

**WHITESVILLE PUBLIC LIBRARY
BYLAWS**

ARTICLE 1-NAME

This organization is and shall be known as
THE WHITESVILLE PUBLIC LIBRARY
existing by virtue of the provision in the absolute charter granted by the Regents
of the University of the State of New York on and existing by the powers and
authority and assuming the responsibilities delegated to it under the said Charter.

ARTICLE 2-MANAGEMENT

1. The business and affairs of the Whitesville Public Library shall be managed
and conducted by a Board of Trustees that shall be five in number. The trustees
shall be elected at the annual school vote of the Whitesville Central School
District in May of each year. Each trustee shall serve for a term of three years, as
voted on by the NYS Board of Regents in December, 2023.

(<http://www.regents.nysed.gov/meetings>)

2. The term of members of the Board of Trustees shall end on June 30th of
the third year following election unless the trustee shall have resigned or
otherwise terminated membership on the Board.

3. The Board of Trustees shall fill vacancies, which occur for reasons other
than expiration of term, for the balance of the year until the next annual school
vote. The person elected at the next annual school vote shall serve out only the
balance of the remaining of the original term.

4. Any trustee who shall fail to attend three consecutive regular meetings of
the Board shall be deemed to have resigned as a trustee unless a reasonable
excuse is offered in person for such absences and an expression of continued
interest to serve is presented.

ARTICLE 3-OFFICERS

1. The Officers of the Board of Trustees shall be elected at the regular Board
meeting in July of each year on the regular meeting date.

The officers shall consist of:

President

Vice President

Secretary

Financial Officer

elected from the Board of Trustees.

2. All Officers shall serve a term of one year from the annual meeting at which they are elected and until their successors are duly elected.

3. The President shall preside at all meetings, authorize calls for any special meetings, appoint all committees, execute all documents authorized by the Board, serve as ex-officio member of all committees and generally perform all duties associated with that office.

4. A nominating committee shall be appointed by the President two months prior to the annual meeting to designate a slate of Officers at the annual meeting. Additional nominations may be made from the floor. The vote for Officers shall be by secret ballot if two or more Trustees have been nominated for one office.

5. 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.

6. 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 that are generally associated with that office.

7. The Financial Officer of the Board shall make all bank deposits on a weekly basis as needed, approve invoices and endorse checks if the bookkeeper is unable to do so. The Treasurer shall be bonded.

8. A board trustee that has reason to resign their position prior to the completion of their term of office must submit a written letter of resignation and must include the signature of the trustee that is resigning. Resignations can not be submitted via email or text unless they are sent as an attachment with a signature.

BOOKKEEPER

The Bookkeeper shall be hired by the Board of Trustees for an amount agreed upon by the Board of Trustees and the Bookkeeper. The Bookkeeper shall be responsible to write all checks and to pay all invoices, shall reconcile the checkbook, shall present a financial report to the Board monthly, shall be

responsible for payroll and all other duties associated with the title. The Bookkeeper shall be responsible to file all financial forms required by STLS New

York State Comptroller's Office as well as the Federal Government. The Bookkeeper shall be bonded.

ARTICLE 4-MEETINGS

1. Regular meetings shall be held on the third Tuesday of each month at 6:00 pm, in the Library Meeting Room as established by the Board of Trustees. The Secretary shall send notice thereof to all Trustees at least one week prior to such regular meetings and a public notice shall be posted on the Library sign, bulletin board and web page.
2. All reports should be submitted to each Trustee via email, one week in advance of the monthly meeting for Trustees to peruse the reports for corrections.
3. Special meetings may be called by the Secretary at the direction of the President or at the request of at least one third of the trustees for the transaction of business as stated in the call for the special meeting. Only business called for in the call for a special meeting may be tended to at the special meeting.
4. A quorum for the transaction of business shall consist of a majority of the entire Board in person. In the absence of a quorum, the Trustees present may adjourn the meeting to a date determined a notice sent to all Trustees.
5. The order of business for regular meetings shall include, but not be limited to the following items that shall be covered in the sequence shown as far as circumstances will permit:
 - Roll Call of Members
 - Discussion with Public
 - Discussion of and Acceptance of Minutes of Previous Meeting
 - Financial Report
 - Discussion of and Acceptance of Previous Month's Financial Report
 - Action of Bills Received
 - Discussion of Director's Report
 - Building and Maintenance
 - Fundraising
 - Policy and Procedures

New Business

Adjournment

6. The Director shall attend all meetings, may participate in the discussion and offer suggestions, but is denied a vote on any question.

ARTICLE 5- COMMITTEES

1. In addition to the nominating committee the President may appoint the following committees:

Building

Finance

Personnel

and such other committees as the business of the Board may require from time to time. These committees shall consist of one or more members and shall be considered to be discharged upon completion of term office of the President.

2. The Building Committee shall periodically inspect the physical plant of the library and report matters to the Board with recommendations for improvement or correct any faults found.

3. The Finance Committee shall have general supervision over the financial affairs of the library and shall make policy recommendations to the Board concerning investment of permanent funds received.

4. All committees shall make a progress report to the Board of its meetings. No committee shall have other than advisory powers unless the Board has delegated specific power to act upon its behalf pending a subsequent meeting of the Board for confirmation.

ARTICLE 6-DIRECTOR

1. The Board shall appoint a qualified Library Director or Librarian who shall be the executive and administrative officer of the Board and under its review and direction.

2. The Administrator shall recommend to the Board the appointment and specify the duties of the library employees and no appointments, promotions or dismissals shall be made without recommendation.

3. The Administrator shall have interim authority to appoint part-time or temporary employees without prior approval of the board provided that such appointments are reported at the next board meeting. The Board shall approve continuing part-time employees.

4. The Administrator is responsible for the proper direction and supervision of the staff, for the care and maintenance of library property, for an adequate and proper selection of books in keeping with the stated policy of the Board for the efficiency of service to the public and for operation within the budgeted appropriation.

ARTICLE 7-AMENDMENTS

1. The Board may amend these bylaws by a majority of all members provided notice of the amendment has been sent to each member of the Board prior to the meeting.

ARTICLE 8-RECORD KEEPING

1. All records pertaining to the library shall be filed in such manner to assure a continuity of record keeping.
2. All current records shall be kept in a permanent filing cabinet.
3. A copy of all minutes shall be kept at the library for permanent record. They are to be considered a permanent record of the proceedings of the Board of Trustees.

These By-Laws were unanimously adopted at a regular meeting of the Board of Trustees of the Whitesville Public Library on April 19, 2022.

Board Members Present were:

Christine Lukacz, President
Caleb Cutler, Vice President
Doreen Pensyl, Secretary
Rebekah Hixson, Financial Officer
Janet Talbett

Revised by the Board of Trustees on 1/28/2025