

BY-LAWS FOR BOARD OF TRUSTEES*

TOWN OF HAMBURG PUBLIC LIBRARY

ARTICLE I

Name: This Board shall be known as the **Hamburg Public Library Board of Trustees.**

ARTICLE II

Purpose

1. To see that good library service is provided to the residents of the Town Hamburg in particular, and to make available his library service to all residents of Erie County.
2. To hire qualified librarians.
3. To set policy which will achieve good library service
4. To make such rules as are needed for the proper use of the library buildings.
5. To see that the library buildings and grounds are properly maintained.
6. To prepare, with the assistance of the Director of the libraries in the Town of Hamburg, the annual budget, and to contract with the Buffalo & Erie County Public Library annually for its services.
7. To administer any special funds acquired by endowment, bequest, or gift.
8. To interpret the library's function, needs and objectives to the community.

ARTICLE III

The membership shall consist of five citizens of the Town of Hamburg who shall be appointed by the Town Board of Hamburg, New York.

1. Terms of office, which shall be for five years, shall be staggered; one member being appointed each year at the organization meeting of the Town Board in January.
2. The Board should be representative of the geographic and socioeconomic diversity of the town and villages of the Town of Hamburg.
3. Vacancies which occur during term of office on the Board shall be filled by election by remaining members of the Board of Trustees.

ARTICLE IV

Officers: The officers shall be president, vice-president, secretary and treasurer. Duties shall be those usually associated with the office.

The duty of the Treasurer is to examine bank statements and financial spreadsheets detailing expenditures and deposits and to compare them to the budget. The Treasurer shall report same to the Board at its regular board meeting.

ARTICLE V

Election of officers: Officers shall be elected at the first meeting of each calendar year.

ARTICLE VI

Meetings: There shall be at least four meetings each year, preferably at the beginning of each quarter, at a determined date convenient to a majority of the Board members.

ARTICLE VII

(a) Board Oversight (include as additional Article)

All trustees, officers, committee members and Key Employees shall abide by the Conflict of Interest Policy adopted by the Board and as amended from time to time. The Board shall oversee the adoption of, implementation of, and compliance with this Conflict of Interest Policy; provided that only those trustees who qualify as Independent Trustees, as defined below, shall be eligible to deliberate and vote on matters to the Policy.

OR

(b) Committee Oversight (include as additional Article)

All trustees, officers, committee members and Key Employees, shall abide by the Conflict of Interest Policy adopted by the board and as amended from time to time. A committee of the Board consisting of not less than three members shall oversee the adoption, implementation of, and compliance with this Conflict of Interest Policy. All members of this committee must qualify as Independent Trustees, as defined below. In the event a Trustee is rendered ineligible during the time of his or her service on the committee, he or she must resign from the committee immediately and the Board may fill the vacancy with an Independent Trustee.

Amendments: These by-laws may be amended by a majority vote of all Board members.

*Education Law – Section 226 – Subdivision 4

The trustees of every corporation created by the regents unless otherwise provided by law or by its charter may:

(4) Fill any vacancy occurring in the office of any trustee by electing another for the unexpired term. The office of any trustee shall become vacant on his death, resignation, refusal to act, removal from office, expiration of his term or other cause specified in the charter. If any trustee shall fail to attend (3) consecutive meetings without excuse accepted as satisfactory by the trustees, he shall be deemed to have resigned and the vacancy shall be filled. Any vacancy in the office continuing for more than one year, or any vacancy reducing the number of trustees to less than $(2/3)$ two thirds of the full number may be filled by the regents. The regents may remove any trustee of a corporation created by them for misconduct, incapacity, neglect of duty.