

GREENVILLE PUBLIC LIBRARY

By-Laws

Article I - NAME

1. This organization is and shall be known as The Greenville Public Library existing by virtue of the provisions in the Absolute Charter Number G 118 granted by the Regents of the University of the State of New York on September 28, 1951, and exercising the powers and authority and assuming the responsibilities delegated to it under said charter.

Article II - MANAGEMENT

1. The business and affairs of the Greenville Public Library shall be managed and conducted by a Board of Trustees that shall be seven in number appointed by the Town Board of the Town of Greenville with the advice and consent of the Library Board of Trustees for a term of five years.

2. The terms of members of the Board of Trustees shall end on December 31st of the fifth year following appointment unless the Trustee shall have resigned or otherwise terminated membership on the Board. A trustee must be a Town of Greenville resident and at least 18 years of age

3. Vacancies which occur for reasons other than expiration of term shall be filled for the balance of the unexpired term by the Board of Trustees. Trustees unable to attend regular meetings should notify the library director prior to the meeting. Any Trustee who has unexcused absences from three consecutive regular meetings of the Board shall be deemed to have resigned as a trustee, and the vacancy shall be filled at the next regular meeting.

4. Trustees should be considered for selection on the basis of:
- a. Interest in the library.
 - b. Willingness and ability to devote time and effort towards carrying out the duties of trusteeship.
 - c. Boldness of purpose in recognition of the vital force of the library as a center of community culture, recreation and continuing education.
 - d. Interest in the community, which includes people of all age groups, and an understanding of its social and economic conditions.
 - e. Ability to work with others—the other board members, the librarian and staff, and the public which the library serves.
 - f. Open-mindedness, which includes the ability to hold strong convictions on any subject, while recognizing the right of others to disagree.
 - g. Courage, enterprise, and mental resourcefulness to establish policies for the successful operation of the library and impartial service to all its patrons.
 - h. Loyalty to the library and its improvement at all times.

Article III - OFFICERS

1. The officers of the board shall be elected at the first meeting of the year, and they shall be electing a President and a Vice-President from among the Board of Trustees. A Finance Officer shall be elected to act as custodian of endowments and private donations to the library.

2. Officers shall serve a term of one year from the January meeting until December 31st of the same year.

3. 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 ex-officio voting member of all committees, and generally perform all duties associated with that office.

4. 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.

5. The Librarian or Acting Librarian shall keep a true and accurate record of all meetings of the board and shall give notice of all regular and special meetings.

Article IV - MEETINGS

1. The regular meetings shall be held at least 5 times per year or as established by the Board. Notice shall be given to all Trustees by the Librarian prior to such meetings.

2. A quorum for the transaction of business at any meeting shall consist of a majority of the entire Board present in person. In the absence of a quorum, the Trustees present may adjourn the meeting to a date determined, and notice thereof given to all Trustees.

3. The order of business for regular meetings may include, but not be limited to, the following items:

- a. Roll call of members
- b. Discussion with public or employee visitors
- c. Disposition of minutes of the previous meeting
- d. Treasurer's report
- e. Receive Director's report on bills and move that report be received as read
- f. Report of the Director
- g. Committee reports
- h. Communications
- i. Unfinished business
- j. New Business
- k. Announcements
- l. Adjournment

4. The Librarian shall attend all meetings, may participate in the discussion and offer advice, but is denied a vote upon any question.

Article V - DIRECTOR

1. The Board shall appoint a Librarian who shall be the executed and administrative officer of the Library on behalf of the Board and under its review and direction.

2. The Administrator shall recommend to the Board the appointment and specify the duties of the library employees and no appointments, promotions or dismissals shall be made without this recommendation.

3. The Administrator is responsible for the proper direction and supervision of the staff, for the care and maintenance of library property, for the efficiency of service to the public, and for the operation within budgeted appropriation.

4. It shall be the Policy of the Greenville Public Library that the working hours of the Director shall be as approved by the Board of Trustees. Further the hours of staff personnel shall be established by the Director of the Library and shall be changeable as deemed necessary and appropriate by the Director.

Article VI - AMENDMENTS

1. The Board may amend these bylaws by a majority vote of all members provided notice of the amendment has been sent or delivered to each member of the Board thirty days prior to the meeting.

Approved by the Board of Trustees

Revised September 19, 2012

Revised February 24, 2016

Revised November 18, 2020

Revised November 30, 2022