

**NEW HARTFORD PUBLIC LIBRARY  
BY-LAWS  
December 21, 2016**

**ARTICLE 1: ORGANIZATION**

**1.1 NAME:**

This organization shall be known as 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 amended by Petition to the Board of Regents of the State of New York dated January 7, 1997.

**1.2 PURPOSE:**

The New Hartford Public Library will provide to the community an environment and opportunity for learning, recreation and personal growth.

**1.3 PLACE OF BUSINESS:**

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.

**1.4 TAX STATUS:**

The New Hartford Public Library is a 501-C3 organization as granted by the Internal Revenue Service as granted March 1977 pursuant to sections 509(a)(1) and 170(b)(1)(A)(vi) of the Internal Revenue Code.

**1.5 DEFINITIONS:**

Hereinafter, "Library" shall mean the New Hartford Public Library, "Board" shall mean the Library Board of Trustees, "Director" shall mean the Library Director and "Town" shall mean the Town of New Hartford.

**ARTICLE 2: BOARD OF TRUSTEES:**

**2.1 POWERS:**

The Board shall be authorized to take any and all actions in furtherance of the Library's purposes, and make all rules, regulations, and policies for the transaction of the business of the Library, not inconsistent with law, its charter and these by-laws.

**2.2 COMPOSITION:**

The Library shall be administered by a board of eleven trustees. **Eleven shall be the base number for holding a Board meeting or for a vote by the full Board - a quorum being six and two-thirds being eight.**

**2.3 APPOINTMENT:**

In accordance with the Library's Absolute Charter, Board members shall be appointed by the Town Board for staggered five year terms ending on December 31 of the fifth year. Board members shall be eligible for reappointment.

**2.4 VACANCY:**

Vacancies due to cause other than expiration of term shall be filled for the balance of the term by the Library Board. The Town shall be notified of such an election.

**2.5 QUALIFICATIONS:**

Members of the Board shall be legal residents of the Town. Newly elected Board members must swear an Oath of Office with the Clerk of the Town within 30 days of their appointment.

**2.6 RESIGNATION:**

Any Board member can resign at any time by submitting a letter of resignation to the President or Secretary of the Board. Such resignation shall be effective upon receipt unless another date is specified therein. Any resignation from an office of the Board shall not be construed as a resignation from the Board unless so specified in the letter of resignation.

**2.7 OFFICERS:**

At the Annual Meeting, the officers shall be elected from among the Board membership. The officers shall be President, Vice President, Secretary and Treasurer and will serve a one year term beginning January 1 following the Annual Meeting and ending December 31 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 an additional term. If an officer should resign their office or an officer's term is otherwise terminated, the Board shall elect a replacement to fill the unexpired term.

An officer may be removed from office by a two-thirds vote of the full Board at a special meeting called for this purpose. The meeting can only be held if notice is served on each Board member not less than five days, nor more than ten days before the date of such meeting.

**PRESIDENT:** The President shall preside at all meetings of the Board. The President shall have the authority to call special meetings, cancel regular meetings when necessary, appoint all standing and ad hoc committees, execute all documents authorized by the Board, serve as ex-officio voting member of all committees, be the only spokesperson for the Board, and perform all duties associated with the office of President. In the event of resignation, disability, or absence for whatever reason of the President, then the Vice-President shall assume and perform the duties of the President.

**VICE PRESIDENT:**

In the absence of the President, the Vice President shall serve and shall perform such other appropriate duties as may be requested by the Board or the President. If the President shall resign, die or be removed from office, the Vice President shall become the President for the remaining unexpired term of office.

**SECRETARY:**

The Secretary shall keep a true and accurate record of all meetings of the Board, issue notice of all regular and special meetings, maintain a record of trustee term ending dates and perform such other duties as are generally associated with the office of Secretary or required by the President. In the absence of the Secretary from any meeting of the Board, the President may appoint a Secretary pro tempore for that meeting.

