

BYLAWS of THE BOARD of TRUSTEES
of the
PORTVILLE FREE LIBRARY

MISSION STATEMENT

The mission of the Portville Free Library is to provide a comfortable and welcoming atmosphere filled with a variety of resources and services that help to satisfy the needs for people of all ages.

GENERAL RESPONSIBILITIES of the BOARD of TRUSTEES

Section 1

The Board of Trustees shall have the privilege and responsibility to provide the community with the best library service it can reasonably be expected to support.

The Board shall have the ultimate authority over the general management of the library and approve all fiscal matters. The Board shall oversee library finances in order to maintain the building facility, furnishings, equipment, books, periodicals and other media resources necessary to fulfill the mission and roles it has set forth for the Portville Free Library.

The Board shall provide a competent library director/manager and assistants needed to extend appropriate services and care for all the properties of the library.

The Board shall establish the bylaws, appoint special committees and adhere to the powers and duties prescribed for trustees of association libraries by the New York State Education Law.

TENURE of TRUSTEES

Section 2

The Board of Trustees shall consist of an odd number of trustees with a minimum of 5 members elected by the association. The term of each elected trustee shall be a duration of three years. The number of trustees to be elected each year shall be rotated as to ensure a majority of experienced trustees at all times. Any vacancy occurring during the terms of a trustee may be filled, until that term expires, by a vote of the remaining trustees. Trustees may be re-elected to succeed themselves.

OFFICERS

Section 3

Officers of the board shall be a president, vice president, a secretary and a treasurer elected from among the elected trustees at the annual meeting of the board.

Section 4

Officers shall serve a term of one year from the annual meeting at which they are elected and until their successors are duly elected. Officers may be re-elected to succeed themselves.

Section 5

It shall be the duty of the president to preside at all meetings of the board, authorize any special meetings, appoint all committees, execute all documents authorized by the Board, and generally perform all duties associated with the office of president.

Section 6

The vice president shall assume the duties and functions of the president during the absence or disability of the president or in the event of a vacancy in the office of the presidency.

Section 7

The secretary shall keep a detailed record of all meetings of the Board; shall make public notice of all meetings; and secure all the Board's official books, records, and documents except those in current use by another officer.

Section 8

The treasurer shall prepare financial statements to be presented to the Board at each meeting. The treasurer shall present an annual report of all receipts and expenditures for the fiscal year at the annual meeting. The treasurer will reconcile all monthly accounts and oversee the income and expenditures of the library.

LIBRARY DIRECTOR/ MANAGER and STAFF

Section 9

The library director/manager shall be the executive and administrative officer of the library on behalf of the Board and under its review and direction. The director shall recommend to the board the appointment of other employees and shall be responsible for the proper direction and supervision of the staff. The director shall monitor the care and maintenance of all library property. The director shall approve the selection of all media in keeping with the stated selection policy of the Board. The director shall be responsible for the efficiency of library services to the public and for the financial operation within the budgeted appropriation. The director shall notify all Board members of all regular and special meetings and submit to the Board all reports required.

MEETINGS

Section 10

The regular meetings shall be held at least quarterly.

Section 11

The annual meeting, which shall be for the purpose of the election of officers, the acceptance of the annual report and the adoption of the new annual budget, shall be held at the time of the first regular meeting of each calendar year.

Section 12

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 so far as circumstances will permit.

1. Roll call
2. Disposition of minutes of previous meeting and any intervening special meetings.
3. Financial report by the treasurer.
4. Director's report
5. Committee reports
6. Old business
7. New business
8. Adjournment

Section 13

Special meetings shall be called by the president, or by request of any two trustees, and only the business stated in the call can be transacted.

Section 14

A majority of the Board shall constitute a quorum for the transaction of the business.

Section 15

An affirmative vote from a majority of the trustees present at a regular meeting or special meeting shall be necessary for the passage of a motion before the Board. The president may vote upon and may move or second a proposal before the Board.

Section 16

Robert's Rules of Order shall be the governing authority for questions of all proceedings for which these bylaws have not herein provided.

COMMITTEES

Section 17

The president shall appoint committees for such specific purposes as the business of the Board may require. The committee shall be discharged upon the completion of the purpose for which it was appointed and after the final report is made to the Board. All committees shall make a progress report to the library board at its regular meetings. The powers of any committee will be limited to advisory capacity unless, by suitable action of the Board, it is granted specific power to act.

Section 18

Executive sessions may be convened during open meetings according to the guidelines provided by the most recent edition of the Handbook for Library Trustees of New York State.

AMENDMENTS

Section 19

These bylaws may be repealed, amended, or added to by a majority vote of the whole board. Such action may be taken, however, only after notice has all have been given to all trustees at least seven days prior to the meeting at which such action is proposed to be taken.

CERTIFICATION

This is to certify that the above is a true and correct copy of the revised and reformatted bylaws of the Portville Free Library as adopted on the 8th day of November 2021.

This revised and reformatted set of bylaws does supersede any previous bylaws of this organization.

Ronda Pollock
President

William Sponsler
Secretary