



## By-Laws of the Chili Public Library Board of Trustees

### ARTICLE I - Officers and Members

- A. The Board shall consist of seven members appointed by the Chili Town Board. Appointments shall be for a period of five years with one or two members coming up for appointment each year (New York State Education Law, Section 260). These appointments shall be made by the Town Board at the re-organization meeting in January.
- B. Vacancies occurring before the expiration of a term of office shall be filled by vote of the Chili Public Library Board of Trustees (Section 226(4)).
- C. 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 successor is chosen (Public Officers Law, Section 5).
- D. The officers of the Board shall be a President, Vice-President, Secretary and Treasurer of the Chili Public Library Gift Fund.
- E. Officers are elected at the first regular meeting in each calendar year and shall remain in office until their successors are elected and qualified. Qualifications shall consist of taking and subscribing to the statutory official oath. Vacancies in office occurring before the regular expiration of terms shall be filled as follows: Vice-President succeeds to the President; the President shall appoint a new Vice-President and/or Secretary, and Treasurer of the Chili Public Library Gift Fund. If the Vice-president refuses appointment then the nominating committee shall meet and make recommendations for President.
- F. The President shall preside at all meetings of the Board, appoint all committees, execute all documents authorized by the Board, serve as ex-officio voting member of all committees, and generally perform all duties associated with that office.

Tenure of president of the Board shall be limited to two (2) consecutive full terms of one (1) year each, except by unanimous action of the Board. The president shall take the oath of office upon election.

- G. 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.
- H. The Secretary shall keep a true and accurate record of all meetings of the Board, shall issue notice of all regular and special meetings in accordance with the Open Meetings Law and the New York State Freedom of Information Law, and shall perform such other duties as are generally associated with that office.

- I. The Treasurer of the Chili Public Library Gift Fund shall receive, deposit and disburse the special gift fund at the direction of the Board. The Treasurer makes recommendations to the board regarding appropriate handling of investments and funds.

## ARTICLE II - Meetings

- A. The regular meetings of the Board shall be held at the Library or at such other place and time as the Board may determine.
- B. Special meetings may be held at any time at the call of the President or Secretary or at the call of any four members of the Board provided that notice thereof be given to all trustees at least twenty—four (24) hours in advance of the special meeting.
- C. A quorum of any meeting shall consist of four or more trustees and a majority vote shall be necessary to transact business. If a quorum cannot be reached, the Board shall convene no later than 8 days after the scheduled meeting.
- D. Roberts' Rules of Order, Revised, shall govern in the parliamentary procedure of the Board.
- E. If any trustee fails to attend three (3) consecutive meetings without excuse accepted as satisfactory by the trustees, he shall be deemed to have resigned, and the vacancy shall be filled by the Board of Trustees ( Education Law, Section 226 (4)).

## ARTICLE III – Committees

- A. The Board of Trustees shall have the power to establish committees. The President shall have the power to make committee appointments. All standing committees shall have three (3) members. The following are standing committees of the Chili Public Library Board of Trustees.
  - Personnel Committee  
Members review, oversee, and make recommendations concerning personnel policy. The committee also conducts an annual review of the Director on behalf of the Board and reports to the Board in writing in Executive session.
  - Nominating Committee  
Members develop the slate of officers for the upcoming fiscal year and reports this slate to the Board. They also maintain a list of eligible nominees to fill vacant Board seats.
  - Budget Committee  
Members shall monitor the status of invested funds of the library. The Committee meets annually to review and propose to the library board the Chili Public Library's budget. The committee may assist in the presentation of the recommended budget to the full library board and to the Town Council. Additional meetings may be held as needed to deal with fiscal issues throughout the year.
  - Long Range Planning Committee

This committee shall include the Director, three (3) board members and two (2) staff members. The mission of the Long Range Planning Committee is to develop long range goals and objectives prioritized annually.

The committee is to meet in October to review current year's goals and to make recommendations at the following January Library Board of suggested goals for the upcoming fiscal year and make recommendations for goals for up to five (5) years.

- B. The duties of each standing or ad—hoc committee shall be such as are associated with its name or as shall be assigned to it by the Board of Trustees.
- C. No action of any committee shall be binding until approved by the Board unless full authority has been previously given by the Board. No committee shall have authority for any expenditure of money without the authority of the Board.

#### ARTICLE IV – Director

- A. Selection of the Library Director shall be the responsibility of the Board of Trustees. The Library Director shall be the executive administrator of the policies adopted by the Library Board. Among the Director's duties and responsibilities shall be the recruitment, hiring, training, supervision and dismissal, with the Board's approval, of all staff members; the submission to the Board of monthly library reports and quarterly financial reports; and recommendations to the Board of such policies and procedures which the Library Director believes will improve the library's service to the community.
- B. The Director shall be evaluated annually in writing by the Board. This evaluation of his/her performance shall be based on performance against objectives mutually established by the Director and the Board and a review of written input from the Personnel Committee.

#### ARTICLE V - Amendments

- C. These By-Laws may be repealed or amended at a regular meeting of the Board by a majority vote of trustees present after the substance of the proposed change has been submitted in writing at a prior or special meeting.

Adopted May 14, 1962  
First Revision Adopted June 23, 1982  
Second Revision Adopted August 22, 1989  
Third Revision Adopted October 26, 2010  
Fourth Revision Adopted June 25, 2013