

Rensselaer Public Library Bylaws

Mission Statement:

The Rensselaer Public Library serves as a community center for lifelong learning and provides services and materials in a safe and positive environment to meet the informational, educational, cultural and recreational needs of the City of Rensselaer, NY and its surrounding area.

The Library Commission of the City of Rensselaer (hereinafter designated as the "Board") of The Rensselaer Public Library, a corporation created under a charter granted under Section 253 of the New York State Education Law by the Board of Regents (or Secretary of State) of the State of New York, dated 1904, shall be governed by the laws of New York State, the regulations of the Commissioner of Education and by the following bylaws.

Bylaws

- The Rensselaer Public Library, located at 676 East Street, Rensselaer NY 12144, is in the County of Rensselaer in the State of NY and is a member of the Upper Hudson Library System.
- The purpose of the organization is to provide superior library service to the residents, adults and children, of the City of Rensselaer and its surrounding area.
- The fiscal year of the library shall be the same as the City of Rensselaer government, from August 1st to July 31st.

1. BOARD OF TRUSTEES

- . The library shall be governed by a Board of Trustees. The Board shall consist of 5 members, appointed by the Mayor of the City of Rensselaer for terms of 3 years. Newly appointed members shall attend the next scheduled meeting after taking their oath of office.
 - a. Eligibility for office shall be limited to adults residing or owning property within the geographical limits of the City of Rensselaer.
 - b. Absence from three consecutive meetings without an excuse deemed acceptable to the Board shall constitute automatic dismissal. The Chair shall inform the absent Board Member in writing that he/she is no longer on the Board. If dismissal is deferred by Board action the Chair shall inform the absent Board Member in writing the conditions of this deferral.
 - c. Vacancies on the Board will be promptly reported to the Mayor of Rensselaer so that he or she can appoint a replacement.
 - d. New members will receive a copy of the bylaws and a copy of the Handbook for Library Trustees in New York State, and will work with the Board to educate themselves on the duties of the position.
 - e. 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.
 - f. Each Trustee shall have one vote, irrespective of office held.
 - g. A Trustee must be present at a meeting to have his/her vote counted.

- h. 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 his/her office, shall exercise any administrative responsibility with respect to the library nor, as an individual, command the services of any library employee.

2. OFFICERS

The officers of the Board shall be the Chair and Secretary, elected by the Board at the annual meeting. These officers shall serve for a period of one year or until their successors shall have been duly elected.

- . The duties of such officers shall be as follows:
 - i. The **Chair** 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. The Chair and/or other Board members shall attend the annual meeting of the Upper Hudson Library System.
 - ii. The **Clerk** shall keep a true and accurate record of all meetings of the Board, shall issue notice of all regular and special meetings, and shall perform such other duties as are generally associated with that office. A copy of meeting minutes will be provided to the library for public study.

3. DIRECTOR

- . The Board shall appoint a Director who shall be the executive officer of the policies of the Board 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.
 - a. 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.
 - b. It is the duty of the Director to attend all Library Board Meetings. The Director shall have the right to speak on all matters under discussion, but does not have voting rights on the Board.
 - c. The Library Director shall be an employee of the City of Rensselaer and will meet the qualifications put forth by the NY state Department of Education.

4. MEETINGS

The Board may consider and act on any matter before it with or without recommendation from a committee. The Chair may appoint standing committees for one year and ad hoc committees at his or her discretion. The Chair shall be a member ex-officio of all committees.

- a) Regular meetings shall be held on the first Monday of the month, barring holidays or other rescheduling needs. Meetings are open to the public and the Board will adhere to New York State's Open Meetings Law. Special meetings shall be held at the call of the Chair, or at the request of any three (3) Board members.
- b) Three (3) members constitutes a quorum. If a quorum is not present 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 of this specially called meeting.
- c) The Annual Meeting shall be held in August of each year. The business transacted at this meeting shall include the election of new trustees and new officers.
- d) The state annual report shall be reviewed and approved before submitting to the state.
- e) The preliminary budget for the subsequent calendar year, required for submission to the Common Council of the City of Rensselaer, shall be presented at the regular meeting in March or as needed before the City's deadline.
- f) The order of business for regular meetings be as follows:
 - i. Roll call
 - ii. Public comment
 - iii. Review of minutes of previous meeting
 - iv. Financial report, approval of expenditures
 - v. Library Director's report
 - vi. Correspondence
 - vii. Old Business and Committee reports
 - viii. New Business
 - ix. Adjournment

2. AMENDMENTS

Amendments to these Bylaws may be proposed at any regular meeting and shall be voted upon at the next regular meeting. Written notice of the proposed amendment or amendments shall be sent to all absent members at least ten days prior to the voting session. A simple majority of the Board shall be sufficient for adoption of an amendment.

- a. Any rule or resolution of the Board, whether contained in these Bylaws or otherwise, may be suspended temporarily in connection with business at hand, but such suspension, to be valid, may be taken only at a meeting at which two-thirds of the members of the Board shall be present and two-thirds of those present shall so approve.

5. PROCEDURE

All procedures not specified herein shall be in accord with Robert's Rules of Order, Revised.

Amended By-laws approved by The Rensselaer Public Library Board of Trustees

Dated: _____