

**BY-LAWS OF THE NORTHVILLE PUBLIC LIBRARY**  
**Northville, NY 12134**

**ARTICLE I**  
**Name and Purpose**

**Section 1:**      **Name:** This organization is chartered as the Northville Public Library.

**Section 2:**      **Purpose:** The purpose is to provide a public Library to serve the people in the Northville Central School District and environs in order to benefit and enrich the community.

**ARTICLE II**  
**Trustees**

**Section 1:**      The governing body of the Library shall be a seven member Board of Trustees. Their responsibilities shall include:

- A. Expend funds appropriately
- B. Oversee maintenance of equipment, building, grounds, and materials
- C. Represent the Library to the public, press, organizations, and others
- D. Establish and enforce Policy
- E. Approve Library calendar, hours, and staffing
- F. Maintain adequate insurance coverage
- G. Develop or approve Library programs consistent with the role of the Library in the community

**Section 2:**      Any legal resident of the Northville Central School District, age 18 yrs or older, is eligible to hold the office of Trustee. A legal petition is filed with the school district clerk and candidate names are placed on the ballot.

**Section 3:**      The term of office for Trustees shall be for a period of five years – to run from July 1 – June 30, the Library’s fiscal year.

**Section 4:**      A Trustee may be removed from office:

- A. by failing to attend three meetings during one year without excuse accepted as satisfactory by the Board of Trustees. They shall be deemed to have resigned, and the vacancy shall be filled.
- B. for transgression against the Board. They shall be removed by a two thirds vote of the members.

- Section 5:** In the event of conflict of interest or perceived conflict of interest, a Board member will be recused from voting by their own choice or by two thirds vote of the members.
- Section 6:** In the event of a Trustee's resignation, death, or inability to serve, a successor shall be selected by the Board for the unexpired portion of the term. The appointee shall then be eligible for election at the end of the appointed term.
- Section 7:** There shall not be an executive committee. In an emergency, there shall be an emergency meeting or an individual polling of the members.
- Section 8:** At the Board Meeting prior to the Annual Meeting, the President shall appoint a Nominating Committee to prepare a slate of officers for the oncoming year.

### **ARTICLE III Officers**

- Section 1:** The Officers of the Library Board of Trustees shall be as follows:
- A President
  - A Vice-President
  - A Treasurer
  - A Secretary
- Section 2:** The Officers shall be elected annually by the Board of Trustees.
- Section 3:** The term of office of all elected Officers shall be one (1) year.
- Section 4:** No person may serve as President for more than two (2) consecutive years.

### **ARTICLE IV Duties of Officers**

- Section 1:** The President shall preside at meetings of the Board.
- Section 2:** In the absence of the President, the Vice-President shall preside at meetings and shall perform the duties of the president.
- Section 3:** The Treasurer shall have charge of the funds of the Library, insofar as may be allowed by law. A written report shall be given to the Library Director and each Trustee at each meeting.
- Section 4:** The Secretary shall keep the minutes of all meetings. Transcribed minutes will be available for all Board Members at the next regular meeting. The minutes of each meeting shall be stored in the Library.
- Section 5:** The Treasurer and President or Vice-President shall be authorized to sign checks for the Library, and to sign contracts, applications for aid, and other legal documents. All three officers shall be bonded.

## **ARTICLE V**

### **Meetings**

- Section 1:** There shall be a minimum of six regular meetings of the Board of Trustees each year, including the Annual Meeting. All meetings shall be open to the public.
- Section 2:** The Board of Trustees shall hold its annual organization meeting in June. At that meeting, the Board shall elect its officers and fix its schedule of regular meetings for the forthcoming year.
- Section 3:** Regular meetings shall be held the second Monday of the month. The meetings shall follow the Board-approved order of business. Section 4: Special meetings for the Board of Trustees may be held on call of the President of the Board, or on request of any three (3) Trustees. Section 5: Business shall be conducted by the Board in accordance with accepted rules of parliamentary procedure. A majority of the whole number of Trustees – which number shall include vacancies – shall constitute a quorum (5).

## **ARTICLE VI**

### **Committees**

- Section 1:** Standing Committees – Members of the standing Committees shall be appointed by the President, with the approval of the Board. Each (Chairperson) Committee shall provide a report to the Board of Trustees at each meeting, as deemed necessary according to the business conducted during the month.
- A. The Budget and Finance Committee shall serve as advisory Committee to the Board on all matters of budget and finances of the Library.
  - B. The Buildings and Grounds Committee shall conduct periodic inspection of buildings, grounds, and shall make recommendations to the Board concerning repairs and alterations, insurance coverage, and such other matters as may be referred to it by the Board.
  - C. The Community Relations Committee shall establish a system for acceptance of all donations and memorials, including acknowledgment of such gifts.
- Section 2:** Special Committees – These Committees shall meet as business arises. The President or Board may request the committee to meet.
- A. The Public Relations Committee shall be concerned with all matters pertaining to public relations and press relations, and shall make recommendations to the Board.
  - B. The Grants Committee shall investigate available grants, and upon approval of the Board, submit applications.

**C. Policy Committee shall formulate and review library policies for approval by the Board**

**D. Long Term Planning Committee shall formulate the five-year plan that is required by New York State every five years.**

## **ARTICLE VII Director**

- Section 1:** The Director shall be the executive and administrator of the Library, under the direction and review of the Board, and shall act as professional advisor to the trustees. They shall have, subject to the approval of the Board, general control and direction of the employees, business affairs including the approval of vouchers and payroll, real and personal property, and administration of the library. They shall issue the usual requisitions for the purchase of any supplies, equipment, and all other necessary purchasing within the budget appropriation, except that all non-recurring capital expenditures shall have the approval of the Board. The Director shall act as financial clerk of the Library. They shall also perform such other duties as they may be directed to perform by the Board.
- Section 2:** The Director shall be held responsible for the proper performance of all Library employees and volunteers.
- Section 3:** The Director shall, under the supervision of the Board prepare the Annual Report, and such other reports as the Board may request.
- Section 4:** It shall be the duty of the Director to attend all meetings of the Board, including budget meetings. The Library Director is a non-voting ex-officio member.

## **ARTICLE VIII Amendments**

- Section 1:** Amendments to these By-Laws may be made by majority vote of the Board at a regular or Annual Meeting. These changes shall have been proposed at a regular meeting of the Board. A copy of the proposed changes shall be given to each Board member at least ten (10) days prior to the meeting at which the vote is taken.

**Adopted: July 7, 1986**

**Amended: February 1, 1988, September 8, 2003, August 9, 2004, September 20, 2023**