

**BY-LAWS of the
Otselic Valley Library
Board of Trustees**

Article 1- The institution shall be known as the Otselic Valley Library of South Otselic, NY.

Article 2- Trustees

1. The business of the Library shall be managed by a board of trustees of 5 members.
2. Eligibility for office shall be limited to adults residing within the geographical limits of the Otselic Valley School District.
3. A term of office of a trustee shall be 5 years duration.
4. Any vacancy shall be filled by special election by the remaining members of the Board for the remainder of the term of that particular position.
5. 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.
6. Each Trustee shall have one vote, irrespective of office held.
7. A Trustee must be present at a meeting to have his/her vote counted.
8. A majority of the whole board (including vacancies) is required for any motion to pass.

Article 3- Officers

1. The officers of the board shall be President, Vice President, Secretary, and Treasurer.
2. Officers shall be elected by ballot at the last regular meeting of the year.
3. A term of each office shall be one year or until successors have been duly elected.
4. All officers shall have the usual powers associated with their office.
5. The President shall preside at all meetings of the Board, authorize calls for any special meetings, appoint all committees, and generally perform all duties associated with that office.

6. 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 function of the President.
7. The secretary shall keep a true and accurate record of all meetings of the Board, and shall perform such other duties as are generally associated with that office. They need not necessarily be a member of the board of trustees.
8. Treasurer shall receive, review and payout the funds of the Library under the direction of the Trustees.
9. Vacancies among the officers shall be filled at an election at a regular meeting and a majority vote of the Trustees present shall be necessary to an election.

Article 4 - Meetings

1. Meetings shall be held a minimum of 6 times per calendar year, but may have regular meetings scheduled each month at dates and times to be established by the Board at the beginning of the library year.
2. A special meeting of the Board may be called at any time by the President or upon the request of two members for a specific purpose. No business may be transacted at such a special meeting except the stated business.
3. These meetings shall be open to the public, under the provisions of the Open Meetings Law.
4. A Majority of the Board shall constitute a quorum. If there is not a quorum, the Board will meet at the next scheduled meeting unless another meeting is needed before that time.
5. The order of business shall be as follows:
 - A. Roll Call
 - B. Approval of Minutes
 - C. Financial Report
 - D. Library Director Report
 - E. Committee Reports
 - F. Old Business
 - G. New Business
 - H. Other items
 - I. Adjournment
6. President shall appoint committees of one or more members each for specific purposes as the business of the Board may require from time to time.

Article 5- Library Director

1. The Board shall appoint a qualified library director who shall be the executive and administrative officer of the library.
2. The Director shall be held responsible for the proper performance of duties as spelled out in the job description provided by the Board.
3. The Library Director serves as chief executive of the Library, and as such, his or her responsibility is the administration of the Library under the general policies approved by the Library Board of trustees.
4. It shall be the duty of the Director to attend all meetings of the Board, including budget meetings, or public meetings where action may be taken affecting the interests of the Library.
5. The Director shall have the right to speak on all matters under discussion at Board meetings, but shall not have the right to vote thereon.

Article 6- Amendments

1. Amendments to these By-Laws 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 10 days prior to the voting session. A simple majority of the Board shall be sufficient for adoption of an amendment.

Adopted by Board of Trustees 6/13/23