

# BYLAWS OF THE HORNELL PUBLIC LIBRARY

## HORNELL, NEW YORK

### ARTICLE I. NAME

This organization is and shall be known as the Board of Trustees of the Hornell Public Library, existing by virtue of the Provisions in Charter # 2157, granted by the Regents of the University of the State of New York on June 22, 1911, and exercising the powers and authority, and assuming the responsibilities delegated to it under said Charter.

### ARTICLE II. MANAGEMENT

1. The business and affairs of the Hornell Public Library shall be managed and directed by a Board of Trustees, which shall consist of 9 members; each Board member shall be appointed by the Mayor of the City of Hornell, with the approval of the City Council, for a term of three (3) years.
2. The term of each member of the Board of Trustees shall end on January 31 of the third year following appointment. Three Board member terms should expire each year.
3. Vacancies on the Board.
  - a.) Any Trustee who plans to leave the Board shall send a formal letter of resignation to the Board President, who shall then notify the Mayor of such resignation.
  - b.) Any sudden vacancy on the Board shall be filled temporarily by a Board-appointed individual, which appointment shall be consistent with the Library's charter.
  - c.) The balance of an unexpired term shall officially be filled by the Board of Trustees.

4. Any Trustee who shall fail to attend three (3) consecutive regular meetings of the Board without satisfactory excuse shall be deemed to have resigned as a Trustee, and the vacancy shall be filled in due course.

### **ARTICLE III. OFFICERS**

1. The officers of the Board of Trustees shall be elected at the Annual Meeting, and they shall be a President, Vice-President, Treasurer, and Secretary.
2. Officers shall serve a term of one year from the Annual Meeting at which they are elected and until their successors are duly elected.
3. The Board President shall appoint a nominating committee, who shall prepare a slate of officers for presentation at the meeting previous to the Annual Meeting. Action on this slate shall take place at the next Annual Meeting.
4. The President shall preside at all meetings of the Board, authorize calls for special meetings, appoint all committees, execute all documents authorized by the Board, serve as an *ex officio* member of all committees, and generally perform all duties associated with that office.
5. The Vice-President, in the absence or disability of the President, or upon a vacancy in that office, shall assume and perform the duties and functions of the President.
6. The Treasurer shall have the responsibility of maintaining all Board accounts and related records, and for preparing all related reports. The Treasurer shall, twice each year, present a report of invested endowment funds, including values and interest accrued thereto. Additionally, the Treasurer shall oversee the management of Library funds by the City Chamberlain's office. Financial records shall be audited annually by an appointee(s) of the President.

7. The Secretary shall keep a true and accurate record of all meetings of the Board, and shall perform other duties generally associated with that office, including notifying members of meetings and keeping Board records complete and in useful order.

#### **ARTICLE IV. COMMITTEES**

1. The President shall appoint a Building Committee, a Finance Committee, a Personnel Committee, and such other committees as the business of the Board may require from time to time. Committees shall consist of two 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 report important matters to the Board with recommendations for improvements or corrections of any fault found and shall be empowered to request bids for said repairs or improvements.
3. The Finance Committee shall prepare the Annual Budget for the operation of the Library for consideration by the Board at the time specified by the President and shall meet monthly including July and August.
4. The Personnel Committee shall recommend personnel policies to the Board. This committee shall advise the Board of all needed changes in the Library staff, as recommended by the Director, shall review salaries and wages, and shall conduct evaluations of the Director.
5. All committees shall make a progress report on pending matters to the Board at each of its meetings. Standing committees shall present a report of the years activity at the Annual Meeting.
6. Any one or more members of the Board of Trustees or any committee may participate in a meeting of such Board or committee by means of telephone or computer conferencing, allowing all persons participating in the meeting to communicate with each other at the same time. Participation by such means shall constitute presence in person at a meeting.

**ARTICLE V. MEETINGS**

1. Regular meetings shall be held from September thru June in the third full week of the month at the Library. The Annual Meeting shall be held the third full week in April at a time designated by the Board.
2. Finance Committee meetings shall be held monthly, in preparation for regularly scheduled Board meetings.
3. Special meetings may be called by the President or at the request of at least three (3) of the Trustees.
4. A quorum for the transaction of business at any meeting shall consist of five (5) members of the Board present in person. In the absence of a quorum, the Trustees present may adjourn the meeting to a date determined by them, and notice thereof made to all Trustees. Further, the President, or Acting President, may, in the absence of a quorum, grant the authority to pay outstanding customary and normal debits. Said customary and normal debits, paid by such executive authority, will be listed and presented to the Trustees at the next meeting of the full Board. Any one or more members of the Board of Trustees or any committee may participate in a meeting of such Board or committee by means of telephone or computer conferencing, allowing all persons participating in the meeting to communicate with each other at the same time. Participation by such means shall constitute presence in person at a meeting.
5. The order of business for regular meetings shall include, but not be limited to, the followings items, which shall be covered in the sequence shown as circumstances permit:

Note of those present  
Minutes of the previous meeting  
Treasurer's report  
Action on bills  
Director's report  
Committee reports  
Communications

Unfinished business  
New business  
Adjournment

6. The conduct of business at Board meetings and the taking of official minutes shall follow the forms recommended in *Robert's Rules of Order, Revised*.
7. The Director shall attend all regular Board meetings. The Director may participate in discussions and offer professional advice, but may not vote on any questions.
8. Executive meetings may be held as needed by the President. The presence of the Director may or may not be required by the President at such meetings.

#### **ARTICLE VI. DIRECTOR**

1. The Board shall appoint a qualified Library Director who shall be the executive and administrative officer of the Library on behalf of the Board and who shall act under the Board's review and direction.
2. The Director shall report to the Board of Trustees the appointment of and shall specify the duties of all Library employees. Appointments, promotions, or dismissals of non-professional employees shall be made by the Director in consultation with the Personnel Committee, and subject to Board approval.
3. The Director is responsible for the proper direction and supervision of the staff, for an adequate and proper selection of books and audio and visual materials in keeping with the stated policy of the Board, for the efficiency of service to the public, for the maintenance and supervision of the computer systems, and for operation within the budgeted appropriation. The Director shall report any inadequacies in care and

4. maintenance of the Library facility to the Building Committee. In emergencies, the Director will contact appropriate City personnel as may be required. The Director has the authority by the Board to make purchases under \$500 without Board approval.

#### **ARTICLE VII. INDEMNIFICATION**

Every Trustee, Officer, Director and staff member of the Library System shall be indemnified by the Library System to the full extent that such indemnification may be lawful under the New York not-for-profit corporation law. The foregoing right of indemnification shall not be exclusive of any other right to which such person may be entitled.

#### **ARTICLE VIII. AMENDMENTS TO THE BYLAWS**

The Bylaws of the Board of Trustees may be amended by a majority vote of all members of the Board, provided written notice of the proposed amendment(s) shall have been mailed to all members at least ten (10) days prior to the meeting at which such action is proposed to be taken.

#### **ARTICLE VIII. BYLAWS REVIEW**

Bylaws of the Board of Trustees shall be reviewed every two (2) years by a committee appointed by the President.

These Bylaws supersede any and all previous By-Laws of the Board of Trustees of the Hornell Public Library.

Approved September 2012  
Edited March 2015

**By Laws Addition to : Article V, 4- Quorum:**

**Any one or more members of the Board of Trustees or any committee may participate in a meeting of such Board or committee by means of telephone or computer conferencing, allowing all persons participating in the meeting to communicate with each other at the same time. Participation by such means shall constitute presence in person at a meeting.**

**Note: Wording is from SCRL's By-Laws**

*Passed by Trustees  
3-16-2015*