



**Adopted:** October 1999

**Revised:** July 2022

## Seymour Library Board of Trustees Bylaws

### Preamble

The Board of Trustees of the Seymour Library, a non-profit corporation established by an agreement between Village of Brockport, Town of Clarkson, and Town of Sweden on 19 November 1999, assumes the responsibilities of the Seymour Library exercising the powers and authority delegated to it by an absolute charter granted under Section 253 of the New York State Education Law by the Board of Regents (or Secretary of State) of the State of New York, dated May 22, 2007, shall be governed by the laws of New York State, the regulations of the Commissioner of Education, and by the following Bylaws.

### Bylaws

#### I. Name

- A. The name of this organization shall be the Seymour Library (hereafter referred to as the "Library").

#### II. Purpose

- A. The purpose of the Library is to provide the highest quality user-oriented library service, and thus serve the informational, recreational, educational, cultural, and professional needs of the residents of the Village of Brockport and the Towns of Clarkson and Sweden (hereafter referred to as the "Municipalities)."

#### III. Fiscal Year

- A. The Fiscal Year of the Library shall be the calendar year, from January 1 to December 31.

#### IV. Board of Trustees

- A. A Board of Trustees shall govern the Library, (hereafter referred to as "Trustees") consisting of nine (9) members. Each Municipality shall appoint three (3) trustees for a term of five (5) years.
- B. Trustees appointed for a full term, will serve only two consecutive 5-year terms.
- C. Interim Appointments
  1. When a vacancy occurs on the Board and the unexpired term of the outgoing Trustee is less than thirty (30) months, the newly appointed Trustee shall serve the remainder

- of the term. After that, the Trustee may serve two more consecutive five (5) year terms.
2. When the unexpired term of an outgoing member is more than thirty (30) months, the newly appointed Trustee shall serve the remainder of the term. After that, the Trustee may serve one more consecutive five (5) year term.
- D. Former Trustees, who completed their consecutive terms, must wait five (5) years before serving another term.
  - E. The Library Director shall be a non-voting member of the Board.
  - F. Each municipality may assign a municipal board member to be a liaison to the Library. The liaisons may attend all the regular and Special Board meetings and participate in the discussion, but do not vote. The liaisons do not attend executive sessions unless the Board votes by majority to invite them.
  - G. New Trustees must take the oath of public office at the appointing Municipalities before participating in the Board's business.
  - H. New trustees shall join the Board from the date mentioned in their appointment letter.
  - I. Eligibility for office shall be limited to adults residing within the geographical limits of the Municipalities in the Library's service area.
  - J. No elected official of the Municipalities, who votes on their municipality's budget, may be eligible to be a Trustee.
  - K. In the event a Trustee cannot attend a Board meeting, he or she should notify the President in advance.
    1. If a Trustee fails to attend three (3) consecutive meetings, or more than 25% of the total meetings in a fiscal year, without presenting an explanation accepted as satisfactory by a majority vote of the trustees, the Board may vote to dismiss the Trustee. The President shall inform the dismissed member, in writing, that they are dismissed from the Board. The President also informs the respective municipality of the Trustee's dismissal and requests to nominate a new member.
    2. Under exceptional circumstances, the Board may defer the dismissal. The President shall inform the absent member, in writing, of the conditions. The President also informs the respective municipality of the Trustee's deferred dismissal.
    3. If a Trustee wishes to resign from the Board or has moved out of the geographical area of the Municipalities, they must submit a letter of resignation to the President with a copy to the respective municipality. The resignation shall be effective from the date of its receipt by the President unless different dates are set forth in the letter. The President shall request the respective municipality to fill the position.
  - L. A Trustee must be present at a meeting to have their vote counted. Each Trustee shall have one vote, irrespective of the office held.
  - M. All decisions are made by the Board as a collective body.
  - N. No Trustee shall act on behalf of the Board, on any matter, without prior approval of the Board.

- O. No Trustee, by virtue of their office shall exercise any administrative responsibility with respect to the Library nor, as an individual, command the services of any employee.
- P. A Trustee shall withdraw from discussion, deliberation, and voting on any matter in which the Trustee, or immediate family member or organization with which the Trustee is associated, has a substantial financial interest.

