

BY-LAWS  
HAZELTINE PUBLIC LIBRARY  
TOWN OF BUSTI  
BY LAWS

MISSION STATEMENT:

The Hazeltine Public Library believes that it is essential to provide materials and services which will help community residents obtain information meeting their personal, educational and cultural needs. The Library serves as a center for learning and enrichment for all.

PREAMBLE

The Board of Trustees of the Hazeltine Library, a corporation created under a charter granted under Section 253 of the New York State Education Law by the board of regents of NYS, dated 1924, shall be governed by the laws of NYS, the regulation of the Commissioner of Education and the following by laws:

1. NAME The name of this board shall be the Board of Trustees of the Hazeltine Public Library.
2. PURPOSE To extend free library service to the residents of the Town of Busti and to support and supplement services provided by other libraries within the two county area of Chautauqua and Cattaraugus Counties.
3. FISCAL YEAR The fiscal year shall be from January 1 until December 31 of any year.
4. BOARD OF TRUSTEES the library shall be governed by a Board of Trustees. The charter amendment granted by the State Board of Regents in 2017 allows for five to fifteen trustees. The Board shall consist of seven members elected or appointed in accordance with law and these bylaws. New board members are to be elected by the Board and approved and sworn in by the Town Board of the Town of Busti. Trustees shall serve terms of five years each. Trustees may serve two consecutive terms. If a trustee starts mid year, that year is considered a partial term and the full term starts with the next calendar year. If there is a board vacancy, the Board and the Library Manager will work together to recruit a new members.

It is expected that each board member will attend all meetings. If it is impossible to attend, the member will notify the Board President and the Library Manager. "If any trustee shall fail to attend three consecutive meetings without an excuse accepted as satisfactory by the trustees, he shall be deemed to have resigned." Education Law 226(4). Leaves of absences shall be granted by the board for special circumstances.

5. OFFICERS The officers of the Board shall be elected at the first meeting in January of each year. The officers shall be as follows: President, Vice-President, Secretary and Treasurer.

DUTIES OF THE OFFICERS:

- a. President: The president shall have charge of all meetings of the Board and shall be the chief executive officer of the Board.
- b. Vice-President: The vice-president, in the absence or disability of the president, shall exercise powers and perform the duties of the president. He/she shall generally assist the president and shall perform such other duties as prescribed by the trustees.
- c. Secretary: The secretary shall keep minutes of all proceedings of the Board and shall be responsible for the reporting of these proceedings at following meetings. He/she shall have charge of such books and papers as the board may direct. Draft minutes shall be available within two weeks after the meeting.
- a. Treasurer: pays bills by check, reconciles or reviews monthly bank statements, may present treasurer's report at Board meetings, sign bill payment summary sheet, alert Board to CD maturities, and deposit money as needed. Coordinates with the Library Manager.

6. MEETINGS

- A. REGULAR: The Board shall meet 6 times per year—the time and place to be determined by resolution of the Board. The agenda developed by the manager and the Board President and all pertinent materials are sent to the Board Members by the Manager or designee at least one week prior to the meeting.
- B. SPECIAL: Special meetings shall be held at the call of the President or the Vice-President or at least two board members.
- C. QUORUM A majority of the duly elected trustees shall constitute a quorum for the purpose of any regular or special meeting of the board. In acting upon any resolution other than standard monthly business, it shall be necessary to have four members of the Board in attendance
- D. ANNUAL' the annual meeting shall be held in January of each year.

7. LIBRARY MANAGER The Board shall select and appoint a Library Manager working from the Chautauqua County competitive class civil service list. This person will be the chief executive officer of the library and shall have charge of the administration of the library under the direction and review of the Board. A detailed list of duties maybe referenced in the policy manual.

8. COMMITTEES Committees for specific purposes maybe appointed by the President. Such committees shall serve until the completion of the work for which they were appointed.

9. AMENDMENTS These by-laws may be amended by the Board in the following manner:

- A. By notice to the members of the Board in writing at least seven days prior to the holding of any meeting. During that meeting, action upon said amendment is to be taken.
- B. By proposing an amendment at any meeting after which said amendment may not be voted upon until the next regularly scheduled meeting.

The majority of the members of the Board must approve proposed changes. The by-laws must be consistent with practices established by the New York Board of Regents and the New York Education Law.

The bylaws should be reviewed and updated at least every five years.

Adopted: March 10, 1998

Revised: April 14, 1998

Revised: June 12, 2013

Revised: July 10, 2013

Adopted: July 10-2013

Reviewed: July 8, 2015

Revised and Adopted 5/23/2017

Revised 1-/30/2019

Revised 11/19/19; adopted 1/28/20

Revised 8/18/20; 8/28/2020

6/4/2021 – this copy matches the hard copy found in Policy Book.