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## **Newark Public Library Board of Trustees Bylaws**

**ARTICLE I**                    **GENERAL** - The fiscal year of the Newark Public Library, located at 121 High Street, Newark in Wayne, County, New York, shall end on June 30.

### **ARTICLE II**                    **BOARD OF TRUSTEES**

**Section 1**                    The Board of Trustees of the Newark Public Library shall consist of seven residents of the Newark School District.

**Section 2**                    Election of new trustees will occur by public vote prior to June 15<sup>th</sup> each year according to regulations set forth by the State Education Department. The term of office is for five years.

**Section 3**                    When a vacancy occurs on the Board of Trustees the trustees may appoint a successor who shall take office until the next election occurs.

**Section 4**                    If any Trustee shall fail to attend 3 consecutive regular meetings of the Board without an excuse accepted as satisfactory by the Board, he or she shall be deemed to have resigned and the vacancy will be filled by appointment of a successor who shall take office until the next election occurs.

### **ARTICLE III**                    **MEETINGS OF THE BOARD OF TRUSTEES**

**Section 1**                    The Board of Trustees shall hold monthly. The monthly meeting shall be open to the general public. Notice will be given of the time and place of meetings.

**Section 2**                    Special meetings of the Board of Trustees shall be called by any officer and by three trustees upon at least twenty-four-hour notice.

**Section 3**                    Four trustees shall constitute a quorum and a majority vote of those present shall be necessary for the transaction of business of the board.

### **ARTICLE IV**                    **OFFICERS**

**Section 1**                    The Board of Trustees shall elect the officers of the Newark Public Library at the June meeting for a term of one year. The officers shall consist of the following: president, vice-president, secretary and treasurer. All officers shall have such authority and duties as may from time to time be prescribed by the Board of Trustees and these by-laws.

**Section 2**                    The president shall be elected from the members of the Board of Trustees and shall exercise the powers and perform such duties as usually pertain to the office.

**Section 3**                    The vice-president shall be elected from the members of the Board of Trustees and in the



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absence of the president, shall perform the duties and exercise the powers of the president and shall perform other duties as the Board of Trustees prescribes.

**Section 4** The secretary shall be elected from the members of the Board of Trustees and shall be responsible for the proper recording of the minutes of all meetings and shall perform other duties as is customary for the office or may be prescribed by the board.

**Section 5** The treasurer is an unelected, non-voting member of the board. The treasurer shall be appointed by the Board of Trustees. The treasurer will present reports and information provided by the staff bookkeeper. The treasurer shall perform such duties as usually pertain to the office.

## **ARTICLE V COMMITTEES**

**Section 1** At the June meeting the president shall appoint the following standing committees:  
*Executive Committee* *Personnel Committee*  
*Finance/Property Committee* *Nominating/Election Committee*

Members of the standing committees shall be limited to the members of the Board of Trustees. The Board of Trustees may create other committees as needed.

**Section 2** The *Executive Committee* shall consist of trustees who are officers. This committee will assist the library director in the administration of the library and will represent the board between meetings.

**Section 3** The *Finance/Property Committee* shall consist of at least three trustees, one of whom shall be the treasurer, one of whom shall be appointed chairperson. This committee will have the responsibility for the supervision of maintenance of all library assets and oversee the development of an annual budget.

**Section 4** The *Personnel Committee* shall consist of at least three trustees, one of who is to be the treasurer, one of who is to be appointed chairperson. The purpose of this committee is to assist the director with all personnel concerns that require board action including compensation.

**Section 5** The *Nominating/Election Committee* shall consist of at least three trustees, one of whom is to be appointed chairperson. The purpose of this committee is to oversee recruitment/nomination for elected trustee positions and for preparing the slate of officers to be presented to the board in June.

## **ARTICLE VI AMENDMENTS**

**Section 1** Presentation of any amendment to these bylaws must formally read at a regular meeting of the Board of Trustees. After review, the formal vote will be held at the next regular meeting of the Board of Trustees and will require a two-thirds majority vote for ratification.

**Section 2** No provision herein contained shall be deemed to be contrary to the provisions of the Education Law of the State of New York or other laws affecting libraries.