Adopted by the Chili Public Library board of Trustees May 14, 1962, Revised June 23, 1982, August 22, 1989, October 26, 2010, June 25, 2013, May 23, 2023, January 27, 2026

# Chili Public Library Board of Trustees Bylaws

MISSION STATEMENT

The Chili Public Library is the center of lifelong learning for our community and a welcoming, responsive place for the discovery of new ideas, the joy of reading, and the power of information.

PREAMBLE

The Board of Trustees (hereinafter designated as the "Board") of The Chili Public Library, is a corporation created under a 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 October 27, 1961. It is governed by the laws of New York State, the regulations of the Commissioner of Education and by the following bylaws.

BYLAWS

1. NAME OF ORGANIZATION
    a. The name of the organization shall be the Chili Public Library.

2. PURPOSE
    a. The purpose of the organization is to provide superior library service to the residents, adults and children, of the Town of Chili.

3. FISCAL
    a. The fiscal year of the library shall be the January – December.

4. BOARD OF TRUSTEES
    a. The library shall be governed by a Board of Trustees. The Board shall consist of no fewer than five nor more than fifteen members, elected for terms of five years each.
    b. Vacancies occurring at the expiration of a Trustee appointment shall be filled by the Chili Town Board. Vacancies occurring during a term of a Trustee shall be filled by the Nominating Committee and Board of Trustees.
    c. An oath of office with the Chili Town Clerk shall be taken by each trustee at the beginning of each new term.

d. Eligibility for office shall be limited to adults (18+) residing or owning property within the geographical limits of the Town of Chili.
e. Unexcused absences from three consecutive meetings 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 they are no longer on the Board. If dismissal is deferred by Board action, the President shall inform the absent Board Member in writing the results of the deferral.
f. The Board may remove a Trustee for misconduct, incapacity, neglect of duty or refusal to carry into effect the library's educational purpose as provided in Education Law 226; subdivision 8.
g. Each Trustee shall have one vote, irrespective of office held.
h. A Trustee must be present at a meeting to have their vote counted. This includes videoconferencing in accordance with the Open Meetings Law (OML).
i. A majority of the whole Board (including vacancies) is required for any motion to pass.
j. 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 their office shall exercise any administrative responsibility with respect to the library nor, as an individual, command the services of any library employee.

5. OFFICERS
   a. The officers of the Board shall be the President, Vice President, and Secretary, elected by the Board at the annual meeting.
   b. 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.
   c. 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, appoint all committees, execute all documents authorized by the Board, and generally perform all duties associated with that office.
      ii. The Vice President, in the event of the absence 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.
   d. Vacancies within an Officers positions 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. If the Vice President refuses appointment, then the Nominating Committee shall meet and make recommendations for President.

6. DIRECTOR

a. The Board shall appoint a Director who shall be the chief executive officer of the library corporation 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 of the buildings and equipment; for the employment and direction of the staff; for the efficiency 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 Board meetings except the portion of the meeting at which the director's appointment or salary is to be discussed or decided.
c. The Director shall be evaluated annually in writing by the Board. This evaluation of their performance shall be based on performance against objectives mutually established by the Director and the Board and review of written input from the Personnel Committee.

7. COMMITTEES
   a. There may be standing committees and committees for specific purposes. These may be appointed by the President. Such committees shall serve until the completion of the work for which they were appointed.
   b. No committee will have other than advisory powers unless, by suitable action of the Board, it is granted specific power to act.
      The following are standing committees of the Chili Public Library Board of Trustees.
   c. <u>Personnel Committee</u>
      Members review, oversee, and make recommendations regarding personnel policy. The committee also conducts an annual review of the Director on behalf of the Board and reports to the Board in writing.
   d. <u>Nominating Committee</u>
      The Committee will present a slate of Officers for a vote prior to the Annual Meeting. The Committee will also recommend new trustees to the Library Board when a vacancy occurs during a term.
   e. <u>Budget Committee</u>
      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 Board. Additional meetings may be held as needed to deal with fiscal issues throughout the year.
   f. <u>Long Range Planning Committee</u>
      This committee 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.
   g. <u>Policies Review Committee</u>
      All library policies are to be reviewed and updated at least once every five years. This committee meets annually to review and propose updates of Library policies for Library Board approval.

8. MEETINGS
    a. The regular meetings of the Board shall be held at the Library or at such other place each month, the date and hour to be set by the Board.
    b. Public notice of all meetings shall occur at least five days before the meeting on the library's website.
    c. Special meetings may be held at any time at the call of the President or at the call of any three 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.
    d. The Annual Meeting shall be held in December of each year. The business transacted at this meeting shall include the approval of the slate of new trustees and new officers.
    e. The operating and financial reports for the previous year shall be presented at the regular meeting in January.
    f. The proposed budget for the subsequent calendar year, required for submission to the Town of Chili Supervisor, shall be presented for approval at the regular meeting in July.
    g. A simple majority of the whole Board (including vacancies) shall constitute a quorum for the conducting of all business. A majority of the whole Board (including vacancies) is required for any motion to pass. 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. Call to Order
        ii. Adoption of Agenda
        iii. Approval of prior Meeting Minutes
        iv. Public Comment
        v. Correspondence
        vi. Town Board Liaison report
        vii. Director's Report and Financial Documents
            1 Personnel Actions
            2 Report and Discussion
            3 Report of Receipts and Disbursements
        viii. Committee Reports
        ix. Unfinished Business
        x. New Business
        xi. Approval of Library Fund Abstract
        xii. Adjournment

9. AMENDMENTS
    a. Amendments to these Bylaws 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 whole Board (including vacancies) shall be sufficient for adoption of an amendment. b. Any rule or resolution of the Board, whether contained in these Bylaws 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 two thirds of the members of the Board shall be present and two-thirds of those present shall so approve.

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