

# **BY-LAWS OF THE TOWN OF TONAWANDA PUBLIC LIBRARY BOARD**

(WHICH WAS ESTABLISHED BY RESOLUTION OF THE NEW YORK STATE  
EDUCATION DEPARTMENT - 26 FEBRUARY 1976)

Amended June 2, 2009

Amended August 12, 2014

Amended January 10, 2017

Amended January 10, 2023

## **ARTICLE I**

### Name

The name of this organization shall be: "Town of Tonawanda Public Library Board" (hereafter referred to as the Board).

## **ARTICLE II**

### Objectives

1. To provide library service to residents of the Village of Kenmore, the Town of Tonawanda and Erie County as a member library of the Buffalo and Erie County Public Library System.
2. To service the community as a general center of reliable information.
3. To provide the opportunity and encouragement for people of all ages for entertainment, enlightenment, and life-long learning.

## **ARTICLE III**

### Trustees

**SECTION 1.** The affairs of this library shall be managed by a Board of at least five in number but not to exceed fifteen (15) in number.

**SECTION 2.** Board members will be appointed for a five year term by the Town Board, with the approval of the Board.

**SECTION 3.** The Board shall meet and elect a board chairperson (hereafter referred to as the chair), vice-chairperson (hereafter referred to as the vice-chair), secretary and treasurer each year during the annual meeting.

**SECTION 4.** In the case of a vacancy in the Board, the Town Board shall, with the approval of the remaining Board trustees, appoint a replacement.

**SECTION 5.** All Trustees shall abide by the Conflict of Interest Policy and the Whistleblower Policy adopted by the Board and as amended from time to time.

**SECTION 6.** A trustee accused of an infraction or disobedience cannot be suspended, or expelled without a hearing before the grievance committee; the grievance committee shall be the Town of Tonawanda Town Council.

## **ARTICLE IV**

### Duties of Officers

**SECTION 1.** The chair presides at all meetings of the Board. They may appoint committees with the approval of the Board. They may call special meetings if necessary.

**SECTION 2.** The vice-chair takes over duties of the chair in the chair's absence.

**SECTION 3.** The secretary shall record the minutes of the meetings, and maintain the correspondence of the Board.

**SECTION 4.** The treasurer shall make disbursements from private funds of the library with the approval of the Board and shall prepare monthly financial reports consisting of actual revenues and expenditures compared to budgeted amounts and distribute this report to the Board.

## **ARTICLE V**

### Meetings

**SECTION 1.** The first meeting of the calendar year shall constitute the annual meeting.

**SECTION 2.** Regular meetings shall normally be held the second Tuesday of each month at the Town of Tonawanda Library, 160 Delaware Road, Kenmore, NY 14217 at 5:30 pm. The meetings may be held at alternate sites if deemed appropriate.

**SECTION 3.** Special meetings may be called anytime at the discretion of the chair, if the rest of the board members are notified.

**SECTION 4.** A majority of the Board shall constitute a quorum.

## **ARTICLE VI**

### Eligibility

**SECTION 1.** Eligibility for Board membership shall be limited to adults residing or owning property within the geographical limits of the library district.

**SECTION 2.** Only members of the Board in good standing shall be eligible for office. Any trustee absent from three (3) consecutive meetings without reasonable excuse shall be deemed to have vacated his office.

## **ARTICLE VII**

## Committees

**SECTION 1.** Committees for specific purposes may be appointed by the chair. Such committees shall serve until the completion of the work for which they were appointed.

**SECTION 2.** All committees shall make a progress report to the Board at each of its meetings.

**SECTION 3.** Each committee shall select its own chairperson.

**SECTION 4.** The chair shall be a member ex-officio of all committees.

## **ARTICLE VIII**

### Amendments

Amendments to these By-Laws may be proposed at any regular meeting and shall be voted upon at the next regular meeting. Written notice of the proposed amendment or amendments shall be sent to all absent members at least ten days prior to the voting session. A two-thirds majority of the Board shall be necessary for the adoption of an amendment, which if approved shall take effect immediately.

## **ARTICLE IX**

### Authority

The authority of the Board is such as described by the New York State Board of Regents.

## **ARTICLE X**

### Library Director

The Board shall appoint a director who shall be the executive officer of the policies of the Board and shall have charge of the administration of the library under the direction and review of the Board. The director shall be responsible for the care of the buildings and equipment, for the employment and direction of the staff, for the efficiency of the library's service to the public, and for the operation of the library under the financial conditions contained in the annual budget. The director shall render and submit to the Board reports and recommendations of such policies and procedures, which, in the opinion of the director, will improve efficiency and quality of library service. The director shall attend all Board meetings except the portion of the meeting at which the director's appointment or salary is to be discussed or decided.

## **ARTICLE XI**

### Order of Business

The order of business at regular meetings shall be as follows:

1. Call to order and roll call
2. Approval of Agenda
3. Adoption of the Minutes of the previous meeting
4. Comments from the General Public (Non-agenda items)
5. Treasurer's report
6. Chair's report
7. Library Director's report
8. Report of standing committees
9. Report of special committees
10. Unfinished business
11. New business
12. Adjournment

## **ARTICLE XII**

### Preference of Motions

All procedures not specified herein shall be in accord with Robert's Rules of Order.

## **ARTICLE XIII**

### Statement of Ethics

- Trustees shall respect the opinions of their colleagues and not be critical or disrespectful when they disagree or oppose a viewpoint different than their own.
- Trustees shall comply with all the laws, rules and regulations that apply to them and to their library.
- Trustees, in fulfilling their responsibilities, shall not be swayed by partisan interests, public pressure or fear of criticism.
- Trustees shall not engage in discrimination of any kind and shall uphold library patrons' rights to privacy in the use of library resources.
- Trustees must distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of the library, acknowledging and supporting the formal position of the Board even if they disagree.
- Trustees must respect the confidential nature of library business and not disclose such information to anyone. Trustees must also be aware of and in compliance with Freedom of Information laws

- Trustees must avoid situations in which personal interests might be served or financial benefits gained as a result of their position or access to privileged library information, for either themselves or others.
- A Trustee shall immediately disqualify him/herself whenever the appearance of or a conflict of interest exists.
- Trustees shall not use their position to gain unwarranted privileges or advantages for themselves or others from the library or from those who do business with the library.
- Trustees shall not interfere with the management responsibilities of the director or the supervision of library staff.
- Trustees shall support the efforts of librarians in resisting censorship of library materials by groups or individuals.

#### **ARTICLE XIV**

##### Publicity

The chair will have the power to release all items of news interest to the public, with the knowledge and approval of the rest of the board members, and will serve as the official spokesperson for the Board.