



BY - LAWS

ARTICLE I - Name and Authority

This organization is and shall be known as the Norwood Public Library, existing by virtue of the provisions in the-Provisional charter 26,748 originally granted by the Regents of the University of the State of New York on September 11, 2012 and extended on December 12, 2017, exercising the powers and authority, and assuming the responsibilities under the said charter.

ARTICLE II - Management

1-The Norwood Public Library shall be managed, operated, and controlled by a Board of Trustees that is comprised of nine members, but in no event shall the Board of Trustees consist of fewer than five members or more than fifteen, who reside within the Library's chartered area. <http://public.leginfo.state.ny.us/menugetf.cgi> (Bill No. is S05481A 2011)

2-The Annual Meeting of the Norwood Public Library Board of Trustees shall be held in the month of May The calendar year is the fiscal year for the Norwood Public Library.

3-Candidates for the office of member of the Board of Trustee of the Norwood Public Library shall be nominated by petition and elected by majority vote at the annual election to be held in May of each year at a date and hour to be set by the Board of Trustees. A separate petition shall be required to nominate each candidate for a vacancy on the Board of Trustees.

Each petition shall be signed by at least 25 qualified voters of the district, shall state the residence address of each signer, and shall state the name and residence address of the candidate. Each petition shall be filed with the secretary of the Board of Trustees no later than the thirtieth day preceding the election at which time the candidates nominated are to be elected. The term of office of each Trustee shall be three years and shall commence on the first day of the month next following the election. Trustees are eligible for re-election.

<http://public.leginfo.state.ny.us/menugetf.cgi> (Bill No. is S05481A 2011).

4-Vacancies which occur for reasons other than expiration of term shall be filled by appointment of the Board of Trustees, to fill the vacancy until the next election.

(Found under Education Law Article 20, section 226, paragraph 4)

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5-As per Education Law 226 "*If any trustee shall fail to attend three consecutive meetings without excuse accepted as satisfactory by the trustees, he shall be deemed to have resigned, and the vacancy shall be filled.*"

6-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.

ARTICLE III - Officers

1-The Board of Trustees, at its annual meeting each year in the month of May, shall elect or appoint a president and vice-president who shall be members of the Board and a secretary, treasurer, and such other officers as they deem necessary. If the Board so determines, the offices of secretary and treasurer may be held by individuals who are not members of the Board of Trustees and, in that event, such officers may, if the Board so determines, receive compensation as fixed by resolution of the Board.

2-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.

3- The Vice-President shall preside over meetings in the absence of the President and shall become President should a vacancy occur in that office between elections.

4-The Secretary shall keep a true and accurate record of all meetings of the board; keep custody of official books, records, and documents of the library; attend to official correspondence of the Board; and shall perform such other duties as are generally associated with that office.

5- The Treasurer will receive, have custody of, and disperse all library monies at the discretion of the Board of Trustees; keep an accurate record thereof, and report the same to the Board. He/she will see to the completion of all financial reports and audits requested by other authorized agencies.

6- Vacancies of officers, other than President, shall be filled by election at a regular meeting by a majority vote of the Trustees present.

ARTICLE IV - Meetings

1- Regular meetings of the Board shall be held each month, the date and hour to be set by the Board.

2- The Annual Meeting shall be held in May of each year. The business transacted at this meeting shall include the election of new trustees and new officers.

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3- Special meetings may be called at the direction of the President, or at the request of two or more Trustees, for the transaction of business as stated in the call for the special meeting.

3-A quorum for the transaction of business at any meeting shall consist of a majority of the entire Board including vacancies, present in person. In the absence of a quorum the Trustees present may adjourn the meeting to a date determined, provided that notice thereof is given to all Trustees.

4-All meetings of the Board, except executive sessions, are subject to the New York State Open Meeting Law and are open to the public. The requirements of the Open Meetings Law also apply to all committees and sub-committees of the Board, if two or more trustees are members of such committees. [Public Officers Law, Article 7, Section 103]
(<http://www.dos.ny.gov/coog/openmeetlaw.html>)

5-The latest revision of Robert's Rules of Order governs the conduct of all Board meetings.

6-The order of business for regular meetings shall include, but not be limited to the following items.

- Roll call of members
- Welcome & Introduction of Guests
- Approval of Agenda
- Approval of Minutes from last meeting
- Report of the Library Director
- Report of Treasurer
- Report of Committees
- Unfinished business
- New business
- Public Comment
- Announcements and adjournment

7-The operating and financial reports for the previous year shall be presented at the regular meeting in January.

8-The preliminary budget for the subsequent calendar year, required for submission to the Norwood Public Library Special District voters shall be presented at the regular meeting in March.

9-The final budget for the subsequent calendar year shall be presented for approval at the

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regular meeting in July.

ARTICLE V - Specific Duties of the Board

1-Employ a competent and qualified Director with the training, education, and ability to meet local and state requirements; be alert for signs that indicate a change is needed.

2-Develop and adopt written policies to govern programs and operations of the Library; especially materials selection, personnel, and operations.

3-Set written goals for the Library and keep these goals current, in accordance with local, state, and national standards.

4-Participate in the preparation of the Annual Budget and become familiar with major areas of income and expense.

5- Annually file with the clerk of the towns of Potsdam and Stockholm on or before the first day of August an estimate of the proposed budget, including costs of library services, to be raised by levy for the library district in the fiscal year beginning on the first day of January of the following year. <http://public.leginfo.state.ny.us/menugetf.cgi> (Bill No. is S05481A 2011)

6-Support Library legislation; be aware of local and federal laws governing libraries.

7-Support your local, state, and national trustee association.

ARTICLE VI - Committees

1-The President shall appoint committees as needed. Committees include, but are not limited to a finance committee, a personnel committee, and such other committees as the business of the Board may require from time to time. These committees shall have all the usual powers associated with such committees.

2-Ad hoc committees may be appointed by the President with the approval of the Board.

3-Non- Board members may be appointed by the President to serve on any committee in order to provide expertise regarding the particular issue(s) the committee was appointed to address.

4-All committee actions are subject to approval by a majority of the Board.

ARTICLE VII-Library Director

1-The Board shall appoint a Library Director, who shall be the executive and administrative officer

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of the Library on behalf of the Board and under its review and direction.

2- The Library Director recruits, selects, hires, supervises, evaluates and terminates library staff. The Library Director oversees the staff training program, and recommends improvements in staffing, organization, salaries and benefits to the Board.

3-The Director shall be held responsible for the proper performance of duties as described in the job description provided by The Board.

4-The Library Director shall present a report at regular meetings. If the Library Director is unable to present a report in person a written report shall be submitted.

ARTICLE VIII - Amendments

1- These by-laws may be amended by a majority vote of the total number of members (including vacancies) of the Board of Trustees at any regular meeting, providing that notice of the amendment was given at the preceding regular meeting of the Board.