

The Lackawanna Public Library
By-Laws as Consolidated and Amended February 1, 2023

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. Members of the Board of Trustees of the Lackawanna Public Library shall be appointed by the Mayor of the City of Lackawanna.
3. The election of Officers of the Library Board of Trustees shall be held each year in February.
4. 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 February 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.
5. 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.
6. A Quorum of the Board for the transaction of business shall consist of not fewer than a majority of Trustees currently serving on the Board.
7. 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.
8. Unexcused absence from three meetings over the calendar year 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.
9. 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.
10. 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.

11. 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.