

BY-LAWS

Town of North Collins Public Library Board of Trustees

Article I: Name

This body shall be known as the Town of North Collins Public Library Board of Trustees.

Article II: Place

Location will be 2095 School Street, North Collins, NY 14111.

Article III: Purpose

Section 1. To provide library service to the residents of the Town of North Collins and Erie County.

Section 2. To set policy which will maintain a circulating library and reading room, free for public use.

Section 3. To hire a Director or qualified librarian and support staff.

Section 4. To prepare the annual budget and to contract, when appropriate, with the Buffalo and Erie County Public Library annually for its services.

Section 5. To administer all funds including those acquired through endowment, bequest or gift.

Article IV: Membership

Section 1. Shall be open to any individual who holds a current Buffalo and Erie County Public Library Card.

Section 2. Shall consist of six (6) members, each serving a term of five (5) years.

Section 3. Trustees shall be appointed by the members of the Town Board.

Section 4. The terms of the Trustees shall be as follows:

- a. The Town Board shall appoint two trustees for a five year term, two Trustees for a four year term, two Trustees for a three year term and two Trustees for a two year term.
- b. Thereafter, all Trustees shall be appointed for a five year term upon expiration of existing terms of the Trustees having been heretofore appointed.
- c. In the event of the resignation of a Trustee, voluntarily or otherwise, the Library Board of Trustees may appoint a Trustee to fill the unexpired term of the resigning Trustee. Once this term has expired the Town Board may appoint a Trustee to fill the five year term.

Section 5. If a Trustee shall fail to attend three consecutive meetings, without cause, the individual shall be deemed to have resigned and the remainder of the term may be filled by the Library Board of Trustees. If a Trustee is unable to attend a meeting, such trustee may be excused by giving notice to any officer of the board prior to such meeting. Once this term has expired, the Town Board may appoint a trustee to fill the five year term.

Article V: Officers

Section 1. The officers of the Board of Trustees shall be President, Vice President, Secretary, and Treasurer.

Section 2. Officers shall be elected at the Annual Meeting by a Majority of the Board.

Section 3. In the event of a vacancy in office, a special election shall be held at the next meeting of the Board of Trustees to fill the vacant office.

Article VI: Duties of the Officers

Section 1. The President shall call, set the agenda, and preside over all meetings of the Trustees. This individual shall bring to the attention of the Trustees for action all matters necessary for the adequate and efficient conduct of the library. The President shall have the power to appoint the chairperson and members of all committees; and shall serve as an ex-officio member of all committees. The action of all committees shall be subject to the approval of the Board of Trustees. The President shall present the annual report during the first quarter of the year.

Section 2. The Vice President shall, in the absence of or at the direction of the President, conduct meetings and perform the duties of the President.

Section 3. The Secretary shall keep an accurate record of all correspondence and business transacted by the Board of Trustees and notify the Trustees of meetings and elections.

Section 4. The Treasurer shall keep an accurate record of all financial transactions of the Board of Trustees, including any and all transactions with respect to funds obtained pursuant to contract with the County of Erie, Board funds and any and all gifts and endowment funds.

Article VII: Meetings

Section 1. Regular meetings shall be held at least four times a year. Meetings shall be open to the public except when individual personnel issues are being discussed.

Section 2. Special meetings of the Board of Trustees may be held at any time at the call of the President or Secretary or any three members of the Board provided that written or oral notice thereof be given to all Trustees at least forty-eight hours in advance of the special meeting.

Section 3. The annual meeting shall be held in January.

Section 4. A quorum at any meeting of the Board of Trustees shall consist of a majority of the members of the entire board.

Section 5. The order of business at all regular and annual meetings of the Board of Trustees shall be as follows:

- Roll Call
- Review of Minutes of Previous Meeting
- Treasurers Report
- Communications
- Report of Library Director
- Reports of Committees
- Unfinished Business
- New Business
- Nominations and Elections (if any)

- The Annual Report or Other Special Reports

Section 6. Roberts Rules of Order shall govern the Parliamentary procedure of any meeting of the Board of Trustees.

Article VIII: Library Director

Section 1. The Board shall appoint a qualified Library Director who shall be the executive and administrative officer of the Library.

Section 2. The Director shall be held responsible for the proper performance of duties as spelled out in the job description provided by the Board.

Section 3. It shall be the duty of the Director to attend meetings of the Board and 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

Section 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.

Section 2. These By-laws shall be reviewed by the Board of Trustees at least every two years.

Article X: Conflict of Interest

Section 1. 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 entire Board shall oversee the adoption of, implementation of, and compliance with this Conflict of Interest Policy.