BY-LAWS of the Board of Trustees LIVERPOOL PUBLIC LIBRARY

310 Tulip St. Liverpool, NY 13088

ARTICLE I

Membership Board of Trustees

Section 1. The membership of the Board of Trustees of the Liverpool

Public Library shall consist of 7 persons who at the time of appointment or election shall have attained an age of at least 18 years and shall be residents of the Liverpool Central School District, as required by Section 3 (1) of the "Public Officers Law".

Section 2. Duties

- A. To generally oversee the operations of the Library.
- B. To establish Library policy.
- C. To raise monies necessary to operate the Library.
- D. To select a professional director.

Section 3. Election Procedure

- A. Candidates for the Office of Trustee shall be nominated in the same manner as candidates for the Board of Education.
- B. Trustees shall be elected by the legal voters of the Liverpool Central School District at an annual meeting in the same manner as trustees are elected for the School District Board of Education.
- C. The term of office shall begin July 1 and continue for a period of 5 years or until replacement by a duly elected and qualified successor.
- D. Each trustee upon election shall take an Oath of Office pursuant to Section Two of the Public Officers Law, within 30 days after commencement of the term of office for which he or she is chosen. The signed Oath shall be filed in the Office of the Onondaga County Clerk.

Section 4. Vacancies

Vacancies on the Board of Trustees occurring between annual meetings shall be filled by appointment of the Board and shall be for a period until the next annual meeting, at which time the vacancy shall be filled for the remainder of the normal term by regular election procedure.

Section 5. Conflict of Interest

A. Employees Ineligible-Any employee of the Liverpool Public Library shall be ineligible to hold office as a trustee of the Library.

- B. Trustees Ineligible-Trustees or members of their immediate families, to include spouse, parent, child, and sibling shall not enjoy financial gain from the Library business during the trustee's term of office.
- C. Former Trustees and members of their immediate families, to include spouse, parent, child, and sibling may not be employed by the Library within 6 months of serving on the Board.

ARTICLE II

Officers

Section 1. Names of Officers

The officers of the Board of Trustees shall be President, a Vice-President, and a Secretary of the Board.

Section 2. Duties

- A. The President shall, when present, preside at all meetings of the Board, shall appoint all committees with Board approval, and shall have general supervision of all library matters except as otherwise provided by law or these By-Laws or by action of the Board.
- B. The Vice President shall preside at meetings in the absence of the President and shall assist the President in official duties. The Vice President shall succeed the President in that office in the event it becomes vacant.
- C. In the absence of both the President and Vice President, the members present shall select a temporary chairman.
- D. The Clerk to the Board of Trustees, appointed by the Board, shall keep a faithful record of all proceedings of the Board, shall give due notice of all meetings and shall perform such other duties as may properly belong to that office or be delegated by the President. The minutes shall be kept in the library archives, and be available to the public upon request. The Clerk to the Board of Trustees will receive an annual stipend as set by the Board for these responsibilities.
- E. The President shall annually appoint a Financial Officer to the Board of Trustees, reviewing reports of income and expenses from the appointed Treasurer of the library.

Section 3. Term of Office

The officers shall be selected by the Board of Trustees from its own membership at the organizational meeting for a term of office of one year.

Section 4. Vacancies

In the event of a vacancy in the office of Vice President or Secretary, the Board shall select a replacement from its membership who shall serve for the remainder of the term.

Section 5. Any member of the Board of Trustees who misses 3 consecutive meetings without a reasonable excuse, acceptable to the President of the Board, shall be considered to have resigned his or her post and a replacement may be appointed.

ARTICLE III

Financial Agent

Section 1. Definition and Duties

The Liverpool Central School District shall be the Financial Agent for the Library and shall be responsible for the collection of Library income by taxation and disbursement of funds in payment of debts against the Library.

Section 2. Treasurer - Officer and Duties

- A. The Treasurer of the Liverpool Central School District shall be the Treasurer of the Library but shall not be a member of the Board of Trustees.
- B. The duties of the Treasurer shall be to keep records of income and expense and provide an accounting to the Board of Trustees.
- C. The Internal Auditor for the School District shall be authorized to oversee payment of the debts of the library after approval by the Director.

ARTICLE IV

Meetings

Section 1. Regular Meetings

The Board of Trustees shall hold at least 12 regular meetings each year scheduled on a monthly basis.

Section 2. Annual Meeting

One meeting between April 1 and June 30 of the Liverpool Public Library Board of Trustees shall be designated as the Annual Meeting of the Public Library. Its purpose, and only business, shall be to present a Library budget for the ensuing year for the approval of voters of the Liverpool Central School District and to elect a trustee or trustees.

Section 3. Organizational Meeting

The first regular monthly meeting following the annual meeting and occurring after July 1 shall be designated the organizational meeting.

Section 4. Special Meetings

Special meetings may be held at the call of the President or on the request of three trustees for the transaction of business as stated in the call for the meeting. The President of the Board or the Secretary of the Board may notify each member of the Board of the Special Meeting.

Section 5. Quorum

Four trustees shall constitute a quorum at all meetings of the Board of Trustees.

Section 6. Rules of Procedure

The parliamentary rules contained in Robert's Rules of Order, Revised, shall govern this Board in all cases to which they are applicable and in which they are not inconsistent with our Bylaws, or such special rules of order as may be adopted by the Board.

ARTICLE V

Committees

Section 1. Special Committees

The President may appoint such special committees as may be required, with the approval of the Board of Trustees.

2. The President shall be an ex-officio member of all committees unless otherwise designated a member.

ARTICLE VI

Library Staff

Section 1. Procedure

The Library Director (appointed by the Board) shall advise the Board of Trustees of the hiring and dismissal of the staff.

Section 2. Duties

The Library Director shall have general charge of the Library. Said Director shall examine and certify all bills incurred, making monthly and annual reports to the Board, and supervise purchase of books and periodicals and other materials for the Library and shall be responsible to the Board of Trustees for the care of Library property and buildings and for the proper discharge of duties by all staff. The Library Director shall attend all meetings of the Board of Trustees.

Section 3. Compensation

Compensation of the Library Staff shall be as established by the Board of Trustees.

ARTICLE VII

Amendents

Section 1. These By-Laws may be amended by a vote of a majority of the Board of Trustees at any regular or special meeting.

Adopted: 1980

Approved revisions: April 11, 1995; January 6, 1999