

Greece Public Library Board of Trustees

BYLAWS

October 6, 2015 Version

ARTICLE I: NAME

1. This organization shall be called “The Board of Trustees of the Greece Public Library,” located at 2 Vince Tofany Blvd., Greece, NY 14612, whose purpose is to ensure that the affairs of the Greece Public Library are conducted in such a way as to benefit the residents of the Town of Greece, New York.

ARTICLE II: GOVERNANCE AND MANAGEMENT

1. The affairs of the Greece Public Library shall be conducted by a Library Board of Trustees, consisting of seven (7) members, each appointed by the Greece Town Board for a term of five (5) years. A trustee shall not serve more than two (2) consecutive terms.
2. Vacancies occurring during an unexpired term shall be filled by the Library Board of Trustees pursuant to Section 226 (4) of the New York State Education Law and as outlined in the library’s charter documents. Vacancies shall be filled by a majority vote of trustees at a regularly scheduled meeting.
3. The Library Board of Trustees may remove a Trustee for misconduct, incapacity, or neglect of duty as provided in New York State Education Law Section 226(8).
4. The Library Board of Trustees shall appoint a qualified Library Director who:
 - a. Acts as the executive and administrative officer of the library on behalf of the Library Board of Trustees and under its review and direction.
 - b. Attends all meetings of the Library Board of Trustees as an ex-officio, non-voting member with the exception of executive sessions for the discussion of the Library Director’s performance or compensation.
 - c. Performs functions necessary to assure that the policies, objectives and priorities as established by the Library Board of Trustees are properly carried out.
 - d. Is responsible for the recruitment, training, supervision and dismissal of library staff.

ARTICLE III: OFFICERS

1. The officers of the Library Board of Trustees shall be a President, a Vice President and a Finance Officer. The Treasurer of the Library Board of Trustees is the Town of Greece Finance Director.
2. Duties and responsibilities of the President:
 - a. Serves as chairperson at meetings of the Library Board of Trustees.
 - b. Works with the Library Director to set agendas for Library Board meetings.
 - c. Represents the Library Board of Trustees in communications with the Town of Greece liaison.
 - d. Appoints a nominating committee for Library Board of Trustees officers in October.
 - e. Appoints ad hoc committees for specific purposes with Library Board of Trustees approval.

3. Duties and responsibilities of the Vice President:
 - a. Serves as chairperson at meetings of the Library Board of Trustees in the President's absence.
4. Duties and responsibilities of the Finance Officer.
 - a. Analyze and report on the library's monthly financial activities.
 - b. Oversee the Greece Public Library's Gift Fund which consists of memorial gifts and other monies not received from taxes or other public sources.
5. Officers shall be elected at the January organizational meeting by a majority vote of the Library Board of Trustees.
6. Each officer will serve for a one year term, beginning in January and ending in December.

ARTICLE IV: MEETINGS

1. Regular meetings of the Library Board of Trustees shall be held each month, generally on the first Tuesday of the month. The January meeting shall be designated as the organizational meeting. Meeting shall be at a time and place to be designated by the Board.
2. Special meetings may be called at any time by the President or by any two (2) members of the Board, provided that written notice thereof be given to all Trustees at least forty-eight (48) hours in advance of the meeting.
3. At any special meeting, only the item(s) for which the meeting was called may be discussed.
4. Notice of regular and special meetings shall be posted in the library lobby, on the library's website and sent to the official Newspaper of Record as designated at the January organizational meeting.
5. A quorum at any meeting shall be four (4) trustees. Pursuant to Section 41 of the New York State General Construction Law, no action can be approved by the board of a public library without a "majority of the whole."
6. Pursuant to Section 226(5) of the New York State Education Law any trustee who shall fail to attend three (3) consecutive meetings without excuse accepted as satisfactory by the trustees, shall be deemed to have resigned, and the vacancy shall be filled by the Library Board of Trustees.

ARTICLE V: COMMITTEES

1. A Nominating Committee will be appointed by the Library Board of Trustees President in October for the purpose of bringing a slate of officer candidates for a vote at the January organizational meeting.
2. Ad hoc committees may be appointed by the President with Library Board of Trustees approval for specific purposes as the business of the Board may require. Non-board members may be appointed to these committees to bring special capabilities for the resolution of issues confronting the committee.

3. Recommendations of committees are not binding until approved by resolutions of the Board.

ARTICLE VI: ORDER OF BUSINESS

1. The order of business shall include, but not be limited to, the following:
 - a. Review of minutes of the preceding meeting
 - b. Report of officers and committees
 - c. Report of the Library Director
 - d. Unfinished (Old) business
 - e. New business
 - f. Approval of bills for payment
 - g. Adjournment
2. Robert's Rules of Order shall govern in the Parliamentary Procedure of the Board.

ARTICLE VII: AMENDMENTS

1. Amendments to these by-laws may be proposed in writing at any regular meeting, but will become effective only after an affirmative vote at a subsequent meeting.

Adopted by the Greece Public Library Board of Trustees June 27, 1958
Amended May 2, 1989; May 4, 2004; January 1, 2012; **October 6, 2015**