**TREASURER:**

The Treasurer, or designee approved by the Board, 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 present the proposed expenditures to the Board for 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 3: MEETINGS**

3.1 Regular monthly meetings shall be held on the third Wednesday of each month.

3.2 Special Meetings may be called by the President or at the request of one-third of the Board. The agenda of a special meetings shall be limited to the specific items as set forth in the notice for the meeting.

3.3 Meetings shall comply with the Open Meeting law of the State of New York and be open to the public. Executive Sessions must be first approved in an open meeting by a majority vote with the purpose of the session recorded in the minutes of the open meeting.

3.4 The Annual Meeting shall be held during the regular December meeting.

3.5 A majority 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. It shall be the sole power of the President to schedule or cancel meetings.

3.6 The order of business at regular meetings shall include, but not be limited to the following:

- Pledge of Allegiance
- Approval of previous minutes
- President's report
- Director's report
- Treasurer's report
- Committee reports
- Unfinished business
- New business
- Adjournment

3.7 Meetings of the Board shall be conducted in accordance with the most recent issue of the Robert's Rules of Order. However, failure to observe such rules shall not invalidate an otherwise valid action of the Board.

3.8 The Director or approved representative shall attend all meetings, may participate in any discussion and may offer professional advice, but may not vote.

#### **ARTICLE 4: COMMITTEES**

4.1 Chairs of standing committees shall be current members of the Board. Non-Board members are eligible for standing and ad hoc committees. Non-Board members will participate in an advisory and non-voting capacity.

4.2 Chairs of both standing and ad hoc committees shall serve at the pleasure of the President.

4.3 The following shall be the standing committees:

**Finance:** The committee shall advise and report to the Board on the financial condition of the Library and make recommendations as to all budget related matters including the review of the budget.

**Nominating:** The committee shall recommend a slate of officers for election at the Annual Meeting. Additional nominations may be proposed from the floor. The committee shall also identify and recruit new Board candidates on a continuing basis and periodically review these by-laws. All voting shall be in accordance with the Open Meeting law.

**Building/Grounds:** The committee shall oversee the operation and maintenance of the building and grounds of the Library.

**Technology:** The committee shall monitor and evaluate the technological resources of the Library and propose recommendations to the Board.

**Personnel:** The committee shall periodically review personnel policies and make recommendations to the Board.

**Policies:** The committee shall periodically review the Library policies and make recommendations to the Board.

**Public Relations:** The committee shall promote and inform the public of the Library's objectives and services, and develop ways to work in collaboration with the Town, school, and other town organizations that give value to both the community and the Library as well as work in close collaboration with the fund raising efforts of the Library.

4.4 All committee chairs shall make progress reports to the Board at each 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 5: LIBRARY DIRECTOR**

5.1 The Board shall appoint a certified and qualified Director who shall be the chief administrative officer of the Library. The Director shall be authorized to act on its behalf within the Board approved budgetary and policy guidelines.

5.2 The Director shall be responsible for the proper direction and supervision of the Library staff, for the care and maintenance of the Library property, for selection of materials, for high quality service to the public, for preparation of the Library annual budget and for the operation of the Library within the approved budget in accordance with the approved policy of the Board and other professional duties as required. (Reference: Civil Service, Library Director 1 description)

5.3 The Director shall be responsible for the appointment and dismissal of Library personnel within the framework of their particular job description and in accordance with the personnel policies approved by the Board and in compliance with Civil Service guidelines.

5.4 The Director shall, on behalf of the Board, conduct any collective bargaining negotiations with representatives of employees, if such representatives are recognized by the Board. The Director shall also recommend the form and substance of any agreement, which must be approved by the Board. In all cases, the Director is the first contact for the Library in any dispute.

5.5 The Director shall submit to the Board all reports requested by the Board including an Annual Report and all New York and local required reports indicating the status and progress of the Library and such recommendations for its future as are necessary and pertinent.

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

## **ARTICLE 6: AMENDMENTS**

6.1 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.

Adopted: 11/19/1994  
Revised: 10/22/2003  
Revised: 12/21/2016

Revised: 11/19/1996  
Revised: 09/19/2007

Revised: 05/16/2002  
Revised: 09/09/2015