



Parma Public Library

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www.parmapubliclibrary.org

BYLAWS OF THE PARMA PUBLIC LIBRARY

Article I – NAME

1. This organization is and shall be known as The Parma Public Library existing by virtue of the provisions in the Absolute Charter Number 12,050 granted by the Regents of the University of the State of New York on May 24, 1988, and exercising the powers and authority and assuming the responsibilities delegated to it under said charter. The mission of Tthe Parma Public Library is: To bring people, information, ideas and experiences together to establish the library as the living center of the Parma community.

Article II – MANAGEMENT

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

2. The term 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.

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. Any Trustee who shall fail to attend 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.

Article III – OFFICERS

1. The Officers of the Board of Trustees shall be elected at the Annual Meeting or first regular meeting each year and they shall be a President, a Vice President and a Secretary, elected from among the Board of Trustees.

2. Officers shall serve a term of one year from the Annual Meeting at which they are elected and until their successors are duly elected.

3. Every January, the slate of officers will be reviewed. Nominations will be taken from the floor. The vote shall be by secret written ballot if two or more Trustees have been nominated for one office.

4. 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.

5. The Vice President, in the event of the absence or disability of the President, or of a vacancy of that office, shall assume and perform the duties and functions of the President.

6. The Secretary shall keep a true and accurate record of all meetings and shall perform such other duties as are generally associated with that office.

Article IV – MEETINGS

1. The regular meetings shall be held on the first Tuesday of each month as established by the Board at the Annual Meeting and a public notice shall be posted.
2. Special meetings may be called by the Secretary at the direction of the President or at the request of at least one-third of the Trustees for the transaction of business as stated in the call for the special meeting.
3. A quorum for the transaction of business at any meeting shall consist of a majority of the entire Board, who shall be present in person. In the absence of a quorum, the Trustees present may adjourn the meeting to a date determined and written notice thereof sent to all Trustees.
4. All meetings will be run using Robert's Rules of Order.
5. The order of business for regular meetings shall include, but not be limited to, the following items which shall be covered in the sequence shown as far as circumstances will permit:

Roll call of members

Disposition of minutes of previous meeting

Action upon bills received

Report from Friends of the Parma Public Library Liaison

Discussion with public or employee visitors

Communications

New business

Unfinished business

Report of the Director

Announcements and adjournment

Executive Session – Upon Board Request:

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

Article V – COMMITTEE

1. The President can appoint committees as needed. These committees shall consist of one or more members and shall be considered to be discharged upon completion of the term of office of the President.

2. In January, the Board requests evaluations of the conditions of the physical plant with recommendations for improvements or correction of any faults found.

3. The Board shall have general supervision over the financial affairs of the Library and shall make policy recommendations concerning investment of permanent funds received.

4. All committees shall make a progress report to the Board at each of its meetings. No committee shall have other than advisory powers unless the Board has delegated specific power to act upon its behalf pending a subsequent meeting of the Board for confirmation.

Article VI – DIRECTOR

1. The Board shall appoint a qualified Library Director or librarian who shall be the executive 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. No appointments, promotions or dismissals shall be made without the recommendation of the Administrator.

Trustee

Date

Trustee

Date