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**BOARD OF TRUSTEES  
BYLAWS**

The Board of Trustees (“Board”) of the Dansville Public Library (“Library”), a corporation created under a charter granted under Section 253 of the New York State Education Law by the Board of Regents of the State of New York, dated December 13, 1893, shall be governed by the laws of New York State, the regulations of the Commissioner of Education and by the following bylaws.

**MISSION STATEMENT:**

The Dansville Public Library provides free access to resources and opportunities to educate, enrich, and inspire people of all ages, in a diverse and inclusive environment.

**ARTICLE I: Name of Organization**

1. The name of the organization shall be the Dansville Public Library.

**ARTICLE II: Purpose**

1. The purpose of the organization is to provide quality library service to the residents of the communities of the Dansville Central School District in Livingston County, State of New York.

**ARTICLE III: Fiscal**

1. The fiscal year of the Library shall be July 1 through June 30. The Library, a corporation, is exempt from Federal income tax under section 501(c)3 of the Internal Revenue Code of 1986.

**ARTICLE IV: Board of Trustees**

1. The Library shall be governed by a Board of Trustees.
2. The Board shall consist of five (5) trustees, elected by the legal voters of the Dansville Central School District or, in the event of a vacancy, appointed by a majority vote of the Board.
3. Trustees are elected for terms of five (5) years each. Newly elected members will take office on July 1 following their election. Terms shall be staggered, with one term expiring on June 30 each year. Appointed members shall assume their duties at the meeting at which they are appointed.
4. Eligibility to be elected or appointed to the office of trustee shall be limited to legal residents of the Dansville Central School District of Livingston County, New York, who are qualified voters of the District and meet the requirements for election as a trustee set forth in applicable provisions of Education Law.
5. In accordance with Education Law §226(4), any trustee who is absent from three (3) consecutive Board meetings without an excuse accepted as satisfactory by majority vote of the Board shall be deemed to have resigned.
6. Any vacancy shall be filled by appointment of the Board. A trustee so appointed shall serve only until June 30 following the next annual election, at which time such vacancy shall be filled by regular election for the balance of the unexpired term.
7. At any election where more than one vacancy is to be filled, and where one or more persons are to be elected for a full term and one or more persons are to be elected for the unexpired portion of a term, the candidate receiving the highest number of votes shall be entitled to the longest term, and the candidate receiving the next highest number of votes shall be entitled to the next longest term or unexpired portion of a term, and so on in decreasing order respective of number of votes and length of term(s).



8. Each trustee shall file a notarized Oath of Office form within 30 days of commencing the term of office for which they were elected or appointed according to Public Officer's Law §30(1)(h). Oaths of Office will be administered at an open meeting, prior to the discharge of any duties, and mailed to the Livingston County Clerk's Office.
9. Any trustee may resign at any time by submitting their resignation in writing to the President of the Board. Such resignation shall be effective upon receipt unless another date is specified therein.
10. The Board may remove a trustee for misconduct, incapacity, neglect of duty, or refusal to carry into effect the Library's educational purpose as provided in Education Law 226, subdivision 8.
11. Each trustee shall have one vote, irrespective of office held.
12. A trustee must be present at a meeting to have their vote counted.
13. All actions of the Board shall be of the Board as a unit. No Board member shall act on behalf of the Board, on any matter, without prior approval of the Board. No Board member 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.

#### ARTICLE V: Officers

1. The officers of the Board shall be: President, Vice President, Financial Officer, and Secretary, elected annually by the Board from their own number at the annual meeting in July. These officers shall serve for a period of one year or until their successors have been duly elected.
2. 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 member of all committees, and generally perform all duties associated with that office.
3. 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.
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 keep a true and accurate record of all meetings of the Board, shall conduct the Board's correspondence, shall maintain the Board documents in the Library building, and shall perform such other duties as are generally associated with that office.
6. Financial Officer shall oversee the regular audit of claims, chair the Board budget committee, and shall perform such other duties as are generally associated with that office.