## **V. Functions of the Board**

- A. The Board shall be responsible to:
  - 1. Appoint a Library Director, who is qualified (Education Commissioner's Regulation 90.8), competent, and responsible; prepare a job description and evaluate the performance of this position.
  - 2. Approve personnel actions: appointments, job descriptions, compensation, and other personnel policies for the Library staff.
    - a. The Board may retroactively approve the appointment of qualified part-time support staff and pages.
    - b. The Board may also approve appointments pending civil service approval.
    - c. Maintain Library hours according to the schedule based on the population served.
  - 3. Approve minutes of the Board meetings and committee reports.
    - a. Minutes and reports shall be available to the public, in accordance with the provisions of the Freedom of Information Law, within two weeks from the date of such meeting.
    - b. All the records regarding the Library shall be kept in the Library.
  - 4. Manage financial affairs of the Library through the Treasurer and Library Director, CPA, and bookkeeper, including, but not limited to:
    - a. Approval of the annual budget, containing estimates of expenditures and income for the fiscal year presented by the Finance Committee.
    - b. Submission of the approved budget to the Municipalities.
  - 5. Exercise fiduciary responsibilities in appropriating funds for expenditure according to the budget approved; review and authorize all expenditures.
  - 6. Approve policies for operating the Library, risk management, and use of space by public for events.
  - 7. Monitor the operation of the facilities: acquisition, improvement, maintenance, insurance, use and disposition of properties.
  - 8. Initiate the development of a Long Range Plan every three years.
  - 9. Assist in the preparation of a strategic management action plan every year to identify the needs of the Library and secure adequate resources; initiate goals, objectives, plans, and programs, and evaluate their effectiveness.
  - 10. Continuously monitor the Library's performance in maintaining the Minimum Standards described in the Handbook for Library Trustees of New York State.

11. Establish policies and procedures to facilitate the access of Library resources according to appropriate and relevant legal standards.
12. Approve policies and procedures developed by the Library Director and the Facilities and Operations Committee pertaining to the selection, acquisition, collection, lending, and disposition of books, periodicals, tapes, maps, reference materials, media, furnishings, equipment, supplies, and other materials
13. Establish policies and procedures for the maintenance of official records of the Library ensuring their public accessibility, safety, retention, and timely disposal.
14. Establish policies and procedures for the attendance of the public at Board Meetings.
15. Periodically review all policies and procedures. Compile all operating policies, update them as necessary, and make them available to the Library staff.
16. Review and approve the Annual Report prepared by the Library Director.
17. Review and approve the Annual Financial Statement and Report prepared by the Treasurer.
18. The Annual Reports and Annual Financial Statements should be placed on the website.
19. Organize a meeting of the Board members, heads of the three municipalities, and liaisons to discuss the activities and needs of the Library at least once a year.
20. Participate in regional and national library organizations and associations.

## **VI. Officers**

- A. The officers of the Board shall be the President, Vice President, Secretary, and Financial Officer, elected from among the Trustees at the annual organizational meeting of the Board in November.
- B. The Officers shall serve for a period of one year from January 1 to December 31 or until their respective successors are elected. Neither the President nor the Vice President may serve more than three (3) consecutive one-year terms.
  1. In the event the Vice President, Secretary, or Financial Officer wishes to resign, they must submit a letter of resignation to the President to be effective on the date of its receipt by the President. The Board shall elect new officers for the unexpired period.
  2. If the President wishes to resign, a resignation letter shall be submitted to the Vice President. The Board shall designate the Vice President as the President and elect a new Vice President for the remainder of the term.
- C. President
  1. The President shall:
    - a. Call and preside over the regular and special meetings; vote on all motions brought before the Board.
    - b. Prepare and send the monthly Agenda to the Board and Library Director the week prior to the meeting for input.
    - c. Execute all documents authorized by the Board.

- d. Establish committees and participate as a non-voting member of all committees.
- e. Function as a spokesperson of the Library to the community.
- f. Keep the Board operating effectively.
- g. Serve as the primary liaison between the Board and the Director.
- h. Manage records and assist with the preservation of records for historical and other research.
- i. Perform other duties applicable to the office of the President and prescribed by the Board.

#### D. Vice President

1. The Vice President shall:

- a. Assist the President in the management of the Library.
- b. Preside at the meetings and perform the functions of the President in their absence.
- c. Chair the Personnel Committee.
- d. Maintain a record of the terms of the trustees; notify the appropriate municipalities, in writing, 90 days in advance of the expiration of a trustee's term.
- e. Work with the Library Director to ensure that a current list of the Trustees, staff, and Board minutes, approved and unapproved, are available on the Library website.
- f. With the Library Director, organize orientation for the new Trustees and Liaisons.

#### E. Secretary

1. The Secretary shall:

- a. Maintain true and accurate minutes of all meetings of the Board.
- b. In the absence of the Secretary, the President shall nominate another Trustee as *pro tem* Secretary to take minutes.
- c. Record minutes that consist of a record or summary of all motions, proposals, resolutions, and any other matter formally voted upon.
- d. Forward unapproved minutes to the Board, Library Director, and Liaisons within seven (7) days of the meeting date.
- e. Receive corrections or additions to the minutes that must be sent to the Secretary within seven (7) days of their receipt.
- f. Forward approved minutes to the Board, Director, and Liaisons within seven (7) days of their approval by the Board.
- g. Send notice of all regular and special meetings to Board members, Liaisons, and Library Director. The material may include unapproved minutes of the previous meetings, committee reports, and material related to any other matter being discussed. The Library Director shall post the meeting date and time on the website and send this information to the media.

