

Allegany Public Library Bylaws

Article I: Name

This organization shall be called "The Allegany Public Library" existing by virtue of the provisions of section 260 of the Education Laws of the State of New York, and exercising the powers and authority and assuming the responsibilities delegated to it under the said statute.

Article II: Officers

Section 1. The Board of Trustees of the Allegany Public Library shall consist of five members appointed by the Village Board.

Section 2. Each Trustee shall hold a term of five years and may be reappointed.

Section 3. The officers shall be a president, a vice president, a secretary, and a treasurer, elected from among the appointed trustees at the annual meeting of the board.

Section 4. Officers shall serve a term of two years from the annual meeting at which they are elected and until their successors are duly elected.

Section 5. 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 member of all committees, and generally perform all duties associated with that office.

Section 6. 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.

Section 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 that office. In the absence or inability of the secretary, his or her duties by the non-commissioned Trustee.

Section 8. The treasurer shall be the disbursing officer of the board, sign most checks, and shall perform such duties as generally devolve upon the office.

He or she shall be bonded in an amount as may be required by a resolution of the board. In the absence or inability of the treasurer, his or her duties shall be performed by the non-commissioned Trustee. The non-commissioned Trustee shall be provided with a copy of all current financial statements.

Article III: Meetings

Section 1. The regular meeting shall be held on the third Monday of each month at 4:00 pm. (Adjustments shall be made for holidays and payroll.)

Section 2. The annual meeting, which shall be for the purpose of the election of officers and adoption of an annual report, shall be held at the time of the regular meeting in January of each year.

Section 3. The order of business for regular meetings shall include, but not to be limited to, the following items which shall be covered in the sequence shown so far as circumstances permit:

- a. Roll call of members
- b. Review of Minutes of previous meeting
- c. Report of the Director
- d. Financial reports
- e. Nominations and elections, if any
- f. Unfinished business
- g. New business
- h. Public presentation to, or discussion with, the board
- i. Adjournment

Section 4. Special meetings may be called by the secretary at the direction of the president, or at the request of three members, for the transaction of business as stated in the call for the meeting.

Section 5. A quorum for the transaction of business at any meeting shall consist of three members of the board present in person.

Section 6. Conduct of meetings: Proceedings of all meetings shall be governed by Robert's Rules of Order.

Article IV: Library Director and Staff

Section 1. The board shall appoint a qualified library director who shall be the executive administrative officer of the library.

Section 2. The Director shall be held responsible for the proper performance of duties as spelled out in the job description provided by the board.

Section 3. It shall be the duty of the Director to attend meetings of the Board, including budget meetings, or public meetings where action may be taken affecting the interests of the library. The Director shall have the right to speak on all matters under discussion at Board meetings, but shall not have the right to vote thereon.

Article V: Committees

Section 1. The president shall appoint committees of one or more members each for such specific purposes as the business of the board may require from time to time. The committee shall be considered to be discharged upon the completion of the purpose for which it was appointed and after the final report is made to the board.

Section 2. All committees shall make a progress report to the library board at each of its meetings.

Section 3. No committee will have other than advisory powers unless, by suitable action of the board, it is granted specific power to act.

Section 4. Ad hoc committees may be appointed by the president with the approval of the board. Non-board members may be appointed to such committees to bring special capabilities for the resolution of problems confronting the committee.

Article VI: General

Section 1. An affirmative vote of the majority of all members of the board present at the time shall be necessary to approve any action before the board. The president may vote upon and may move or second a proposal before the board.

Section 2. The bylaws may be amended by the majority vote of all members of the board.

Revised 5/19/14
Reviewed 8/21/23