

Adopted 2/27/90
Revised 8/10/2010

BRISTOL LIBRARY
BOARD OF TRUSTEES
BYLAWS

Article I – Name

1. The corporate name of this library shall be Bristol Library. It shall be located in the Town of Bristol, Ontario County, New York.

Article II.-Purpose

1. To support and maintain a public library in Bristol, New York for the use of any person regardless of race, creed, color, national origin or gender.

Article III – Management

1. The business and affairs of the Bristol Library shall be managed and conducted by a Board of Trustees that shall be up to 7 in number, each serving a term of 3 years.

Article IV – Election of Officers and Trustees

1. The Officers of the Board of Trustees shall be elected at the December meeting each year and there shall be a President, Vice-President, Secretary and Financial Officer elected from among the Board of Trustees. The slate of officers shall be submitted at the October meeting.
2. A nominating committee shall be appointed by the President three months prior to the December meeting to designate a slate of new trustees and officers at the December meeting. The procedure for nominations may be made from the floor. The vote for officers may be open vote or secret written ballot if required. Election shall be by a simple majority of those present.
3. Officers shall serve a term of one year from the meeting at which they are elected and until their successors are duly elected. Tenure of President of the Board shall be limited to two consecutive full terms of one year each.
4. The term of members of the Board of Trustees shall end on December 31st, of the 3rd year following election unless the Trustee shall have resigned or otherwise terminated membership on the Board.
5. The Board of Trustees shall fill vacancies, which occur, for reasons other than expiration of term, for the balance of the unexpired term. Any Trustee who shall fail to attend three consecutive regular meetings of the Board, unless excused, shall be deemed to have resigned as a Trustee, and the vacancy shall be filled at the next regular meeting, upon recommendation of the President of the Board. The term of a member

appointed to fill a vacancy shall be that of the unexpired term of the member being replaced.

6. The Board member's terms shall be staggered so that no more than three board member vacancies are unoccupied at one time.

Article V – Officers

1. The officers of this Corporation shall be the President, a Vice-President, a Recording Secretary, and a Financial Officer.
2. All officers must be members of the Board of Trustees

Article VI-Duties and Powers of the Board of Trustees

1. Create and develop the mission of the library.
2. Select and hire a qualified Library Manager and perform an annual review of manager.
3. Secure adequate funding for the library's service program.
4. Exercise fiduciary responsibility for the use of public and private funds.
5. Adopt policies and rules regarding library governance and use.
6. Regularly plan and evaluate the library's service program.
7. Maintain a facility that meets the library's and community's needs.
8. Promote the library in the local community and in society in general.
9. Conduct the business of the library in an open ethical manner in compliance with all applicable laws and regulations.
10. Board of Trustees adheres to the Ethics Statement of Public Library Trustees.

Article VII-Duties of Officers

1. 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, serve as ex-officio voting member of all committees, and generally perform all duties associated with that office.
2. The Vice-President shall be vested with all the powers and shall perform all the duties of the President during the absence of the President or vacancy of the office. Other duties from time to time may be determined by the Board of Trustees.
3. The Recording 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, under the direction of the Board of Trustees, shall be the disbursing officer of the Board. They shall perform duties as generally devolve the office; and in conjunction with the Library Manager,

submit an accurate report of the finances of this Corporation at each board meeting or at any other time upon the request of the Board of Trustees. The Financial Officer is authorized to sign checks on the behalf of the Library.

Article VIII-Committees

1. Committees for specific purposes may be appointed by the President. Such committees shall serve until the completion of the work for which they were appointed.
2. All committees shall make a progress report to the Board
3. No committee will have other than advisory powers unless, by suitable action of the Board, it is granted specific power to act
4. The President shall be, ex officio, a member of all committees.

Article IX – Executive Committee

1. Composition
Executive Committee shall consist of the elected officers.
2. Powers
The Executive Committee of the Board of Trustees shall be responsible for the affairs of the library between board meetings. It shall have the powers of the Board within the general policies, programs, budget, and specific directions established by the Board.
3. Meetings
Meetings of the Executive Committee shall be held at the call of the President or upon request of two members of the committee. Reasonable notice of the time and place of each meeting shall be given to each member of the committee.
4. Quorum
A simple majority of the committee members consisting of at least two shall constitute a quorum for the transaction of all business outlined in Article V - 2.

Article X - Finance

1. The Board of Trustees shall have the overall responsibility for the management of the financial affairs. This shall include the following:
 - a. Prepare a budget by September 1st and adopted at the December meeting. This budget will reflect the anticipated finances for the year.
 - b. File an annual financial report to the Pioneer Library System
 - c. Produce written, quarterly financial reports.
 - d. Ensuring that financial records and transactions are reviewed, an audit committee is appointed and that an audit report is produced biannually in odd numbered years and submitted to the board at

- the annual meeting.
2. The Board shall ensure that all funds held by the Library, in excess of current operational needs are invested in the best interest of the library.

Article XI – Meetings

1. The Board at the annual meeting shall establish regular meetings of the Board of Trustees.
2. 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.
3. The Secretary shall post the time and place of each meeting on the Library Bulletin Board.
4. A quorum for the transaction of business at any meeting shall consist of a majority of the entire board.
5. The order of business for the regular meetings shall include, but not be limited to, the following items:
 - Roll call of members
 - Minutes of previous meetings
 - Financial report
 - Report of the Librarian
 - Committee reports
 - Communications
 - Old business
 - New business
 - Announcements and adjournment
6. The library manager shall attend all meetings, may participate in the discussion and offer professional advice, but is denied a vote upon any question. The library manager shall be paid at the usual rate for a maximum of two hours for attendance at the board meeting.
7. Executive session shall be the privilege of the Board. At the request of the officers or the Board, the privilege of the floor shall be revoked. Meetings called to review recommendations of the personnel committee shall be considered executive session and shall exclude library staff and guest.

Article XII – Library Manager

1. The Board shall hire a Library Manager who shall be the executive and administrative officer of the Library on behalf of the Board and under its review and direction.

2. The library manager shall create a job description for her staff and select and hire personnel.
3. The library manager is responsible for the proper direction and supervision of the staff
4. The library manager is responsible for the care and maintenance of library property
5. The library manager is responsible 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, for operation within the budgeted appropriation
6. The library manager is responsible for program development, and for implementation of library policy at the direction of the board.
7. The library manager is responsible to project the library's financial needs in order to prepare the annual budget.

Article XIII – Amendments

1. Amendments to these bylaws may be proposed at any regular meeting or in the call for any special meeting of the board of trustees, but shall become effective only after a majority vote at a subsequent meeting.

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