#### ARTICLE VI: Appointed Executives

1. Treasurer
  - a. At the annual meeting, the Board shall appoint a Treasurer who shall serve at the pleasure of the Board for a one-year term. The Treasurer may succeed themselves in office. The Treasurer shall not have a vote on Board matters and shall not be a current trustee of the Library.
  - b. The Treasurer shall oversee the funds of the corporation. The Treasurer shall be the disbursing officer of the Board, shall maintain appropriate accounting records, shall report on the financial conditions of the Library, and shall perform such duties as generally devolve upon the office.
  - c. The Treasurer shall file a notarized Oath of Office form within 30 days of appointment according to Public Officer's Law §30(1)(h). Oaths of Office will be administered at an open



- meeting, prior to the discharge of any duties, and mailed to the Livingston County Clerk's Office.
2. Library Director
    - a. The Board shall appoint a Library 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 Library Director shall be responsible for the care of the buildings and equipment; for the selection and management 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.
    - b. The Library Director shall render and submit to the Board reports and recommendations of such policies and procedures, which, in the opinion of the Library Director, will improve efficiency and quality of library service. The Library Director shall attend all Board meetings except the portion of the meeting at which the Director's appointment, salary, or performance is to be discussed or decided.
    - c. The Library Director shall file a notarized Oath of Office. Oaths of Office will be administered at an open meeting, prior to the discharge of any duties, and mailed to the Livingston County Clerk's Office.

#### ARTICLE VII: Committees

1. Committees for specific purposes may be appointed by the President. The President shall designate one member as Chair of each committee. Such committees shall serve until the completion of the work for which they were appointed.
2. All committees shall make a progress report to the Board at each of its meetings.
3. No committee will have other than advisory powers unless, by suitable action of the Board, it is granted specific power to act.
4. Standing committees for the Library shall include:
  - a. **Finance Committee:** The Finance Committee shall consist of the Treasurer, Library Director, and Claims Auditor. It shall oversee the library's fiscal wellbeing, develop the annual budget, participate in the monthly claims audit process, and perform other duties as the Board may prescribe.
  - b. **House Committee:** The House Committee shall consist of two trustees and the Library Director. It shall have general charge to ensure the good stewardship of the interior infrastructure of the Library building. The House Committee shall ensure preventative maintenance measures are observed and shall recommend repairs and improvements as needed.
  - c. **Building and Grounds Committee:** The Building and Grounds Committee shall consist of two trustees and the Library Director. It shall have general charge to ensure the good stewardship of the exterior of the Library building and of the grounds. When required, it shall cooperate with the House Committee in supervising construction and repair work.
  - d. **Personnel Committee:** The Personnel Committee shall consist of two trustees and the Library Director. It shall have general charge to conduct the Library Director's annual evaluation, review personnel policies, and review personnel changes.
  - e. **Policy Committee:** The Policy Committee shall consist of two trustees and the Library Director. It shall have the general charge to review and recommend policies to the full board for the proper operation of the library in compliances with the Minimum Standards for Public Libraries in New York State.



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ARTICLE VIII: Meetings

1. The regular meeting of the Board shall be held each month, the date and hour to be set by the Board at the annual meeting. All meetings shall be in compliance with the New York State Open Meetings Law. If it is not feasible to hold the monthly meeting on the scheduled day, it shall be held at the call of the President as soon as practicable thereafter.
2. The annual meeting shall be held in July each year. The business transacted at this meeting shall include the election of officers, the designation of the Library's newspaper of record, and a confirmation of the Library's banking institution. Annual reports may be presented as requested.
3. A special meeting of the Board may be called at any time by the President or upon the written request of two (2) members for a specific purpose. No business may be transacted at such a special meeting except the stated business. All meetings shall be in compliance with the New York State Open Meetings Law.
4. A simple majority of the whole Board (including vacancies) shall constitute a quorum and is required for any motion to pass. In the absence of a quorum at a regular meeting, the attending members may set a date for another meeting to be held within one week, and the presiding officer shall notify the absent members.
5. In accordance with the New York State Open Meetings Law, all meetings of the Board are open to the public. Executive sessions may be called and held when necessary for a specific purpose. Every executive session must first be approved in an open meeting by a majority vote of the Board and the purpose of the session recorded in the minutes of the open meeting.
6. Public Notice of all Board meetings shall be given in accordance with the New York State Open Meetings Law.
7. 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:
  - a. Call to Order
  - b. Approval of prior Meeting Minutes
  - c. Public Comment Period
  - d. Treasurer's Report
  - e. Director's Report
  - f. Committee Reports
  - g. Old Business
  - h. New Business
  - i. Date of next Board meeting
  - j. Adjournment

ARTICLE IX: Amendments

Amendments to these bylaws may be proposed at any regular meeting of the Board, but shall not be voted upon until the next regular meeting. A simple majority of the whole Board (including vacancies) shall be sufficient for adoption of an amendment.

Adopted January 3, 1956

Amended: May 4, 1987; September 13, 1999; November 7, 2005; November 12, 2018; September 14, 2019;  
September 9, 2024