

**NEW HARTFORD PUBLIC LIBRARY**  
**BY-LAWS**

**ARTICLE 1: NAME**

1.1 This organization shall be known as the New Hartford Public Library, authorized and existing under the provisions of an Absolute Charter, No. 20209, granted by the Regents of the State of New York on January 19, 1988, and as amended by Petition to the Board of Regents of the State of New York dated January 7, 1997.

1.2 The place of business and the principal office of the New Hartford Public Library shall be 2 Library Lane, Town of New Hartford, Oneida County, New York 13413.

**ARTICLE 2: MANAGEMENT**

2.1 The business affairs of the New Hartford Public Library shall be conducted by a Board of Trustees, whose total number shall be no less than five and no more than eleven. The trustees shall be appointed by the New Hartford Town Board.

2.2 Each trustee shall be appointed for a term of five years. All terms shall end on December 31 of the fifth year of appointment or at such time as their successors are appointed. If a trustee resigns, or his or her term is otherwise terminated before the expiration of the term, the Board of Trustees shall appoint a new member to fill the vacant unexpired term. The New Hartford Town Board shall be notified of such appointment.

2.3 Board members shall be appointed to serve a five year term. At the completion of said term Board members shall be eligible for reappointment.

2.4 Members of the Board of Trustees shall be residents of the Town of New Hartford.

2.5 Any trustee who fails to attend three consecutive regular meetings of the Board shall be deemed to have resigned, unless the Board determines that extenuating circumstances prevented such attendance.

### **ARTICLE 3: OFFICERS**

3.1 Officers of the Board of Trustees shall be elected by the Board from among its members at the annual meeting. The officers shall be: President, Vice-President, Secretary, and Treasurer.

3.2 Officers shall serve terms of one year each. Such terms shall begin on January 1, following the annual meeting. Tenure of the President shall not exceed two consecutive full terms of one year each. In unusual or unique situations, on a vote of two-thirds of the full Board, the President may serve one additional term of one year. If an officer should resign, or an officer's term is otherwise terminated, the Board shall elect a replacement for the unexpired term.

3.3 An officer may be removed from office by a two-thirds vote of the trustees present at a special meeting called for this purpose (See section 4.2). The meeting can only be held if notice is served on each trustee, by registered mail, not less than five days nor more than ten days before the date of such meeting.

3.4 The Nominating Committee shall be appointed by the President three months prior to the annual meeting to designate a slate of officers for election at the annual meeting. The Nominating Committee shall submit the names of the officers it proposes to the Board for election at the Annual Meeting. Additional nominations may be proposed from the floor. If two or more trustees have been proposed for an office, vote shall be by secret ballot.

3.5 The President shall preside at all meetings of the Board. The President shall have the authority to call for special meetings, appoint all standing and ad hoc committees, execute all documents authorized by the Board, serve as ex-officio voting member of all committees, and perform all duties associated with the office of President.

3.6 In the event of the resignation, disability, or absence for whatever reason of the President, then the Vice-President shall assume and perform the duties of the President.

3.7 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 the office of Secretary.

3.8 The Treasurer, or designee, shall be the disbursing officer of the Board, shall pay all bills as approved by the Board, either through a pre-approved budget or by special approval, shall report all activities related to the office of Treasurer to the Board and shall perform such other duties which are associated with the office of Treasurer.

## **ARTICLE 4: MEETINGS**

4.1 Regular monthly meetings shall be held on the third Wednesday of each month. Such meetings shall comply with the New York State Open Meeting Law.

4.2 Special meetings may be called by the Secretary at the direction of the President, or at the request of one-third of the Board of Trustees.

4.3 The annual meeting, at which officers are elected, shall be held during the November regular meeting or each year.

4.4 A majority of the current membership of the Board shall constitute a quorum for the transaction of business at any meeting. Failing a quorum, the meeting shall adjourn to a date to be determined by the President and communicated to the members of the Board of Trustees.

