

SINCLAIRVILLE FREE LIBRARY BOARD BY-LAWS

Article 1 - Tenure of Office of Trustees

1. The number of voting Trustees will be no more than eleven (11) people.
2. The term of office of Trustees shall be three (3) years and shall be limited to three (3) terms.
3. If a new trustee is elected to fill the remaining term of another trustee, they will be eligible to serve two (2) full terms afterwards.
4. If after serving three terms or a total of nine (9) years as a Trustee, a person having been off the board for one year will be eligible to be elected for another three terms.
5. After interested and highly qualified board members have served three (3), three year terms, the board can recommend specific individuals to continue to serve one (1) year terms; no limits.
6. The Board of Trustees will be made up of no less than seven and no more than eleven voting members.

Article 2 - Officers

1. The officers of the Board shall be a President, a Vice-President, a Secretary, and a Treasurer.
2. A nomination committee shall be appointed by the President in September prior to the end of the library year.
3. Officers shall be elected annually at the November meeting by a majority vote of the Board.
4. All officers shall have the usual powers associated with their office, beginning January first of the following year.

Article 3 - Meetings

- 1) Regular meetings shall be held each month, with the exception of December.
- 2) Meetings shall be open to the public except when individual personnel issues are being discussed.
- 3) Board of Trustee meetings may be held through the use of electronic communication. Trustees will receive an email with the link for these types of meetings. The link for electronic meetings will be posted on the library's website within five (5) days of the meeting.

- 4) Special meetings shall be held at the call of the President or any three (3) trustees.
- 5) A majority of the designated number of the Board shall constitute a quorum.
- 6) The Board President should be notified in advance if attendance is not possible. Education Law 226(4) declares that *"If any trustee shall fail to attend three consecutive meetings without excuse excepted as satisfactory by the trustees, he/she shall be deemed to have resigned..."*
 - a) Absence from three (3) consecutive meetings shall constitute automatic dismissal from the Board unless the Board defers this dismissal by majority vote.
 - b) The President shall inform the absent Board member in writing that he/she is no longer a member of the Board.
- 7) The order of business shall be as follows:
 - a) Call to order
 - b) Recitation of the Lord's Prayer and Pledge of Allegiance
 - c) Privilege of the Floor
 - d) Approval of minutes of previous meeting.
 - e) Financial report and approval of expenditures
 - f) Report of the Library Director
 - g) Report of Standing Committees
 - h) Report of Special Committees
 - i) Nominations and elections, if any
 - j) Correspondence and communications
 - k) Unfinished business
 - l) New business
 - m) Adjournment
- 8) Vacancies among the officers and trustees shall be filled at an election at a regular meeting and a majority of vote of the Trustees shall be necessary to an election.

Article 4 - **Committees**

1. The following will be standing committees:
 - a. Fund-Raising
 - b. Personnel
 - c. Buildings and Grounds
 - d. Budget & Finance

e. Beautification

2. The President of the Board shall present the slate of committee members for board approval.
3. Ad hoc committees may be appointed by the President with the approval of the Board. Non-Board members may be appointed to such committees to bring special capabilities for the resolution of problems facing the Committee.
4. All Committee actions are subject to approval by a majority of the Board.

Article 5 - Library Manager (Librarian)

1. The Board shall appoint a qualified library manager who shall be the chief administrator of the library.
2. The manager shall be held responsible for the proper performance of duties as spelled out in the job description provided by the Board through an annual review.
3. It shall be the duty of the manager to attend all meetings of the Board, including budget meetings, or public meetings where action may be taken affecting the interests of the library. The manager shall have the right to speak on all matters under discussion at Board meetings, but shall not have the right to vote thereon.

Article 6 - Amendments

1. These By-Laws may be repealed, amended, or added to by a majority vote of the whole Board at a regular meeting. Such action may be taken, however, only after the substance of the proposed repeal, amendment, or addition has been presented 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.

Adopted by the Board of Trustees of the Sinclairville Free Library on May 5, 2005.

By-Laws were revised, reviewed and approved by the Sinclairville Free Library Board of Trustees on February 25, 2013, February 24, 2016, January 27, 2021 and February 28, 2024.