

## Bylaws of the Board of Trustees

1. Pursuant to the requirements of the New York State Education Law, Section 260 (1), the Board of Trustees of the Henrietta Public Library shall consist of seven (7) members, each appointed for a period of five (5) years by the Town Board of Henrietta. Vacancies occurring before expiration of term of office shall be filled by vote of the Henrietta Public Library Board of Trustees (Section 226 - [4]). An oath of office shall be taken by each trustee at the beginning of each new term. A trustee whose term has expired shall hold over and continue to discharge the duties of office until a successor is chosen. (Public Officers Law Section 5)
2. The officers of the board shall be president, vice president, secretary, and treasurer, elected from among the Board of Trustees. Their term of office shall be for one (1) year, coinciding with the calendar year. They shall be elected at the organizational meeting which is the first regular meeting in each calendar year, and shall remain in office until their successors are elected and qualified. Vacancies in office occurring before the regular expiration of terms shall be filled as follows: vice president succeeds to the presidency; the president shall appoint a new vice president and/or secretary or treasurer.
3. Officers and their duties shall be:
  - a. The president shall preside at all meetings of the board, appoint all committees, execute all documents authorized by the board, serve as ex-officio voting member of all committees, and generally perform all duties associated with that office.
  - b. The vice president, in the event of the absence or disability of the president or a vacancy in that office, shall assume and perform the duties and functions of the president.
  - c. The secretary shall keep a true and accurate record of all meetings of the board, shall issue notice of all regular and special meetings, and shall perform such other duties as are generally associated with that office.
  - d. The treasurer shall:
    - i. Audit monthly warrants and maintain a record of monthly and cumulative expenditures.
    - ii. Perform other financial duties as required.
4. Tenure of the board president shall be limited to two (2) consecutive full terms of one (1) year each, except by unanimous action of the board. The president shall take the oath of office upon election.



585.359.7092  
hplinfo@libraryweb.org

Henrietta Public Library  
455 Calkins Road  
Rochester, NY 14623

5. Regular meetings shall be held each month in the library with notice of time and date to be posted at least two (2) weeks in advance.
6. Special meetings may be held at any time at the call of the president or secretary or at the call of any two (2) members of the board, provided that notice thereof be given to all trustees at least twenty-four (24) hours in advance of the special meeting.
7. A quorum at any meeting shall consist of four (4) or more trustees. For policy decisions, a minimum of four board members must be in favor. If a quorum cannot be reached, the board shall convene 6 days after scheduled meeting.
8. The order of business at all regular meetings of the board shall be: roll call, disposition of minutes of the previous meetings, correspondence, report of library director, financial report, committee reports, unfinished business, new and miscellaneous business, and adjournment.
9. *Robert's Rules of Order, Revised* shall govern in the parliamentary procedure of the board.
10. At an appropriate time, no later than the November meeting, the board president shall poll the board members to determine each individual member's willingness to serve or to continue to serve in a specific office. At the next organizational meeting the board shall vote on the slate presented by the president. In the case where more than one person has expressed a desire to serve in a given position, either when polled or by volunteering at the organizational meeting, the vote shall be by secret ballot. In the case where such conflict does not arise, the secretary shall record a unanimous vote.
11. Special committees may be appointed when necessary by the president with the approval of the board.
12. Selection of the library director shall be the responsibility of the Board of Trustees. The director shall be the executive administrator of the policies adopted by the board. Among the director's duties and responsibilities shall be the recruitment, hiring, training, supervision, and dismissal, with the board's approval, of all staff members; the submission to the board of monthly and annual reports; and recommendations to the board of such policies and procedures which the director believes will improve the library's service to the community.
13. Amendments to these bylaws may be proposed at any regular meeting but may become effective only after a favorable vote at a subsequent meeting. Any of the foregoing articles may be temporarily suspended by a unanimous vote of all trustees present at any meeting and the vote on such suspensions shall be taken by "yeas" and "nays" and entered into the official record.



☎ 585.359.7092  
✉ [hplinfo@libraryweb.org](mailto:hplinfo@libraryweb.org)

Henrietta Public Library  
455 Calkins Road  
Rochester, NY 14623

14. These articles shall be read at the first meeting of the calendar year for adoption of any amendment that may seem necessary or desirable.

Adopted March 10, 1958  
Revised October 2017