4.5 The order of business at regular meetings shall include, but not be limited to, the following items, which shall be covered in the sequence shown as far as circumstances permit:

- a. Review of the Agenda
- b. Roll call of members
- c. Discussion with public or employee visitors
- d. Review and disposition of previous minutes
- e. Review and disposition of Treasurer's report
- f. Other financial issues
- g. President's report
- h. Director's report
- i. Committee reports
- j. Communications
- k. Unfinished business
- l. New business
- m. Announcements and adjournment

4.6 The Library Director shall attend all meetings, may participate in any discussion and may offer professional advice, but may not vote on issues before the board.

## **ARTICLE 5: COMMITTEES**

5.1 Chairmen of standing committees shall be current members of the Board of Trustees. Non-Board members are eligible for standing committees and/or ad hoc committees

- 5.2 Standing committees shall be the following:
- 5.2.1 Finance: to prepare the annual budget, to monitor finances of the Library.
  - 5.2.2 Nominating: to identify and recruit new Board members on a continuing basis, to prepare a slate of officers for the annual meeting, and to annually review the By-Laws of the Library.
  - 5.2.3 Building/Grounds: to oversee the operation of the building and grounds of the Library.
  - 5.2.4 Art: to organize and coordinate Art and other displays in the Library.
  - 5.2.5 Technology: to monitor and evaluate the technological resources of the Library.
  - 5.2.6 Public Relations: to inform the public of Library objectives and services.
  - 5.2.7 Legislative: to identify and advocate for legislative positions related to Library issues.
  - 5.2.8 Policies: to review Library policies
  - 5.2.9 Personnel: to review personnel policies and to evaluate individual personnel matters.
- 5.3 All committees, by their chairpersons, shall make progress reports to the Board at each regular meeting. Committees shall have advisory powers only, unless the Board delegates specific authority to a committee to act on the Board's behalf. Such action shall be reviewed and ratified by the Board at a subsequent meeting.

## **ARTICLE 6: LIBRARY DIRECTOR**

- 6.1 The Board shall appoint a qualified Library Director, who shall be the administrative officer of the Library, and who shall be authorized to act on its behalf and under its supervision and direction.
- 6.2 The Library Director shall be responsible for the proper direction and supervision of the Library staff, for the care and maintenance of the Library property, and for selection of books, in accordance with the approved policy of

the Board, for the efficiency of service to the public, and for operation within approved budget.

6.3 The Library Director shall be responsible for the appointment and dismissal of Library personnel, within the framework of job descriptions recommended to and approved by the Board, and in accordance with the personnel policies approved by the Board.

6.4 The Library Director shall, on behalf of the Board, conduct any collective bargaining negotiations with representatives of employees, if such representatives are recognized by the Board, and shall recommend the form and substance of any agreement, which must be approved by the Board. ?

6.5 The Library Director shall submit to the Board all reports requested by the Board including an annual report indicating the status and progress of the Library and such recommendations for its future as are necessary and pertinent.

6.6 The Library Director shall actively assist the Board of Trustees and its committees in the planning and execution of their responsibilities.

## **ARTICLE 7: AMENDMENTS**

7.1 These By-Laws may be repealed, suspended, or amended by a two-thirds majority vote of the Board Members present at a regular meeting. The substance of the proposed repeal, suspension, or amendment shall be presented in writing at a prior regular or special meeting.

## **ARTICLE 8: STANDING RULES**

8.1 The conduct of the Board's affairs shall be in accordance with the most recent edition of Robert's Rules of Order Newly Revised when they are not inconsistent with the provisions of these bylaws.

Submitted to the Board of Trustees by Earl Cunningham and Erma A. Nevits for vote on October 19, 1994; Approved by the Board of Trustees on November 19, 1994.

Revised: 11/19/96  
Revised: 05/16/02  
Revised: 10/22/03  
Revised: 09/19/07