common practices.

Article III - Meetings

1. Regular meetings shall be held on the first Monday of each month, except in the event of holidays or scheduling conflicts, at a time agreeable to the members of the Board.
2. Meetings of the Board of Trustees shall follow all procedures and protocols as established by the Open Meetings Law of New York State.
3. Meetings shall be open to the public except during those circumstances where executive sessions are permitted by the Open Meetings Law of New York State.
4. Special meetings shall be held at the discretion of the President or in writing by any three (3) Trustees.

5. The annual meeting of the Perry Public Library shall be held in July and shall include the following:
 - a. Election of Officers
 - b. Designation of official publications and banks
 - c. Appointment of standing committees
6. A majority of the Board shall constitute a quorum. A quorum of the Board of Trustees is required to be present for any action to be taken.
7. The order of business shall generally be as follows:
 - a. Pledge to the flag
 - b. Consideration of Agenda
 - c. Persons wishing to address the board
 - d. Review of minutes of previous meeting
 - e. Financial report and approval of expenditures
 - f. Report of the Youth Services Director
 - g. Report of the Library Director
 - h. Committee reports
 - i. Old Business
 - j. New business
 - k. Adjournment

Article IV - Committees

1. The following will be standing committees:
 - Building
 - Budget and Finance
 - Long Range Planning, Board Development and Personnel
 - Policy, Board Procedure, and By-Laws.

Other committees may be created by the President, with the approval of the Board of Trustees.

2. The President of the Board shall appoint all committee members. To be approved with the Secretary's vote.
3. Ad hoc committees may be appointed by the President with the approval of the Board. With Board approval, non-board members may be appointed by the Board President to standing and ad hoc committees to bring special abilities and capabilities to specific committees.
4. All committee actions are subject to review and approval by a majority of the Board.

Article V - Library Director

1. The Board shall appoint a qualified director who will be the executive and administrative officer of the library.
2. The Director shall be held responsible for the proper performance of duties as spelled out in the job description provided by the Board.
3. The Director shall attend all meetings of the Board, including budget meetings. The Director shall have the right to speak on all matters under discussion and shall recommend policies to the Board but shall not vote.

Article VI - Audits

1. The Library Board will authorize an audit of the library's fiscal activities by an independent auditor on a regular basis. The library's fiscal year shall be January 1 to December 31.

Article VII - Amendments

1. These By-Laws may be repealed, amended, or added to by a majority vote of the whole Board at a regular meeting. Such action may be taken only after the substance of the proposed change has been presented in writing at a prior regular meeting, and notice has been given to the Board, including any absent members.

Approved by board vote December 4, 2017