- h. Maintain minutes in a permanent file in the Library.
- i. Perform such other duties as are associated with this office and prescribed by the Board.

F. Financial Officer

- 1. The Financial Officer shall:
  - a. Chair the Finance Committee.
  - b. Review the annual budget prepared by the Library Director; discuss it with the Finance Committee in July; present it to the Board for approval in August; assist with revisions, as necessary.
  - c. Review the fiscal year statements and initiate a CPA audit every 5 years.
  - d. Perform other duties applicable to the office of the Treasurer and prescribed by the Board.

G. Library Director

- 1. The Library Director shall:
  - a. Be appointed by the Board.
  - b. Perform duties as defined in the job description and implement policies set by the Board; serve as executive officer, administrator, and chief librarian of the Library under the direction and review of the Board; aid the Board in setting goals and objectives and determining the methods of evaluation of the Library.
  - c. Be responsible for the building and equipment; the effectiveness of the Library's service to the public; the operation of the Library under the financial conditions contained in the annual budget; outreach programs; fund raising; liaison with the Municipalities.
  - d. Oversee the selection, acquisition, and disposition of books, periodicals, media, and equipment.
  - e. Formulate policies and procedures for managing the Library effectively and obtain Board approval; review every three years or as may be necessary.
  - f. Develop policies and procedures for the appointment, supervision, and evaluation of Library staff; prepare job descriptions, interview candidates, and recommend appointments to the Board for approval.
  - g. Conduct surveys and evaluations of the effectiveness of the Library services, and present analysis to the Board with recommendations for Library innovations.
  - h. Oversee publicity for Library activities.
  - i. Prepare Annual Report and submit to the Board for discussion and approval two weeks prior to the annual meeting.
  - j. Prepare a preliminary budget, annually.

- k. Organize orientation for new Trustees along with Board Vice President. The orientation will include Library tour, meeting the staff, and informational material.
- l. Attend all Board meetings or other meetings as a non-voting member where action may be taken affecting the interests of the Library.
- m. Have the right to speak on all matters under discussion at Board meetings.
- n. Report at each Board meeting on Library progress and problems.
- o. Be excused from executive sessions of the Board and the portion of the meetings at which the Library Director's appointment, salary, or evaluation is to be discussed or decided.
- p. Designate a staff member to attend regular or special meetings when the Library Director is unavailable.
- q. Perform other duties applicable to the office of the Library Director as prescribed by the Board.

## **VII. Committees**

- A. The President shall establish committees, which will periodically present progress reports or final reports to the Board.
  - 1. Standing Committees
    - a. The President shall have the power to establish standing committees.
    - b. One Trustee from each of the Municipalities will serve on these committees.
    - c. The Board shall approve the membership of the committees.
    - d. The chairs of the committees will inform the President of their meeting dates, time, and place so that the President can attend the meetings if so chooses.
    - e. All Committees' recommendations will be brought to the Board for approval.
  - 2. Nominating Committee
    - a. The Nominating Committee shall:
      - i. Consist of three members (excluding current officers).
      - ii. Present a name to the Board for election, in the event a vacancy occurs among the Board officers.
      - iii. At the October meeting, present one name for the selection of each office for the fiscal year: President, Vice President, Secretary, and Financial Officer. Additional nominations may be made from the floor prior to the vote.
      - iv. The election of the officers will be held at the Organizational Board Meeting in November.
  - 3. Finance Committee
    - a. The Finance Committee shall:
      - i. Be chaired by the Financial Officer and consist of five members: Financial Officer, two Trustees, Library Director, and the library bookkeeper.

- ii. Manage the finances of the Library including monitoring the revenues, expenditures, reserve funds, and investments.
      - iii. Approve the annual budget before presentation to the Board.
  - 4. Facilities and Operations Committee
    - a. The Facilities and Operations Committee shall:
      - i. Consist of five members: three Trustees, Library Director, and a staff person recommended by the Library Director.
      - ii. Identify the needs for the operation of the Library: acquisitions, equipment, physical facilities, and present recommendations to the Board.
  - 5. Marketing Committee
    - a. The Marketing Committee shall:
      - i. Consist of five members: three Trustees, Library Director, and a staff person recommended by the Library Director.
      - ii. Be responsible for developing plans and activities to promote the Library.
      - iii. Periodically conduct a survey to assess the effectiveness of Library services and satisfaction of the public.
  - 6. Personnel Committee
    - a. The Personnel Committee shall:
      - i. Consist of three Trustees.
      - ii. The Board Vice President shall be the chairperson of the Personnel Committee.
      - iii. Serve as the liaison between the Board and the Library staff.
      - iv. Develop personnel policies and procedures while ensuring diversity compliance with government regulations.
      - v. Handle grievances, complaints, disciplinary actions, claims of harassment, unfair treatment, administrative leave, and other concerns in compliance with the Employee Handbook.
      - vi. Establish salary structures, increases, benefits, and promotions recommended by the Library Director and in consultation with the Finance Committee.
      - vii. Conduct the performance evaluation of the Library Director and recommend salary increases in consultation with the Finance Committee and with Board approval.
      - viii. Designate a search committee for the appointment of a Library Director.
  - 7. Policy Committee
    - a. The Policy Committee shall:
      - i. Consist of four members: three trustees and the Library Director.

