



## Library Bylaws

### 1. Preamble

The Board of Trustees (“the Board”) of the Geneva Public Library (“the Library”), a corporation created under an absolute charter granted under Section 253 of the New York State Education Law by the Board of Regents of the State of New York, dated February 14, 2006, shall be governed by the laws of New York State, the regulations of the Commissioner of Education, and by the following bylaws.

### 2. Name of Organization

- a. The name of the organization shall be the Geneva Public Library.

### 3. Purpose

- a. The purpose of the organization is to provide public library programs, services, and collections to the residents of the Geneva City School District, the City of Geneva, the County of Ontario, and the State of New York.

### 4. Fiscal

- a. The fiscal year of the library shall be July 1st – June 30th.

### 5. Funding

- a. Local public funding of the Library is determined by the voters of the Geneva City School District in a public vote that sets an annual tax levy on the taxable real property within the Geneva City School District.

### 6. Board of Trustees

- a. The Library shall be governed by a Board of Trustees. The Board shall consist of seven (7) Trustees, each elected for terms of five (5) years by voters of the Geneva City School District. Newly elected Trustees will take office at the first meeting following the annual meeting.
- b. Eligibility for office shall be limited to adults residing or owning property within the geographical limits of the library district.
- c. Absence from three consecutive meetings without notice shall constitute automatic dismissal from the Board unless the Board defers this dismissal by majority vote. The

President shall inform the absent Trustee in writing that they are no longer on the Board. If dismissal is deferred by Board action, the President shall notify the absent Trustee in writing the conditions of this deferral.

- d. If a Trustee resigns or is dismissed, the Board will appoint a replacement Trustee to carry out the remainder of the former Trustee's term.
- e. Each Trustee shall have one vote, regardless of the office held.
- f. A Trustee must be present at a meeting to have their vote counted.
- g. All actions of the Board shall be of the Board as a unit. No Trustee shall act on behalf of the Board, on any matter, without prior approval of the Board. No Trustee by virtue of their office shall exercise any administrative responsibility with respect to the Library nor, as an individual, command the services of any Library employee.
- h. A Trustee may be dismissed for violating the Code of Conduct or these bylaws.

## **7. Officers**

- a. The officers of the Board shall be the President, Vice-President, Secretary, and Treasurer. The President, Vice-President, and Secretary are elected, and the Treasurer is appointed by the Board at the Annual Meeting. These officers shall serve for a period of one year or until their successors have been duly elected or appointed. The duties of such officers shall be as follows:
  - i. 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 an ex-officio voting Trustee of all committees, and generally perform all duties associated with that office.
  - ii. 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.
  - iii. The Secretary shall keep a true and accurate record of all meetings of the Board, and shall perform such other duties as are generally associated with that office.
  - iv. The Treasurer shall not be a Trustee but shall serve as an ex officio non-voting Trustee of the Board. The Treasurer shall be the disbursing officer of the Board and shall perform such duties as generally devolve upon the office. In the absence or inability of the Treasurer, their duties shall be performed by other Trustees of the Board as the Board may designate until a new appointment is made.

## **8. Executive Director**

The Board shall appoint an Executive Director who shall be the executive officer of the policies of the Board and shall have charge of the administration of the Library under the direction and review of the Board. The Executive Director shall be responsible for the care of the buildings and equipment; for the employment and leadership of the staff; for the efficiency of the Library's service to the public; and the operation of the Library under the financial conditions

contained in the annual budget. The Executive Director shall render and submit to the Board reports and recommendations of such policies and procedures, which, in the opinion of the Executive Director, will improve the efficiency and quality of Library service. The Executive Director shall attend all Board meetings except the portion of the meeting at which the Executive Director's appointment or salary is to be discussed or decided.

## **9. Committees**

- a. Committees for specific purposes may be appointed by the President.
- b. Such committees shall serve until the completion of the work for which they were appointed.
- c. All committees shall make a progress report to the Board at each of its meetings.
- d. No committee will have other than advisory powers unless, by suitable action of the Board, it is granted specific authority to act.
- e. The President shall be, ex officio, a Trustee of all committees.
- f. All Committee members have a term of service of one (1) year unless otherwise noted.

## **10. Meetings**

- a. Board Meetings shall be held each month, the date and hour to be set by the Board.
- b. A special meeting of the Board may be called at any time by the President or upon the request of three Trustees for a specific purpose. No business may be transacted at such special meetings except the stated business.
- c. The Annual Meeting shall be held in July of each year.
- d. The internal operating and financial reports for the previous fiscal year shall be presented at the regular meeting in July. The Library will engage an independent CPA firm to provide either an annual review report or a full audit for the fiscal year that just ended.
- e. Changes to the school district tax levy for the subsequent fiscal year, required for submission to the school district voters, shall be presented at the regular meeting in January.
- f. The preliminary budget for the subsequent fiscal year shall be presented for approval at the regular meeting in January.
- g. The official budget for the subsequent fiscal year shall be presented for approval at the regular meeting in May.
- h. A simple majority of the existing Board shall constitute a quorum for the conducting of all business. If a quorum is not present at a regular meeting, the attending Trustees may set a date for another meeting to be held within one week, and the presiding officer shall notify the absent Trustees of this specially-called meeting.
- i. The order of business for regular meetings shall include, but not be limited to, the following items which shall be covered in the sequence shown unless circumstances make an altered order more efficient:

- I. Roll call of Trustees
- II. Period for public expression
- III. Disposition of minutes of the previous regular meeting and any intervening special meetings
- IV. Treasurer's report
- V. Action on warrants
- VI. Executive Director and employee reports
- VII. Committee reports
- VIII. Unfinished business (Old)
- IX. New business
- X. Correspondence
- XI. Other
- XII. Adjournment

## **11. Amendments**

These bylaws may be repealed, amended, or added to at a regular meeting of the Board by a simple majority vote of the Trustees present, but only after the substance of the proposed change has been submitted in writing at a prior regular or special meeting, and notice thereof has been given in the notice of the meeting at which it is to be considered. Any rule or resolution of the Board, whether contained in these bylaws or otherwise, may be suspended temporarily in connection with business at hand. Such suspension, to be valid, may be taken only at a meeting at which two-thirds of the Trustees of the Board shall be present, and two-thirds of those present shall so approve.

## **12. Procedure**

All procedures not specified herein shall be in accord with Robert's Rules of Order, Revised.

**Adopted by the Board of Trustees:** April 20, 2006

**Amended by the Board of Trustees:** 7/20/2006, 12/20/2007, 8/26/2009, 9/28/2011, 11/19/2014, 1/27/2016, 4/27/2016, 1/25/2017, 12/20/2017, 2/28/2018, 11/28/2018, 1/30/2019, 3/29/2023, 7/26/2023

**Reviewed by the Policy Review Committee:** 6/12/2023