



Cazenovia Public Library By-Laws

Article I

This association shall be known as the Cazenovia Public Library Society Incorporated.

Article II

There shall be a Board of Trustees consisting of no less than nine and no more than nineteen members, elected by a majority vote for staggered four-year terms. Trustees shall serve for no more than two consecutive terms.

The officers of the Board shall be a President, Vice-President, Secretary, and Treasurer whose terms of office shall be two years. They shall be elected from the membership of the Board by majority vote.

Article III

Regular meetings of the Board of Trustees shall be held at least quarterly at such time and place as may be convenient. The Annual meeting shall be held in January at which time the Trustees and Officers for the ensuing year shall be elected as provided for in Article II. Special meetings may be called from time to time at the request of the President, Vice-President, or any two Board members.

Article IV

A simple majority of the Board shall constitute a quorum for the transaction of business unless otherwise specified. The rules contained in Robert's Rules of Order shall govern the Board in all cases to which they are applicable.

Article V

The following standing committees of the Board of Trustees shall be appointed annually by the President with approval of the Board. The President shall be an ex-officio member of all standing committees.

Audit, Budget and Finance: Shall be composed of the Treasurer of the Board as Chair, the Library Director, and one or two other members as may be necessary or desirable.

The Audit, Budget and Finance Committee is responsible for the preparation and adoption of an annual budget and its oversight. It reviews all Library expenditures and presents them to the Board for its approval. It presents regular monthly reports comparing year-to-date expenditures and income to budget projections. The Committee is also responsible for the preparation and authorization for an independent audit at least every five years, an independent review in other years, and for the preparation and filing of any tax forms. In addition, the Committee is responsible for the administration of the endowment funds and any other invested monies of the Library and reports regularly on their status to the Board of Trustees.

Building and Grounds: Shall be composed of a Trustee as Chair and at least three other members, one of whom shall be a Trustee.

The Building and Grounds Committee is responsible for overseeing the immediate and long-range upkeep and maintenance of the physical plant and grounds of the Library, maintaining an improvement and/or replacement reserve in the Library budget, periodic review of the insurance and liability coverage carried by the Library, and maintaining adequate records of its holdings.

Nominating: Shall be composed of a Trustee as Chair, the immediate past President of the Board, and at least two other Trustee members. The Nominating Committee is responsible for presenting the slate of officers and new Board members at the annual meeting in January and for orientation of new Trustees.

Personnel: Shall be composed of a Trustee as Chair and at least three other members, two of whom shall be Trustees.

The Personnel Committee will act as liaison between the Library employees and the Board, provide job descriptions for employees, work with the Library Director and other Board Committees to assure good working conditions for all employees, and see that recognition is provided for all employees. The Committee will review performance and salaries of employees on an annual basis and work with the Budget and Finance Committee to achieve fair salary adjustments and benefits.

Planning Committee: Shall be composed of at least two Trustees, one of whom shall be Committee Chair, and other members as may be deemed necessary by the Committee Chair.

The Planning Committee is responsible for proposing policies, goals and objectives for the Library, and regularly assessing the performance of the Library towards achieving its goals. In addition, the Committee is responsible for the oversight of the technology plan that outlines the replacement schedule for computers and related equipment.

Museum Committee: Shall be composed of a Trustee as Chair and at least three other members, one of whom shall be a Trustee.

The Museum Committee is responsible for the oversight, management, and display of our museum collection.

Literacy Outreach Committee: Shall be composed of a Trustee as Chair, at least one other Trustee, at least one Literacy Outreach Coordinator from each satellite location, at least one Outreach volunteer, at least one Literacy Outreach program participant, and other members as may be deemed necessary by the Committee Chair.

Friends of the Library: Shall be composed of the Library Director and up to 25 persons in accordance with the bylaws of this committee. The President of the Friends of the Library or designee shall be an ex-officio voting member of the Board of Trustees.

The purpose of the Friends of the Library shall be to maintain an association of persons

interested in libraries; to focus public attention on the Cazenovia Public Library; to stimulate the use of the library's resources and services; to support, cooperate with, and promote the library in developing library services, programs, and facilities for the community; and to support the freedom to read as expressed in the American Library Association's Library Bill of Rights.

Article VI

Other Committees: Other committees may be appointed by the President with the approval of the Board as need may arise. All such committee chairs shall be Trustees, and members may be Trustees or non-Trustees. All members are to be appointed jointly by the President and the committee Chair.

The President is an ex-officio member of all committees.

Article VII

Authorization to conduct banking business on behalf of the Society shall be voted by the Board.

Article VIII

Any vacancies occurring on the Board may be filled by appointment by the President with the approval of the Board.

Article IX

The Library Director shall be appointed by the Board under such terms of employment as may be deemed appropriate.

Article X

These by-laws may be amended at any meeting of the Board on at least two weeks prior written notice and by affirmative vote of at least two-thirds of the members of the entire Board.

By-Laws revised 2/26/18