- ii. Identify and adopt written policies to govern the internal and external operations of the Library.
  - iii. Periodically review and revise policies as required under Education Department Regulations (8NYCRR) 90.2.
  - iv. Submit new or revised policies to the Board for approval.
8. Ad-hoc Committees
- a. The President may appoint ad hoc committees. Such committees shall serve until the completion of the task for which they have been appointed. Non-Trustees may be appointed to such committees.

## **VIII. Meetings**

### **A. Regular Meetings**

1. Regular meetings shall be held each month.
  - a. The Board shall meet at least twelve times a year.
  - b. The Board shall set the date and time of the meetings.
2. The President, in consultation with the Library Director, shall prepare the agenda, and send it to the Trustees and the Library Director at least seven (7) days prior to the meeting.
3. The Library is subject to the Open Meetings Law. Library staff and visitors may attend regular and special meetings and working sessions when a quorum of the Board is expected to attend.
4. The Financial report for the previous year shall be approved at the regular meeting in February.

### **B. The Annual Organizational Meeting**

1. The regular meeting in November shall be the Annual Organizational Meeting.
2. The agenda shall include the election of officers, and other matters that require discussion before the end of the year.

### **C. Special Meetings**

1. Special Meetings may be called for a specific purpose at the discretion of the President or upon the written request of five (5) members, or by a majority of sitting members of the Library Board if vacancies exist.
  - a. The President shall notify the Trustees of the date, time, place, and reason the meeting, by e-mail or telephone at least 48 hours prior to the meeting.
  - b. No business may be transacted during the Special Meeting other than the reason for which it was called, except for motions that relate to procedural matters.

### **D. Quorum**

1. A simple majority of the number of sitting Trustees (vacant positions not included) shall constitute a quorum for the conducting of all business.

2. If a quorum is not present at a regular meeting, the members present may set a date for another meeting to be held within one week. The President shall notify the absent members of this meeting.
- E. Executive Session
1. During regular meetings, the Board may be called into Executive Session, by a simple majority of those present, only for the purposes mentioned in the Public Officers Law.
  2. By a majority vote, Executive Sessions then return to regular meetings, and the Board then votes on the decisions made during Executive Sessions.
  3. The Board reserves the right to include or exclude any person from attending Executive Sessions (Public Officers Law, Chapter 6, Section 105.2).

## **IX. Order of Business**

- A. The order of business for regular meetings shall be set by the President in an agenda, which may 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.
1. Call to order and roll call of Trustees
  2. Introduction of guests
  3. Period for public comments
  4. Adoption of Agenda
  5. Approval of minutes of previous regular meetings and any intervening Special meetings
  6. Treasurer's Report
    - a. Financial report
    - b. Approval of expenditures
    - c. Bill approvers for following month
  7. Library Director's report
  8. President's Report
    - a. Communications and correspondence
  9. Committee reports
  10. Old business
  11. New business
  12. Adjournment

## **X. Parliamentary Authority**

- A. All matters not covered by these Bylaws shall be governed by *Robert's Rules of Order*, latest edition.

## **XI. Public Participation**

- A. The Library welcomes the public to attend the Board meetings.
1. Those wishing to address the Board must announce their name and address and limit their remarks to not more than two (2) minutes.

2. Because agendas are set in advance, those topics presented to the Board, will not take place at that meeting. Concerns may be addressed at the next meeting, and/or through correspondence.

## **XII. Policies and Procedures**

- A. The Library Board shall be responsible for developing policies and procedures for the efficient running of the Library.
- B. Changes to policies and procedures will not be considered as changes to the Bylaws.

## **XIII. AMENDMENTS**

- A. The Bylaws may be revised (repealed, amended, or added to) by a two-thirds majority of the existing members of the Board.
  1. Changes to the Bylaws may be proposed at any regular or Special meeting and shall be voted upon at the next regular meeting.
  2. Written notice of the proposed changes shall be sent to all absent members at least ten days prior to the voting session.

The Seymour Library Board of Trustees have approved the Revised Bylaws.

**Adopted:** October 1999

**Revised:** April 2005, June 2011, August 2011, November 2012, June 2016, August 2016, July 2022

**Reviewed:**