

BYLAWS of the City of Tonawanda Public Library

ARTICLE I: NAME

The name of this organization shall be: "City of Tonawanda Public Library."

ARTICLE II: MEMBERSHIP

Section 1. Pursuant to the requirements of New York State Laws regarding libraries, the Board of Trustees of the City of Tonawanda Public Library shall consist of five members appointed by the Mayor of the City of Tonawanda and approved by the City Council.

Section 2. One trustee shall be appointed annually to serve for five years. The library trustee shall be a resident of the City of Tonawanda.

Section 3. If any trustee shall fail to attend three consecutive meetings without excuse accepted as satisfactory by the trustees, he/she shall be deemed to have resigned. If a trustee resigns or is otherwise terminated, the vacancy shall be filled by the Mayor and approved by the City Council.

ARTICLE III: OFFICERS

Section 1. The officers shall be a president, a vice president, a secretary, and a treasurer, elected from among the appointed trustees at the first meeting of the year to serve for one year. A library staff member may be elected to serve as secretary in a non-voting capacity. No officer shall serve more than three consecutive terms in any one office. A simple majority of votes cast is necessary for election. In the event of a vacancy in office, a special election shall be held at the next regular meeting of the Board to fill the vacant office for the remainder of the unexpired term.

Section 2. The president shall preside at all meetings of the board, authorize calls for any special meetings, appoint all committees, execute all documents authorized by the board, serve as an ex-officio voting member of all committees and generally perform all duties associated with that office.

Section 3. The vice president, in the event of the absence or disability of the president, or of a vacancy in that office, shall assume and perform the duties and functions of the president.

Section 4. The secretary shall keep a true and accurate record of all meetings of the Board and shall perform such other duties as are generally associated with that office. In the absence or inability of the secretary, his/her duties shall be performed by such other members of the Board may designate.

Section 5. The treasurer shall be the disbursing officer of the Board, sign all checks and shall perform such other duties as are generally associated with that office. In the absence or inability of the treasurer, his/her duties shall be performed by such other members of the board may designate.

ARTICLE IV: MEETINGS

Section 1. Regular meetings shall be held at least six times each year at the library.

Section 2. Special meetings may be held at any time at the call of the president or secretary or

any two members of the board, provided that written notice thereof be given to all trustees at least twentyfour hours in advance of the special meeting.
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ARTICLE IV : MEETINGS con't

Section 3. A quorum at any meeting shall consist of a majority of the members of the board.

Section 4. Roberts Rules of Order shall govern the parliamentary procedure of the Board. The order of business shall include, but not be limited to, the following:

- a. Call to Order
- b. Review of minutes of previous meeting
- c. Reports
 - Financial reports
 - Report of the Director
 - Committee reports, if any
 - Other reports
- d. Nominations and elections, if any
- e. Unfinished business
- f. New business
- g. Adjournment

ARTICLE V : COMMITTEES

Section 1. The president shall appoint committees of one or more members each for such specific purposes as the business of the board may require from time to time. The committee shall be considered to be discharged upon the completion of the purpose for which it was appointed or at the end of the year.

Section 2. No committee will have other than advisory powers unless, by action of the board, it is granted specific powers to act.

ARTICLE VI : LIBRARY DIRECTOR

The board shall appoint a qualified library director who shall be the executive and administrative officer of the library on behalf of the board and under its review and direction. The director shall be a non-voting ex-officio member of the board, as executive director of the policies adopted by the board. The director shall be held responsible for the proper performance of duties as spelled out in the job description provided by the board.

ARTICLE VII : AMENDMENTS

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.

ARTICLE VIII : CONFLICT of INTEREST POLICY

The Conflict of Interest Policy, as proposed to the City of Tonawanda Library Board of Trustees by Jaeckle, Fleischmann, & Mugal, LLP has been adopted as of the 1st Day of July, 2014. (Conflict of Interest Policy / Appendix A follows Article VIII)

The Disclosure Statement of The City Of Tonawanda Public Library (Appendix A) is to be renewed annually by all Board members and the Library Director at the January organizational meeting. Original statements will be kept on file at the library.

Revised 02/10/2020 by vote by Board of Trustees