

# Woodstock Public Library District Bylaws of the Board of Trustees

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Adopted: January 18<sup>th</sup>, 1990  
Revised: September 19<sup>th</sup>, 2019

## **Mission Statement**

The mission of the Library is to encourage free and open access to information, in all its forms but especially printed materials such as books, facilitate lifelong learning and the stimulation of ideas, celebrate the rich history of Woodstock as the Colony of the Arts, and provide opportunities for creativity and community engagement. The library is a community hub which evolves in response to changing needs and offers the latest in technical, intellectual, and cultural resources.

## **Preamble**

The purpose of these bylaws is to provide basic rules for the governing of the Library.

## **Bylaws**

### **Article I – Name, Purpose, Fiscal Year**

#### **Section 1 – Name of the Organization**

This organization shall be called “The Woodstock Public Library District” existing by virtue of the provisions of Chapter 499 of the laws of the State of New York, and exercising the powers and authority and assuming the responsibilities delegated to it under said statute.

#### **Section 2 – Purpose**

The Woodstock Public Library District shall maintain a circulating Library and reading rooms for public use. It shall also develop programs designed to stimulate further interest in both reading and utilizing other media that enrich the cultural experience of the citizens of all ages.

#### **Section – 3**

In operation of its library, the Woodstock Public Library District endorses the Library Bill of Rights of principles issued by the American Library Association (amended June 30, 2006) and the “Freedom to Read Statement (amended June 30, 2004).”

#### **Section 4 – Fiscal Year**

The fiscal year of the Woodstock Public Library District shall be from January first through December thirty-first.

## **Article II – Organization**

### **Section 1 – Board of Trustees**

The governing body of the Library shall be an eleven member Board of Trustees elected by the registered voters of the Town of Woodstock according to the law that created the Woodstock Public Library District (A. 5845-B Signed by Governor Cuomo on July 16, 1989). The term of office shall be five years commencing in January next following the election.

### **Section 2 – Vacancies**

The office of any trustee shall become vacant on his or her death, resignation, refusal to act, removal from office, expiration of his term, or any other cause specified in the charter. When a vacancy on the Board occurs, other than by expiration of a Trustee's term of office, the vacancy may be filled until the next election by the President and ratified by a majority vote of the Board.

### **Section 3 – Eligibility**

Candidates for Board of Trustees must be qualified to vote at a general Town of Woodstock election as registered with the Ulster County Board of Elections. Each candidate shall be nominated by petition with signatures of at least 25 qualified voters of the District. Petitions must be filed with the Secretary of the Board of Trustees not later than 30 days preceding the election. There shall be no discrimination in the recruitment of Candidates for Board of Trustees on the basis of race, color, national or ethnic origin, age, religion, disability, sex, sexual orientation, or gender identity and expression.

### **Section 4 – Trustee Election**

When multiple candidates are running for a limited number of seats, those candidates receiving the highest number of votes are elected. Candidacies are at-large.

### **Section 5 – Resignations**

Resignation from the Board of Trustees shall be in writing to the President of the Board. If any trustee shall fail to attend three consecutive meetings without excuse accepted as satisfactory by the trustees, they shall be deemed to have resigned, and the vacancy shall be filled. Excuses shall be in writing to the President of the Board, and may require documentation.

### **Section 6 – Removals**

Removal or suspension from office shall follow [NYS Education Law Sec. 226](#). Suspension of a trustee occurs after a written complaint by any trustee; of misconduct, incapacity or neglect of duty. At least one week's notice of the proposed action shall have been given to the accused and to each trustee. Then on examination and due proof of the

truth there shall be a vote of a majority of the entire board on the suspension and recommendation of removal by the Board of Regents.

The Board of Regents may remove any trustee for misconduct, incapacity, neglect of duty, or where it appears to the satisfaction of the regents that the corporation has failed to or refuses to carry into effect its educational purposes. A hearing in the proceeding for the removal of such trustees shall be had before the board of regents or a committee thereof and the trustees shall be given at least ten days' notice of the time and place of such hearing.

