

BYLAWS FOR THE CANASTOTA PUBLIC LIBRARY

Article I - NAME

1. This organization is and shall be known as the Canastota Public Library existing by virtue of the provisions in the Absolute Charter Number 1092 granted by the Regents of the University of the State of New York on October 15, 1896 and exercising the powers and authority and assuming the responsibilities delegated to it under the said charter.

Article II - MANAGEMENT

1. The business and affairs of the Canastota Public Library, a school district library, operates in accordance to standards set forth by The New York State Education Law, Rules of the Board of Regents, Regulations of the Commissioner of Education pertaining to Libraries, Library Systems, Trustees and Librarians.
2. The business and affairs of the Canastota Public Library shall be managed and conducted by a Board of Trustees that shall be five in number. The term of office of Trustees shall be for five years; such term of office of each Trustee shall expire so that, as nearly as possible, the terms of one-fifth of the members of such Board will expire annually. Successors of such Trustees shall be selected annually at a meeting of the Board of Trustees after a public search and selection process. This process shall be that an announcement be placed in the local news media advertising any vacancy. The name(s) of selected candidate(s) shall be submitted to the Canastota Central School Board of Education for appointment. No Trustee shall hold office for more than two consecutive full terms.
3. The term of members of the Board of Trustees shall end on June 30th of the fifth year following appointment unless the Trustee shall have resigned or otherwise terminated membership on the Board. Tenure of members of the Board shall be limited to two consecutive full terms of five years each.
4. Vacancies which occur for reasons other than expiration of term shall be filled for the balance of the unexpired term by selection process set forth in Article II, number 2 of the Canastota Public Library Board of Trustees By-laws. Any Trustee who shall fail to attend three consecutive regular meetings of the Board shall be deemed to have resigned as a Trustee, and the vacancy shall be filled according to Article II, number 2 of the Canastota Public Library Board of Trustees By-laws.
5. The fiscal year of the Canastota Public Library shall begin in July 1 and end June 30.

Article III – OFFICERS

1. The Officers of the Board of Trustees shall be elected at the first regular meeting each year and they shall be a President, a Vice President, a Secretary and a Treasurer elected from among the Board from a Slate of Officers presented at the regular June meeting of the Board of Trustees (the last regular meeting for the fiscal year).
2. Officers shall serve a term of one year from the Annual Meeting at which they are elected and until their successors are duly elected.
3. Officers shall rotate annually.
4. 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 ex-officio voting member of all committees, act as liaison between the Board and the Library Director, be the spokesperson for the Board to the public, establish and distribute the agenda for each regularly scheduled meeting to all Trustees and the Library Director at least twenty-four hours prior to such meetings and guide long-term planning and policy development for the Library.
5. The Vice President shall in the event of absence or disability of the President, or in the event of a vacancy in that office assume and perform the duties and functions of the President. The Vice President shall also act as liaison to the Friends of the Library.
6. 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. The Secretary shall distribute the minutes of the past Board meeting at least twenty four hours prior to the next regularly scheduled Board meeting of the Board of Trustees.
7. The Treasurer shall oversee the finances of the Library by reviewing all monetary transactions, book and records on a regular basis and approving all invoices before funds are dispersed. The Treasurer shall issue a monthly report to the Board of Trustees on the financial condition of the Library. The Treasurer shall be a cosigner with the President of all major purchases – such as land acquisition. Together, the Library Director and the Treasurer shall prepare an annual budget for presentation to the Board of Trustees for their approval; after the Board's approval such budget shall be presented to the public at a duly scheduled public hearing.

1. The regular meetings shall normally be held on the day of each month as established by the Board. Written notice thereof shall be sent to all Trustees at least one week prior to such regular meeting and a public notice shall be posted on the Library Bulletin Board.
2. Special meetings may be called by the Secretary at the direction of the President, or at the request of at least one third of the Trustees, for the transaction of business as stated in the call for the special meeting.
3. A Quorum for the transaction of business at any meeting shall consist of a majority (3) of the entire Board. In the absence of a quorum, the Trustees present may adjourn the meeting to a date determined, and written notice thereof sent to all Trustees.
4. 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:

Roll call

Discussion with public or employee visitors

Disposition of minutes of previous meeting

Treasurer's Report

President's Report

Director's Report

Committee Reports

Unfinished Business

Announcements and adjournment

5. The Director shall attend all meetings, may participate in the discussion and offer professional advice, but is denied a vote upon any question.

Article V – COMMITTEES

1. The President shall appoint such committees as the business of the Board may require from time to time. These committees shall consist of one or more members and shall be considered to be discharged upon completion of the assigned task or expire at year end (6/30) unless reappointed so that the committee can complete their unfinished work.
2. All committees shall make a progress report to the Board at each of its meetings. No committee shall have other than advisory powers unless the Board has

delegated specific power to act upon its behalf pending a subsequent meeting of the Board for confirmation.

Article VI – DIRECTOR

1. The Board shall appoint a qualified Library Director or Librarian who shall be the executive and administrative officer of the Library on behalf of the Board and under its review and direction.
2. The Administrator shall recommend to the Board the appointment and specify the duties of the regular and fulltime employees and no appointments, promotions or dismissals shall be made without this recommendation.
3. The Administrator shall have interim authority to appoint part-time or temporary employees without prior approval of the Board provided that such appointments are reported at the next regular Board meeting.
4. The Administrator shall assist the Board in any collective bargaining negotiations with representative of employees if so recognized by the Board.
5. The Administrator is responsible for the proper direction and supervision of the staff, for the care and maintenance of Library property, for an adequate and proper selection of all media in keeping with the stated policy of the Board, for the efficiency of service to the public, and for operation within the budgeted appropriation.

Article VII –AMENDMENTS

1. The Board may amend these Bylaws by a majority vote of all members provided notice of the amendment has been delivered to each member of the Board thirty days prior to the meeting.
2. The Canastota Public Library is a public institution and as such does not endorse or support candidates for political office, any political party or platform. The Library encourages active and informed citizen participation in the democratic process of government. The Library is available to be used as a place for public debate, information meetings and announcements.
3. The Board amended the Bylaws on July 18, 2019 to allow up to 5 years before the rotation of officers, with annual board review for any changes in the appointed officers.

Bylaws amended and approved by the Canastota Board of Trustees on July 18, 2019.