

Wolcott Public Library Bylaws

Article I – Name

This organization is and shall be known as the Wolcott Public Library existing by the virtue of the provisions in the absolute charter number granted by the Regents of the University of the State of New York, and exercising the powers and authority, and assuming the responsibilities delegated to it under the charter.

Article II – Purpose

The Wolcott Public Library exists to promote and encourage the development and maintenance of library service for free public use to the inhabitants of the Village of Wolcott and surrounding Townships and also to perform other functions as required by the State of New York. The basic policies as explained in the Library Association (adopted June 13, 1948, amended October 19, 1979) shall guide the service of our library.

Article III – Membership

Article IV – Board of Trustees

1. Powers – All powers of the Library shall be vested in the Board of Trustees (“Board”). The Board shall be authorized to take any and all actions in furtherance of the Library’s purposes, and make all rules, regulations, and policies for the transaction of the business of the Library, not inconsistent with law, its charter and these Bylaws.
2. Composition – The Board shall consist of seven (7) trustees, elected or appointed in accordance with law and these Bylaws.
3. Election and Qualification – Board members must be at least 18 years of age.
4. Terms –
 - a. Except as otherwise provided by these Bylaws, a trustee’s term of office shall be three (3) years. The terms of office of the Trustees have staggered end dates so that not more than three (3) trustees’ terms shall expire in any year.
 - b. Trustees elected to fill a vacancy caused by the resignation, death, or removal of a Trustee shall serve the balance of the term of the trustee who they have been elected to replace.
 - c. Elected trustees shall assume their duties on **third Wednesday in January** next following their election and qualification and shall serve until **third Wednesday in December** of the last year of their term; provided, however, that a vacancy occurring by reason of the resignation, removal or death of a serving trustee shall be filled by the Board until the next regularly scheduled election, in accordance with the provisions of Section 5 of this Article, and any such person appointed to fill a vacancy on the Board shall take office following their appointment and qualification.
5. Vacancies - A vacancy occurring among the elected members of the Board shall be temporarily filled by the affirmative vote of the majority of the remaining trustees. A person so appointed shall assume his or her duties at the meeting at which he or she is appointed by the Board.
6. Attendance – Any trustee who is absent from three (3) consecutive Board meetings and/or four (4) meetings of the total number of meetings held by the Board in any given year, shall be deemed to have resigned as a trustee if such absences are determined by majority vote of the trustees then in office to have been without reasonable cause.
7. Resignation – Any trustee may resign at any time by submitting his or her resignation in writing to the President or Secretary of the Board. Such resignation shall be effective upon receipt unless another date is specified therein.

Article V – Officers and Their Duties

1. Officers and Election – The officers of the Library shall be the President, Vice President, and Secretary, each of whom shall be elected annually, for a one-year term by majority vote at the Annual Meeting, upon nominations from the floor, and will continue to serve until such time as a replacement is elected at the next Annual Meeting, or they are removed. Only trustees of the Library may serve as officers.

2. Vacancies – Any vacancy in a Library officer position, with the exception of the presidency, shall be filled by majority vote of the remaining trustees then in office, upon a nomination from the floor. Any officer so elected shall serve for the balance of the unexpired term of his or her predecessor.
3. Duties
 - a. President – 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 Trustee of all committees, and generally perform all duties associated with that office.
 - b. Vice President – 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.
 - c. Secretary – 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.
4. Removal – Any officer elected as provided in the Bylaws may be removed by a majority vote of the trustees then in office when, in their judgment, the best interest of the Library will be served by such removal.
5. Resignation – Any officer may resign his or her office at any time, by submitting a resignation in writing to the President, Vice-President, or Secretary of the Board of Trustees. Such resignation shall be effective upon receipt unless another date is specified therein. The resignation by a trustee from an office on the Board shall not be construed as a resignation of the trustee as trustee, unless such resignation is also tendered in accordance with Article IV, section 7 of these Bylaws.

