

Bylaws of the Board of Trustees

Adopted March 10, 1958

Revised May 2021

Reviewed January 2022

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 nine (9) 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]).
 - a. Only residents of the Town of Henrietta are eligible to serve on the Henrietta Public Library Board of Trustees.
2. 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)
 - a. Pursuant to the *Handbook for Library Trustees of New York State*, Trustees are bound by Duties of Care, Loyalty, and Obedience. A breach of Duty by any Trustee will be noted during a regular meeting and the Trustee's position may be vacated with a majority vote of the Board.
3. 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 December board meeting, 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.
 - a. 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 December 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.
4. 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 with the exception of the Nominating and Board Development Committee, 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.
5. 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.
 6. 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. In the event that a meeting must be canceled, the President will poll the board for the next best available date a quorum can meet and then reschedule the meeting.
 - a. If any member is absent from two meetings during one year without reasonable cause the position of Trustee shall be considered vacated.
 7. 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.
 8. A quorum at any meeting shall consist of five (5) or more trustees. For policy decisions, a minimum of five board members must be in favor.
 9. *Robert's Rules of Order, Newly Revised* shall govern in the parliamentary procedure of the board.
 10. The board has five standing committees: Executive Committee; Strategic Planning Committee; Personnel, Budget, and Finance Committee; Nominating and Board Development Committee; and the Minerva Campbell Literary Contest Committee. Committee Chairs will be approved by the board at their January meeting.

- a. The Executive Committee consists of the board officers (President, Vice President, Secretary, and Treasurer) and the Library Director; the Executive Committee will set each month's meeting agenda.
 - b. Special committees may be appointed when necessary by the president with the approval of the board.
 - c. Upon the request of a committee, and with prior notice to the board, the president may appoint a non-board member to full membership on the committee. The exceptions shall be the Executive Committee and the Personnel, Budget, and Finance Committee, which shall consist only of the members listed in Section a.
11. 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.
 12. 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 a roll call and entered into the official record.
 13. These articles shall be reviewed at the first meeting of the calendar year, with amendments proposed and approved as noted above.