

BYLAWS
BOARD OF TRUSTEES OF THE DANSVILLE PUBLIC LIBRARY

ARTICLE I: Organization

1. The Dansville Public Library is a New York State school district library as defined by New York State Education Law and is chartered to serve the residents of the Dansville Central School District. The library, a corporation, is exempt from Federal income tax under section 501(c)3 of the Internal Revenue Code of 1986.
2. The Dansville Public Library Board of Trustees shall determine that the library is managed in a manner consistent with the law and with the policies that they have established.
3. The Board of Trustees shall consist of five community members. Trustees will be elected by voters of The Dansville Central School District at a vote, the date of which shall be established by the Board of Trustees in accordance with Education Law. In the event of death, resignation, refusal to serve, or any disqualification of a Board member, the Board may appoint a new member to fill such a vacancy. If the Board chooses to fill the vacancy, it shall be only for a term ending with the next annual election at which time such vacancy shall be filled in a regular manner for the balance of the unexpired term.

ARTICLE II: Officers

1. The officers of the Board shall be: President, Vice President, and Secretary. All officers shall be elected annually by the Board from their own number at the annual meeting in July.
2. The President shall preside at all meetings of the Board, unless unavoidably prevented; shall appoint all standing committees, and shall have the usual duties and powers of a presiding officer.
3. The Vice President shall preside in the absence of the President and perform the duties of the office.
4. In the event both President and Vice President are absent from any meeting, the trustees shall name a temporary president for that meeting.
5. The Secretary shall record the minutes of all meetings and conduct the Board's correspondence; shall maintain files of all documents in the Library building and perform other duties pertaining to the office of the secretary as the Board may require.

ARTICLE III: Treasurer

The Treasurer shall be appointed by the Board and shall have general oversight of the funds of the corporation. In the absence of the Treasurer the President shall assume these responsibilities.

ARTICLE IV: Committees

1. FINANCE COMMITTEE: The finance committee shall consist of the Treasurer, Library Director and one Trustee. It shall have charge of all investments, develop an annual budget and perform other duties as the Board may prescribe.
2. HOUSE COMMITTEE: The house committee shall consist of two Trustees and the Library Director. It shall have general charge of the interior of the library building and shall recommend desirable repairs and improvements.
3. BUILDING AND GROUNDS COMMITTEE: The building and grounds committee shall consist of two Trustees and the Library Director. It shall have general charge of the exterior of the Library building, and of the grounds, and when requested shall cooperate with the House Committee in supervising construction and repair work.
4. LIVINGSTON COUNTY PUBLIC LIBRARY ADVISORY COUNCIL COMMITTEE: The Advisory Council members shall consist of the Library Director and one member of the Board. It shall represent the Dansville Public Library at all meetings of the Advisory Council.
5. Other committees shall be appointed as needed at the discretion of the President.
6. All reports of committees, if requested, shall be presented in writing.
7. No action of any committee shall be binding until approved by the Board unless full authority has previously been given by the Board.
8. No committee shall authorize any expenditure without the approval of the Board.

ARTICLE V: Meetings

1. The regular meeting of the Board shall be held on the second Monday of the month at 4:00 p.m. at the Library. If, for good and sufficient reason, it is not feasible to hold a monthly meeting on this date, it shall be held at the call of the President as soon as practicable thereafter.
2. The annual meeting shall be held within two weeks after the first day of July each year. The purpose of said meeting shall be election of officers. Annual reports may be presented if requested.
3. Special meetings may be held on the call of the President and any two trustees.

4. A simple majority shall constitute a quorum. A majority vote of all trustees shall be necessary for transaction of business.
5. Any Board member unable to attend any meeting of the Board shall notify the Director in order to assure a quorum at each meeting.
6. Proceedings shall be conducted in the manner usual in deliberative bodies as follows:
 - a. Minutes of the previous meeting
 - b. Treasurer's report
 - c. Director's report
 - d. Committee reports
 - e. Old business
 - f. New business
 - g. Visitors' comments
 - h. Adjournment

This order of business may be changed or suspended during any meeting of the Board with unanimous consent of the trustees present.

7. If any trustee fails to attend three (3) consecutive meetings without an excuse accepted as satisfactory by the trustees, he or she shall be deemed to have resigned, and the vacancy shall be filled.

ARTICLE VI: Director of the Library

1. The Board shall appoint a Director who shall be the chief executive officer of the library corporation and shall have charge of the administration of the library under the direction and review of the Board. The Director shall be responsible for the care of the buildings and equipment; for the employment and direction of the staff; for the efficiency of the library's service to the public; and for the operation of the library under the financial conditions contained in the annual budget. The Director shall be the liaison officer between the Treasurer and the Board, and the Board and the School District, on all financial matters.
2. The Director shall render and submit to the Board reports and recommendations of such policies and procedures, which, in the opinion of the Director, will improve efficiency and quality of library service. The Director shall attend all Board meetings except the portion of the meeting at which the director's appointment or salary is to be discussed or decided.

ARTICLE VII: Amendments

Amendments or additions to these bylaws may be proposed at any regular meeting of the Board, but shall not be voted on until the next regular meeting.

Adopted January 3, 1956

Amended: May 4, 1987; September 13, 1999; November 7, 2005; November 12, 2018; September 14, 2019.