

Massena Public Library

Bylaws

Article I - Name

The name of this library shall be the Massena Public Library (the "Library"). An absolute charter was granted to the Library on April 26, 1935, by the Regents of the University of the State of New York.

Article II - Governance

Section 1. The Library shall be governed by a Board of Trustees (the "Board") consisting of five (5) members appointed by the Massena Town Council to renewable terms of five (5) years. The Board shall have full power and authority over the affairs of the Library.

Section 2. In the event of a vacancy on the Board prior to the expiration of the term of such Trustee, the Board shall appoint a successor for the unexpired term of such Trustee.

Section 3. The officers of the Board shall be a President, a Vice President, a Treasurer and a Secretary, each elected annually from among the Trustees of the Board and they shall hold office until their successors shall have been elected and shall have accepted.

Section 4. President – The President shall preside at all meetings of the Board, appoint all committees, appoint a liaison to the Friends of the Massena Public Library, execute all documents authorized by the Board, authorize calls for any special meetings and generally perform all duties associated with the office of President.

Section 5. Vice President – The Vice President shall preside at all meetings in the absence of the President, and in the event of the death, resignation or disability of the President or of a vacancy in that office, shall assume and perform the duties and functions of the President.

Section 6. Treasurer – The Treasurer shall review all receipts and financial reports of the Library.

Section 7. Secretary – The Secretary shall keep a record of the proceedings of the Board and, in the absence of the Director, shall give all notice of meetings and distribute the minutes of such meetings. The Secretary shall record Trustee attendance at board meetings and start and end dates of their terms.

Article III – Library Director

Section 1. The Board shall select, appoint and evaluate a properly certified Director who shall be the chief executive officer of the Library.

Section 2. The Director shall be an ex officio non-voting member of the Board.

Section 3. The Director shall be responsible for the administration and management of the Library. The Director shall recommend improvements in staffing, organization, hiring, termination, salaries and benefits to the Board. The Director shall advise the Board, recommend policies to the Board and implement all policies adopted by the Board.

Article IV – Meetings

Section 1. The regular meetings of the Board shall be held on the second Tuesday of each month at 4:15 P.M. in the Library, unless otherwise determined by the Board.

Section 2. Special meetings may be called by the President or a majority of the Trustees, upon previous notice to the other Trustees.

Section 3. Three (3) Trustees, not including the Director, shall constitute a quorum. When a quorum is present at any meeting, the vote of a majority of the Members having voting power shall decide any question brought before such meeting. The vote of a majority of the entire voting membership of the board shall be the act of the Board.

Section 4. All meetings of the Board are subject to the New York State Open Meetings Law. Meetings are open to the public except for executive sessions.

Section 5. If any Trustee fails to attend three consecutive meetings without excuse accepted as satisfactory by the Trustees, he shall be deemed to have resigned, and the vacancy shall be filled. A Trustee must notify the President of an absence 48 hours in advance of the meeting and the excuse must be approved by the Board at the meeting.

Article V – Finances

The Board has all financial powers and responsibilities as provided by statute, establishes funds for the safekeeping of the Library's finances, and invests the Library's funds in accordance with New York State laws and regulations.

Article VI – Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order shall govern the Board in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Board may adopt.

Article VII – Amendments

These bylaws may be amended at any regular meeting of the Board by a majority vote, provided the amendment has been submitted in writing at the previous regular meeting.

These amended Bylaws were adopted by the Board of Trustees on June 13, 2023.

These amended Bylaws were adopted by the Board of Trustees on August 10, 2021.

These amended Bylaws were adopted by the Board of Trustees on June 12, 2018.