

NORTH TONAWANDA PUBLIC LIBRARY

By- Laws

Article I - NAME

1. This Organization is and shall be known as North Tonawanda Public Library, existing by virtue of the provisions in the Absolute Charter Number 756 granted by The Regents of the University of the State of New York on December 13, 1893, and exercising the powers and authority and assuming the responsibilities delegated to it under the said charter.

Article II - MANAGEMENT

2. The business and affairs of North Tonawanda Public Library shall be managed and conducted by a Board of Trustees that shall be five in number elected by the qualified voters residing in the City School District of North Tonawanda for a term of five years.
3. The term of members of the Board of Trustees shall end on June 30th of the fifth year following election unless the Trustee shall have theretofore resigned or otherwise terminated membership on the Board.
3. Vacancies which occur for reasons other than the expiration of term shall be filled, on an interim basis, by appointment of a successor, interim Trustee, by the Board of Trustees of the North Tonawanda Public Library. Said interim appointment shall be for a term to expire on the next June 30th following appointment. The vacancy for the balance of the unexpired term shall be filled by election of the registered voters of the Library District at the next annual election of the Board of Trustees. (New York State Education Law Section 226(4)).

4. a. No current employee of the Library shall be eligible for appointment and/or election as a Trustee of the Library.
- b. No former employee of the Library shall be eligible for appointment and/or election as a Trustee of the Library for a period of six (6) years following the effective date of such former employee's termination of employment with the Library.
- c. No former employee of the Library shall be eligible for appointment and/or election as a Trustee of the Library at any time during which such former employee is receiving retiree benefits paid for, in whole or in part, by the Library.

2. Article III - OFFICERS

1. The Officers of the Board of Trustees shall be elected at the first regular meeting each year and shall be a President and a Vice President elected from among the Trustees and a Clerk-Financial Secretary who shall not be a Trustee.
2. Officers shall serve a term of one year and until their successors are duly elected.
3. Nomination of candidates for office shall be made from the floor. The vote for officers shall be by secret written ballot if there be more than one nominee for any office other than Treasurer.
4. The President shall preside at all meetings of the Board of Trustees, authorize calls for any special meeting, appoint all committees, and generally perform all duties associated with that office.
5. The Vice President, in the event of the absence or disability of the President, or of a vacancy in that office, shall assume and perform the duties and functions of the President.
6. The Clerk-Financial Secretary, in his/her capacity as Clerk, shall attend all meetings of the Board of Directors as directed by the Board, shall issue notice of all regular and special meetings, and shall perform such other duties as are

generally associated with that office. An Assistant Clerk-Financial Secretary who shall not be a Trustee, may be selected by the Board to assist the Clerk-Financial Secretary in the performance of his/her duties.

7. The Clerk-Financial Secretary in his/her capacity as Financial Secretary, shall maintain records of receipts and disbursements of the Library, prepare such reports and statements thereon as shall be required, and shall prepare all checks for disbursement of library funds.
8. The Treasurer shall receive all funds of the library, shall deposit such funds in such depository or depositories as may be designated by the Board of Trustees, shall be the disbursing officer of the Board of Trustees, shall also sign all checks and shall perform such duties as are generally associated with that office. The Board of Trustees meeting at any regularly scheduled Library Board Meeting shall assume duties and responsibilities of Library Treasurer. The Board of Trustees may designate such duties to be performed by such members of the Board as designated.

3. Article IV - MEETINGS

1. Regular meetings of the Board of Trustees shall be held on the fourth Monday of each month as established by the Board. Written notice of all special meetings of the Board shall be sent to all Trustees by the Clerk at least one week prior to such regular meeting.
2. Special meetings of the Board of Trustees may be called by the Clerk at the direction of the President, or at the request of at least one third of the Trustees, for the transaction of business as stated in the call for the special meeting
3. A quorum for the transaction of business at any meeting of the Board of Trustees shall consist of a majority of the entire Board, who shall be present in person. In the absence of a quorum, the Trustees present may adjourn the meeting to a date determined, and written notice thereof shall be sent to all Trustees.

4. The order of business for regular meetings shall include, but not be limited to, the following items which shall be covered in the sequence shown as far as circumstances will permit:
 1. Roll Call
 2. Minutes
 3. Financial Report
 4. Approval of Payment of Bills
 5. Old Business
 6. New Business
 7. Personnel Report
 8. Director's Report
 9. President's Report
 10. Adjournment
5. The Library Director shall attend meetings of the Board of Trustees as directed by the Board, furnish such information and reports as may be requested by the Board, make recommendations, participate in discussions and offer professional advice.

4. Article V - COMMITTEES

1. The President shall appoint a Building and Grounds Committee, a Finance Committee, a Personnel Committee, and such other committees as the business of the Board of Trustees may require from time to time. These committees shall consist of one or more members and shall be considered to be discharged upon completion of the term of office of the President.
2. The Building Committee shall periodically inspect the physical plant of the library and make recommendations with regard to repair, addition or improvement to the Board.
3. The Finance Committee shall assist in preliminary budget preparation and make policy recommendations to the Board of Trustees concerning investment of such permanent, operating, or other funds as may be received.

4. The Personnel Committee shall make policy recommendations to the Board of Directors with regard to library personnel matters.
5. Each committee shall make a progress report at each meeting of the Board of Trustees. No committee shall have other than advisory power unless the Board shall have delegated to the Committee authority to act upon behalf of the Board with regard to a specific matter, in which event the committee shall submit to the Board at its next meeting a report of the action taken pursuant to such delegated authority.

Article VI - DIRECTOR

1. The Board of Trustees shall appoint a qualified Library Director who shall be the executive and administrative officer of the Library, subject to the authority of the Board.
2. The Library Director shall make recommendations to the Board of Trustees with regard to appointment, classification, salary schedule, promotion or dismissal of Library employees and shall specify their duties.
3. The Library Director shall have interim authority to appoint part time or temporary employees on a provisional basis without prior approval of the Board but subject to such approval. Any such appointment is to be reported to the Board of Trustees at its next regular meeting.
4. The Library Director shall be responsible for the proper direction and supervision of the staff, for the care and maintenance of library property, for an adequate and proper selection of books in keeping with the stated policy of the Board of Trustees, for the efficiency of service to the public and for operation within the budgeted appropriation.

Article VII - ELIGIBILITY FOR EMPLOYMENT

1. No member of the immediate family of any member of the Board of Trustees or of any member of the library staff shall be eligible for employment by the Library.

Article VIII AMENDMENTS

1. The Board of Trustees may amend these By-Laws by a majority vote of all members at any regular or special meeting of the Board provided that the notice of the meeting shall have included a full recital of the proposed amendment and shall have been mailed or delivered to each Trustee at least ten (10) days prior to the date of the meeting.

Adopted Board of Trustees Meeting, March 10, 2021