



# Amherst Public Libraries

## BYLAWS OF THE BOARD OF TRUSTEES OF THE AMHERST PUBLIC LIBRARY

These bylaws are for application to those libraries within the Amherst Public Library System.

Main Library at Audubon 350 John James Audubon Parkway

Clearfield Branch Library 770 Hopkins Road

Egbertsville-Snyder Branch Library 4622 Main Street

Williamsville Branch Library 5571 Main Street

### Article I – Regulations regarding the Board of Trustees of the Amherst Public Library

1. The number of Members of the Board of Trustees shall not exceed eight.
2. Each Board Members term shall be five-years in length. With terms expiring at various intervals on December 31 of a given year.
3. Each Trustee shall take and file an oath of office at the Amherst Town Hall.
4. In the case of a vacancy which occurs during an unexpired term, the Board of Trustees of the Library shall elect a replacement. At the end of this unexpired term, the Library Board will recommend to the Amherst Town Board to re-appoint the incumbent or appoint another trustee.
5. Any trustee absent from three consecutive meetings without excuse accepted as satisfactory by the Trustees shall be deemed to have resigned and the vacancy shall be filled.

### Article II – Officers

1. The officers of the Board shall be a President, a Vice-President, a Secretary, and a Treasurer, each to serve for one year beginning immediately after the annual meeting.

2. Officers shall be elected at the first regular meeting of the library year by a majority vote of the Board.
3. All officers shall have the usual powers associated with their office (or their duties may be specifically noted in the By-Laws.)

### Article III – Meetings

1. Robert’s Rules of Order will be followed when conducting Library Board Meetings.
2. An annual meeting shall be held early each year at which time annual reports shall be received and acted upon. Elections shall be held at this time.
3. Vacancies among the officers shall be filled at an election at a regular meeting, and a majority vote of the Trustees present shall be necessary to an election.
4. Meetings shall be held at least five times a year and shall be open to the public per New York State Open Meetings Law. Exception to open meeting law would be when Executive Session is called for personnel issues or when other sensitive issues are to be discussed.
5. Special meetings shall be held at the call of the President or any three trustees.
6. Notice of all meetings shall be emailed to all Board members, or when email is not available mailed via US mail 72 hours prior to scheduled meeting date.
7. Five members of the Board shall constitute a quorum.
8. In the event of a tie vote the matter being voted on will be tabled until the next public meeting, or if the Board deems necessary a Special Meeting will be called one week from the date that vote was originally taken. If the re-vote ends in a tie, the Board will refer to Roberts Rules of Order procedure for tie vote.
8. The order of business shall be as follows:
  - a. Roll call
  - b. Review of Minutes of previous meeting

- c. Review of Day's Agenda
- d. Public Comment
- e. Report of the President
- f. Committee Reports
- g. Report of the Library Director
- h. Library Finances
- i. Unfinished business
- j. New business
- k. Other items as needed
- l. Adjournment

9. Minutes of Library Board meeting will be available 72 hours after a scheduled meeting.

10. Library Board meeting agendas and minutes will be posted on the Library Website, with paper copies available at each Amherst Branch Library; the Main Library at Audubon, Clearfield Branch, Eggertsville Snyder Branch and Williamsville Branch.

#### Article IV – Whistleblower Policy

Adopted November 18, 2105

Adopted April 26, 2016

See attached Amendment A

#### Article V – Procurement Policy

Adopted October 20, 2015

See Attachment Amendment B

#### Article VI – Conflict of Interest Policy

Adopted November 18, 2015

Adopted April 26, 2016

See Attached Amendment C

Article VII – Committees

1. Ad hoc committees may be appointed by the President with the approval of the Board. Non-Board members may be appointed to such committees to bring special capabilities for the resolution of problems confronting the Committee.
2. All committee actions are subject to approval by a majority of the Board.

Article VIII – Library Director

1. The Board shall appoint a qualified library director who shall be the executive and administrative officer of the library.
2. It shall be the duty of the Director to attend meetings of the Board, including budget meetings, or public meetings where action may be taken affecting the interests of the Library. The Director shall have the right to speak on all matters under discussion at Board meetings, but shall not have the right to vote thereon.

Article IX – 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, however, only after the substance of the proposed repeal, amendment, or addition has been presented in writing at a prior regular or special meeting, and notice thereof has been given in the notice of the meeting at which it is to be considered.

These By-Laws were unanimously amended and approved by the following members of the Board of Trustees of the Amherst Public Library at a meeting held on July 13, 2016.

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PRESIDENT

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VICE PRESIDENT

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SECRETARY