

Lyons Public Library Board of Trustees Bylaws

Mission Statement

Lyons Public Library strives to inform, educate, entertain, and provide resources to the local community to understand the global experience.

Preamble

The Board of Trustees (hereinafter designated as the “Board”) of the Lyons Public Library, a corporation created under an absolute charter number 7726 granted under Section 253 of the New York State Education Law by the Board of Regents of the State of New York, dated September 30, 1960, amended by Regents action on September 15, 1995, December 17, 2004 and November 16, 2010, shall be governed by the laws of New York State, the regulations of the Commissioner of Education, and by the following by-laws.

Bylaws

1. NAME OF ORGANIZATION

- a. The name of the organization shall be the Lyons Public Library

2. PURPOSE

- a. The purpose of the organization is to provide public library programs and service to the residents of the Lyons Central School District, Town of Lyons, County of Wayne, and State of New York.

3. FISCAL

- a. The fiscal year of the library shall be July 1st – June 30th.

4. BOARD OF TRUSTEES

- a. The library shall be governed by a Board of Trustees. The Board shall consist of seven (7) Trustees, elected for terms of five (5) years each by voters of the Lyons Central School District. Newly elected Trustees will take office at the July meeting.
- b. Eligibility for office shall be limited to adults residing within the geographical limits of the Lyons school district.
- c. Trustees elected on or after May 3, 2005 are limited to two consecutive full terms of five years each.
- d. Absence from three consecutive meetings without notice shall constitute automatic dismissal from the Board unless the Board defers this dismissal by majority vote. The Chairman shall inform the absent Trustee in writing that he/she is no longer on the Board. If dismissal is deferred by Board action the Chairman shall inform the absent Trustee in writing the conditions of this deferral.
- e. When a vacancy occurs on the Board of Trustees, the trustees may appoint a successor who shall take office until the next election occurs.
- f. Each Trustee shall have one vote, irrespective of office held.
- g. A Trustee must be present at a meeting to have his/her vote counted.
- h. All actions of the Board shall be of the Board as a unit. No Trustee shall act on behalf of the Board, on any matter, without prior approval of the Board. No Trustee 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.
- i. A majority of the whole Board (including vacancies) is required for any motion to pass.

5. OFFICERS

- a. The officers of the Board shall be the Chairman, Vice-Chairman, Secretary and Financial Officer, elected annually by the Board at the first meeting after July 1st and serve for one year or until their successor has been elected. The Treasurer is employed by the library.
- b. The duties of such officers shall be as follows:
 1. The Chairman shall preside at all meetings of the Board, authorize calls for any special meetings, appoint 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.
 2. The Vice-Chairman, in the event of the absence or disability of the Chairman, or of a vacancy in that office, shall assume and perform the duties and functions of the Chairman.
 3. 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.
 4. The Financial Officer reviews and reconciles the monthly audit of claims/bills, indicates his or her approval of claims by initialing an abstract of audited claims, which typically would then be forwarded to the officer responsible for signing checks.
 5. The Treasurer is the bookkeeper paid by the library, who is not an elected Board member and shall be the disbursing officer of the Board and shall perform such duties as generally devolve upon the office.

6. DIRECTOR

- a. The Board shall appoint a full-time, duly qualified Library 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.

7. COMMITTEES

- a. A nominating committee shall be appointed by the Chairman two months prior to the July meeting who will present a slate of officers. Additional nominations may be made from the floor.
- b. Committees for specific purposes may be appointed by the Chairman. Such committees shall serve until the completion of the work for which they were appointed.
- c. All committees shall make a progress report to the Board at each of its meetings.
- d. No committee will have other than advisory powers unless, by suitable action of the Board, it is granted specific power to act.
- e. The Chairman shall be, ex officio, a member of all committees.

8. MEETINGS

- a. Meetings shall be held monthly at a date and hour set by the Board of Trustees. Written notice of all meetings shall be mailed by the Secretary to each member at least five days before the meeting.
- b. A special meeting of the Board may be called at any time by the Chairman or upon the request of three members for a specific purpose. No business may be transacted at such special meeting except the stated business.
- c. The Annual Meeting shall be held in May of each year. The business transacted at this meeting shall include the presentation of the proposed budget for the following fiscal year and presentation of nominees running for the office of trustee.
- d. The final budget for the subsequent calendar year shall be presented for approval at the regular Meeting in April.
- e. 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.
- f. 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:
 1. Call to Order and roll call of members
 2. Period for public expression
 3. Approval of prior Meeting Minutes
 4. Authorization of Bills/Warrants
 5. Committee Reports
 6. Old Business
 7. New Business
 8. Building Report
 9. Director's Report (includes financial statements & monthly cash flow report)
 10. Announcements and Board Member's Comments
 11. Date of next Board meeting
 12. Adjournment

9. Audit

- a. The Board of Trustees shall authorize an audit of the financial records of the library to be conducted by no later than October 1st, and submitted to the Board by January 1.

10. 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.

11. PROCEDURE

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

Approved by the Library Board of Trustees

Adopted January 23, 1990

Amended December 15, 1998

Amended May 17, 2005

Amended March 19, 2019

Amended June 20, 2023