



## Bylaws of the Board of Trustees

### ARTICLE 1: NAME

1. This organization shall be called the “The Board of Trustees of the Webster Public Library,” located at 980 Ridge Road, Webster, NY 14580, whose purpose is to ensure that the affairs of the Webster Public Library are conducted in such a way as to benefit the residents of the Town of Webster, New York.

### ARTICLE 2: GOVERNANCE AND MANAGEMENT

1. The affairs of the Webster Public Library shall be conducted by a Library Board consisting of 5 to 11 voting members. Members of the Library Board must be residents of the Town of Webster, at least 18 years of age, recommended by the Library Board and approved by the Webster Town Board.

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)

3. Each trustee's term of office will be 5 years, as per New York State Education Law, except in cases of unexpired terms. Tenure of office for trustees will be a maximum of 2 consecutive terms. Exceptions to this can be made by a majority vote of the Library Board.

4. Vacancies occurring during an unexpired term shall be filled by the Library Board of Trustees pursuant to Section 225(4) of the New York State Education Law and as outlined in the library's charter documents. Vacancies shall be filled by a majority vote of trustees at a regularly scheduled meeting.

5. The Library Board of Trustees may remove a Trustee for misconduct, incapacity, or neglect of duty as provided in New York State Education Law Section 226(8).

6. The Library Board of Trustees shall appoint a qualified Library Director who:

- a. Acts as the executive and administrative officer of the library on behalf of the Library Board of Trustees and under its review and direction.
- b. Attends all meetings of the Library Board of Trustees as an ex-officio, non-voting member with the exception of executive sessions for the discussion of the Library Director's performance or compensation.
- c. Performs functions necessary to assure that the policies, objectives and priorities as established by the Library Board of Trustees are properly carried out.
- d. Is responsible for the recruitment, training, supervision and dismissal of library staff.

7. The fiscal year is January – December.



8. Each Trustee shall have one vote.
9. A Trustee must be present at a meeting to have his/her vote counted.
10. All actions of the Board shall be of the Board as a unit. No Board member shall act on behalf of the Board, on any matter, without prior approval of the Board. No Board member by virtue of his/her office shall exercise any administrative responsibility with respect to the library nor, as an individual, command the services of any library employee.

### ARTICLE 3: OFFICERS

1. The officers of the Board shall be the President, Vice President, Secretary and Treasurer, elected annually by the Board at the annual meeting in February. These officers shall serve for a period of one year or until their successors shall have been duly elected. 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.

2. The duties of such officers shall be as follows:
  - a. The **President** shall preside at all meetings of the Board, works with the Library Director to set agendas for Library Board meetings, 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.
  - b. The **Vice President** serves as chairperson at meetings of the Library Board of Trustees in the President's absence.
  - 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. Minutes are available to the public and are published on the library's website.
  - d. The **Treasurer** analyzes and reports on the library's monthly financial activities, oversees the Special Fund Account which consists of memorial gifts and other monies not received from taxes or other public sources, and signs purchase vouchers for the library to be forwarded to the Town Finance Office.

### ARTICLE 4: MEETINGS

1. Regular meetings of the Library Board of Trustees shall be held each month, generally on the second Wednesday of the month at 7:00 pm. The February meeting shall be designated as the annual meeting including the election of new trustees and new officers.

2. A special meeting of the Board may be called at any time by the President or upon the request of three members for a specific purpose. No business may be transacted at such special meetings except the stated business. 24 hour notice should be given in advance for all special meetings.

3. Notice of regular and special meetings shall be posted on the library's calendar of events and website.



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4. Board of Trustees meetings are subject to the Open Meetings Law.
5. A quorum at any meeting shall be a majority of the Board membership.
6. The order of business shall include, but not be limited to, the following: public comment period, review of minutes of the preceding meeting, correspondence, report from the Town Liaison, report from the Friends, library director's report, approval of the bills, financial report, unfinished business, new business, adjournment.
7. Robert's Rules of Order shall govern in the parliamentary procedure of the Board.

#### **ARTICLE 5: AMENDMENTS**

1. 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 entered into the official record.

Adopted **DATE** December 1959  
Revised **DATE** February 12, 2020