



The Lackawanna Public Library By-Laws

Amended January 1, 1960
Amended June 14, 2008
Amended June 14, 2014
Amended March 3rd, 2018
Amended August 28, 2019
Amended February 1, 2023
Amended July 15, 2026

Tenure of Office and Powers and Duties of Trustees

1. Pursuant to the requirements of the State Department of Education, The Board of Trustees of the Lackawanna Public Library shall consist of no less than five members and no more than nine members. Terms of office shall be for 5 years and begin on January 1st and end on December 31st.

2. Vacancies for expired or unexpired terms on the Board of Trustees shall be filled by the Mayor of the City of Lackawanna.

3. All actions of the Board shall be of the Board as a unit. No Board member shall exercise any administrative responsibility with respect to the library, nor as an individual, command the services of a library employee.

4. The removal of a Library Board Trustee(s) is the sole responsibility of the Library Board. The following violations shall warrant dismissal and require action of a majority vote of the Board, not including the member of the Board who is the subject of the vote.

- a. Misconduct
- b. Incapacity
- c. Neglect of duty
- d. Unexcused absence from three meetings over the calendar year
- e. Conflict of interest

5. Pursuant to the requirements mandated by the New York Not-For-Profit Corporation Law, as amended by the Nonprofit Revitalization Act, the Lackawanna Library has adopted a Conflict of Interest Policy and designated the entire Board as responsible for the adoption, implementation, and oversight of this policy. Attached hereto is our Conflict of Interest Policy including Appendix A Disclosure Statement of The Lackawanna Public Library.

Officers

1. The Officers of the Board of Trustees shall include a President, Vice President, Secretary and Treasurer. They shall be elected at the regular meeting in January of each calendar year and shall remain in office for the period of their appointment or until such time that successors are appointed and qualified.

2. The election of Officers of the Library Board of Trustees shall be held each year in January.

3. All nominations will be due to the Secretary prior to the January meeting.

Meetings

1. Regular monthly meetings of the Board shall be held on a day selected by the Board at its organizational meeting each January.
2. Special meetings may be called by the President or at the request of any two members of the Board. All Trustees must be given twenty-four hours advance notice.
3. A Quorum of the Board for the transaction of business shall consist of no fewer than a majority of Trustees currently serving on the Board.

Director

1. The Board shall appoint a Director who shall be the executive officer of the policies of the library 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 building and equipment, the employment and direction of the staff and for the operation of the library under the financial conditions contained in the annual budget.

2. It shall be the duty of the Director to attend all meetings of the Board and Committees of the Board.

Committees

1. In addition to any Committees created by the Board from time to time, there shall be the following Committees that shall operate and meet outside of regularly scheduled board meetings. The following committees will be comprised of no less than 3 Library Board Trustees:

- a. Grants and Facilities Committee
- b. Fundraising and Development Committee
- c. Governance and Policy Committee

2. All vacancies occurring in the Committees shall be filled by the Chair subject to the approval of the Board.

3. A majority of any Committee shall constitute a quorum. The actions of all Committees shall be subject to the approval of the Board of Trustees and no Committee shall authorize any expenditure of money without authorization by the Board of Trustees.

Amendments

Amendments to these By-Laws may be proposed at any regular meeting but become effective by unanimous vote by Trustees present. Notice of intent to review and amend must be made prior to one week. The vote must be recorded in the Minutes of the meeting.

Article IX

Nothing contained in these Bylaws shall be construed and interpreted as being contrary to the letter and spirit of Chapter 768 of the Laws of 1953 of the State of New York, under which Act the Lackawanna Public Library has been chartered.