Article VI – Meetings

1. Annual Meeting – The Annual Meeting of the Board shall be the regular meeting in **December** of each calendar year. It shall be held at such time and place as the trustees shall determine. The election of new trustees shall be held at this meeting.
2. Regular Meetings – Regular meetings of the Board shall be held **the third Wednesday of the month at 6:30pm**; provided, however, that the Annual Meeting of the Board shall, for purposes of this section, be deemed to be the regular meeting of the Board in and for the month in which such Annual Meeting is held.
3. Special Meetings – Special meetings of the Board shall be held at the call of the President, on his or her own initiative or upon the written request of two (2) or more members of the Board. Such meeting shall be held as soon as practicable after notice is given to all Board members in accordance with Section 4 of this Article. The agenda of a special meeting shall be limited to the specific items set forth in the notice for the meeting.
4. Notice of Meetings – Public Notice of all Board meetings shall be given in accordance with the open meetings provisions of the Public Officers Law.
5. Quorum – A majority of the whole Board, currently four (4) trustees, present, shall constitute a quorum for the purpose of transacting business at all meetings of the Board. A majority of the duly appointed members of any committee, present in the same manner, shall constitute a quorum for the purpose of transacting the business of the committee. In the absence of a quorum, the chair of the meeting shall adjourn the meeting to another time. Notice of such adjournment shall be given to all trustees or committee members, as applicable, not in attendance at the adjourned meeting.
6. Open Meetings – In accordance with the New York State Open Meetings Law, all meetings of the Board are open to the public. Executive sessions may be called and held when necessary as appropriate. Every Executive Session must first be approved in an open meeting by a majority vote and the purpose of the session recorded in the minutes of the open meeting.
7. Action of the Board – Each Trustee shall have one vote, irrespective of office held. A Trustee must be present at a meeting to have his/her vote counted. Except as otherwise required by law or these Bylaws, no action of the Board shall become effective unless a majority of the whole Board, currently four (4) or more trustees shall affirmatively vote in favor of it. Voting by proxy shall not be permitted.

8. Order of Business – The order of business for regular meetings shall include, but not be limited to the following items which shall be covered in the sequence shown as far as circumstances will permit.
 - a. Call to Order
 - b. Approval of prior Meeting Minutes
 - c. Treasurer’s Report
 - d. Circulation Report
 - e. Library Director’s Report
 - f. Committee Reports
 - g. Old Business
 - h. New Business
 - i. Date of Next Meeting
 - j. Adjournment

Article VII – Library Management

1. Library Director
 - a. Appointment – The Board shall appoint a Library Director, who shall be the executive and administrative officer of the library, acting on behalf of the Board and under its review and direction. The Board shall evaluate the Library Director annually, by **December 31st**.
 - b. Responsibilities – The Library Director is responsible for the proper direction and supervision of the staff, and to notify the Board about the care and maintenance of Library property, for an adequate and proper selection of books in keeping with the stated policy of the Board, for the efficiency of service to the public and for operation with the budgeted appropriation.
 - c. Board Meetings – The Library Director shall attend all meetings of the Board of Trustees and respond to questions from trustees. The Library Director shall give a report to the Board at all regular meetings. The Library Director may participate in the discussions at meetings of the Board and Committees and offer professional advice, but shall not have a vote.
2. Bookkeeper – The Bookkeeper shall present a report of the Library’s financial activities and condition to the Board as often as the Board may require; shall present the proposed expenditures of the Library to the Board for approval; shall prepare the Library’s annual budget for the approval of the Board; and shall, in connection with annual independent audits, prepare and file an annual financial report with the Board.

Article VIII – Committees

1. Committees of the Board – The Board may create standing or ad-hoc committees of the Board to investigate special projects or perform tasks for the Board. The Board shall appoint two or more members of the Board to such committees and, except as otherwise provided by these Bylaws, shall designate the Chair of each committee.
2. Committee Records and Reports – Each Committee established in accordance with these Bylaws will keep written records of its meetings and activities, provide a copy of such records to the Secretary for inclusion in the permanent records of the Library, and report to the Board as often, and in such form, as the Board may require.

Article IX – Amendments

These Bylaws may be amended, or be repealed, by a majority vote of the trustees then in office at any meeting of the Board, provided that written notice of the proposed change or repeal has been provided in writing to members of the Board at least ten (10) days before, or presented at the regular meeting prior to, the meeting at which the proposed change(s) will be considered by the Board. The notice shall include the language of the proposed change(s) and a brief statement of the purpose(s) thereof.

Revised Date 6/21/2017, October 17, 2018, February 20, 2019