

LOCKPORT PUBLIC LIBRARY
BY-LAWS OF THE BOARD OF TRUSTEES

STRUCTURE: The Board of Trustees shall be comprised of three members, confirmed by the Board of Education of the Lockport City School District. They shall serve for three-year terms with one term expiring on June 30th of each year.

APPOINTMENT PROCESS: If it is an incumbent's wish to be re-appointed to the Board of Trustees, his/her name will be submitted to the Board of Education of the Lockport City School District for consideration of re-appointment at their April meeting or the earliest meeting following the submission.

If there is a vacancy or the incumbent does not wish to be re-appointed, the Library will advertise for candidates in the Lockport Union-Sun & Journal and in the Library. The Trustees will then meet to review the applications. A nomination will be submitted to the Board of Education for consideration of the appointment at their April meeting, or at the earliest possible date following the review of the applications.

If there is an unanticipated resignation, in order to keep library operations running efficiently, the Library Trustees will select a candidate and submit his/her name to the Board of Education for consideration of the appointment at their earliest meeting following submission of the nomination.

OFFICERS: The following officers shall be chosen at the regular annual meeting of the Board: President, Vice-President and Secretary.

The President shall preside at all meetings, appoint all committees, authorize calls for any special meetings, and generally perform the duties of a presiding officer. In the absence of the President, the Vice-President shall take his/her place.

The Secretary shall perform all usual non-clerical duties of that office.

The Clerk to the Board of Trustees shall serve as Treasurer of the Board (not a Board Member).

COMMITTEES: Special committees for the study and investigation of special problems may be appointed by the President, and will serve until the completion of the work for which they were appointed.

QUORUM: A quorum for the transaction of business shall consist of two members of the Board (including Board Members that attend via appropriate technology).

MEETINGS: The Trustees will meet monthly at least ten (10) times a year. The date and time for the monthly meetings shall be determined at the annual meeting, but can be changed with proper notice. Public notice of all meetings shall be made in accordance with law. The annual meeting shall be held at the time of the regular meeting for the month of July and at the usual place.

Special meetings may be called by the President, or upon the written request of two members, for the transaction of business stated in the call for the meeting. Notices of special meetings shall be provided to all members at least three (3) days before the meeting.

LIBRARY DIRECTOR: The Library Director shall be considered the executive officer of the Board and shall have sole charge of the administration of the Library under the direction and review of the Board. The Library Director shall be held responsible for the care of the building and equipment, for the employment and direction of the staff, for the efficiency of the Library's services to the public, and for the operation of the Library under the financial conditions set forth in the annual budget. The Library Director shall attend all Board meetings except executive sessions in which s/he may be included by the invitation of the Trustees.

ORDER OF BUSINESS: The order of business at the regular meetings shall be as follows:

Call to order

Public Comment

Nioga Representative

Approval of minutes (either read or as previously received)

Approval of Treasurer's reports

Approval of bills

Report of Library Director

Old Business

New Business

Adjournment

AMENDMENTS: These bylaws may be amended at any regular meeting of the Board with a quorum present, by a unanimous vote of the members present, provided the amendment was stated in the call for the meeting.

Adopted by the Board of Trustees 10/18/1948.

Revised 6/26/1958;11/18/1985; 2/13/1992; 6/29/1995; 12/13/2005; 06/20/2019; 7/21/2022.