

By-Laws of The Troy Public Library Troy, New York

The Troy Public Library shall exercise the powers and authority and assume the responsibilities delegated to it under its charter. The Library shall provide quality library materials and services to our community for lifelong learning, cultural enrichment, and enhanced quality of life.

The Troy Public Library exists to provide quality service to the residents of the City of Troy in an open and non-judgmental environment with free access to library materials in a variety of formats.

Preamble

The Board of Trustees (hereinafter designated as the "Board") of The Troy Public Library, a corporation created under a charter granted under Section 253 of the New York State Education Law by the Board of Regents of the State of New York, dated January 12, 2010, shall be governed also by the laws of New York State, the regulations of the Commissioner of Education and by the following bylaws.

By-Laws

Article I. NAME

The name of the organization shall be The Troy Public Library.

Article II. PURPOSE

The purpose of the organization is to provide superior library service to the residents, adults, and children of the communities of the City of Troy.

Article III. FISCAL YEAR

The fiscal year of the library shall be the calendar year.

Article IV. BOARD OF TRUSTEES

- a) The library shall be governed by a Board of Trustees. The Board shall consist of 7 members, elected for terms of 3 years each. Terms for newly elected members commence on the first day of the month next following the election, and newly elected members will take office at the first meeting following the election.
- b) Eligibility for office shall be limited to qualified (registered) voters of the City of Troy who have been residents of the City for at least one year prior to the election.
- c) Unexcused absence from three consecutive meetings in a Board year without prior notification to the President or Director shall constitute automatic dismissal from the Board, unless the Board defers this dismissal by majority vote. The President shall inform the absent Board Member in writing that he/she is no longer on the Board. If dismissal is deferred by Board action, the President shall inform the absent Board Member in writing the conditions of this deferral.
- d) Any vacancy shall be filled by special election by the remaining members of the Board until the next trustee election.
- e) Each Trustee shall have one vote, irrespective of office held.
- f) A Trustee must be present at a meeting to have his/her vote counted. A trustee is

considered present if there is both reciprocal visual and auditory communication between the Board and the Trustee not physically present. Notification of an additional location must be made in time for the usual public announcement of Board meetings.

- g) 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.
- h) Each trustee must be a participant or provide service to at least one standing committee.

Article V. OFFICERS

- a) The officers of the Board shall be the President, Vice President, Secretary and Treasurer, elected annually by the Board at the first regular meeting following the election. These officers shall serve for a period of one year or until their successors shall have been duly elected.
- b) The duties of such officers shall be as follows:
 - i. The President shall preside at all meetings of the Board, authorize calls for any special meetings, establish 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.
 - ii. 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.
 - iii. 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. Board minutes are to be submitted to the Director no later than two weeks after the close of a regular meeting.
 - iv. The Treasurer shall be the disbursing officer of the Board and shall perform such duties as generally devolve upon the office. In the absence or inability of the Treasurer, his/her duties shall be performed by such other members of the Board as the President may designate.

Article VI. DIRECTOR

- a) The Board shall appoint a Director who shall be the executive officer of the policies of the Board and shall have charge of the administration of the library under the direction and review of the Board. The Director shall be responsible for the care and day-to-day operation of the buildings and equipment; for the employment and direction of the staff; for the management of the library's service to the public; and for the operation of the library under the financial conditions contained in the annual budget.
- b) The Director shall render and submit to the Board reports and recommendations of such policies and procedures, which, in the opinion of the Director, will improve efficiency and quality of library service. The Director shall attend all regularly scheduled and special Board meetings except the portion of the meeting at which the director's appointment or salary is to be discussed or decided.

Article VII. COMMITTEES

- a. A nominating committee for officers shall be appointed by the President immediately after the September election to present a slate of officers at the regular October meeting. Additional nominations may be made from the floor.
- b. Standing committees shall include: Finance Committee (meets monthly); Administration Committee (meets at least twice per year); Building Committee (meets at least four times per year).
- c. Ad-hoc committees may be established by the President. Such committees shall serve until the completion of the work for which they were established.
- d. All committees shall make a progress report to the Board after each committee has met.
- e. No committee will have other than advisory powers unless, by suitable action of the Board, it is granted specific power to act.
- f. The President shall be an ex-officio member of all committees.

Article VIII. MEETINGS

- a. Meetings shall be held 10 to 12 times a year, normally monthly, the date and hour to be set by the Board. Notice of all meetings shall be emailed by the Secretary or his/her designee to each member at least five business days before the meeting.
- b. 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 a special meeting except the stated business.
- c. The Annual Meeting shall be held in October of each year. The business transacted at this meeting shall include the swearing-in of new trustees and election of Board officers (by secret ballot for offices with multiple candidates).
- d. The operating and financial reports for the previous year shall be presented to the Board by the Director at the regular meeting in January.
- e. The preliminary budget for the subsequent calendar year, required for submission to the district voters, shall be presented by the regular meeting in July.
- f. The final budget for the subsequent calendar year shall be presented for approval no later than the regular meeting in August.
- g. A simple majority of the existing Board shall constitute a quorum for the conducting of all business. If a quorum is not present at a regular meeting, the attending members may set a date for another meeting to be held within one week, and the presiding officer shall notify the absent members of this specially called meeting.
- h. 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 unless circumstances make an altered order more efficient:
 - i. Approval of minutes of previous regular meeting and any intervening special meetings
 - ii. Public comment (limited to 5-minutes per individual)
 - iii. Treasurer's report and action on warrants
 - iv. Committee reports
 - v. President's report
 - vi. Director's report

- vii. Old business
- viii. New business
- ix. Public comment
- x. Announcement of time and location of next meeting
- xi. Adjournment

i. Executive sessions of the Board shall be held when necessary. Executive sessions are not open to the public and shall be confined to discussion of matters as allowed by New York State Open Meeting Law.

Article IX. AMENDMENTS

- a. Amendments to these By-Laws may be proposed at any regular meeting and shall be voted upon at the next regular meeting. Written notice of the proposed amendment or amendments shall be sent to all absent members at least ten days prior to the voting session. A simple majority of the Board shall be sufficient for adoption of an amendment.
- b. Any rule or resolution of the Board, whether contained in these By-Laws or otherwise, may be suspended temporarily in connection with business at hand, but such suspension, to be valid, may be taken only at a meeting at which at least 5 of the members of the Board shall be present and two-thirds of those present shall so approve.

Article X. PROCEDURE

All procedures not specified herein shall be in accord with *Robert's Rules of Order*, Revised.

Approved by the Troy Public Library Board of Trustees

Dated: September 14, 2010

Updated: May 24, 2017 (Draft)

Revised: June 20, 2017 (Draft)

Revisions Approved: July 11, 2017