## **Article III – Officers**

### **Section 1 – Positions**

The Board of Trustees at its first meeting each year shall elect a President, and Vice President, Secretary and Fiscal Officer.

### **Section 2 – President**

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. The President shall be bonded.

### **Section 3 – Vice President**

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. In the absence of both officers from a Board Meeting, the members present shall select a temporary chairperson.

### **Section 4 – Secretary**

The Secretary shall keep a true and accurate record of all meetings of the board, shall issue timely public notice of all regular and special meetings, and shall perform such other duties as are generally required of that office.

### **Section 5 – Financial Officer**

The Financial Officer shall be the disbursing officer of the board and shall be custodian of all funds of the library district including gifts and trust funds paid over to the trustees. The board of trustees may authorize investment of funds in the custody of the Fiscal Officer. The Fiscal Officer shall be bonded in an amount as may be required by a resolution of the board. In the absence or inability of the Fiscal Officer, these duties shall be performed by such other members of the board as the board may designate.

### **Section 6 – Independent Treasurer**

The Board shall appoint an Independent Treasurer in accordance with NYS requirements.

## **Article IV – Duties**

### **Trustees Responsibilities:**

1. Create and develop the mission of the Library
2. Select and hire a qualified Library Director
3. Secure adequate funding for the Library's service program
4. Exercise fiduciary responsibility for the use of public and private funds
5. Adopt policies and rules regarding the Library governance and use
6. Regularly plan and evaluate the Library's service program
7. Ensure the Library meets or exceeds NYS Minimum Public Library Standards
8. Promote the Library in the local community and in general
9. Conduct the business of the Library in an open and ethical manner in compliance with all applicable laws and regulations

## **Article V – Meetings**

### **Section 1 – Dates**

There shall be an organizational meeting during the first week of January at which time new trustees shall take office and officers shall be elected. The Board shall set the date and hour of this meeting no later than three months prior to the meeting.

The regular meeting shall be held each month, the date and hour to be set by the Board each January.

### **Section 2 – Quorum**

A quorum for the transaction of business at any meeting shall consist of six members of the board present in person.

An affirmative vote of the majority of all members of the board (6) present at the time shall be necessary to approve any action before the board. The President may vote upon a proposal before the board.

### **Section 3 – Special Meetings**

Special meetings may be called by the Secretary at the direction of the President, or at the request of six board members for the transaction of business as stated in the call of the meeting.

### **Section 4 - Notification**

The date and location of all Board meetings will be posted in advance in the Library, website, and in the designated newspaper. Meetings shall be scheduled sufficiently in advance to allow for reasonable notification to Trustees.

## **Section 5 – Open Meetings**

All Board meetings shall be held in accordance with the New York State Open Meetings Law.

## **Section 6 – Order of Business**

The order of business for regular meetings shall include but not be limited to:

- Roll call of members
- Disposition of minutes of previous meeting and any intervening special meeting
- Financial report
- Action on bills
- Director's report
- Committee reports
- Communications
- Unfinished business
- New business
- Public presentation to or discussion with the board (public be heard)
- Adjournment

## **Section 7 – Rules of Order**

The rules contained in the current version of Robert's Rules of Order newly revised shall govern the organization 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 of Trustees may adopt.

# **Article VI – Committees**

## **Section 1 – Creation of Committees**

The President shall appoint committees of one or more members for such specific purposes as the business of the board may require from time to time. The committee shall be considered to be discharged upon completion of the purpose for which it was appointed and after the final report is made to the board.

## **Section 2 – Responsibilities & Powers**

All committees shall make a progress report to the library board at each of its meetings.

No committee shall have other than advisory powers unless, by suitable action of the board, it is granted specific power to act.

# **Article VII – Library Director & Staff**

## **Section 1 - Director**

The Board shall appoint a qualified library Director who shall be executive and administrative officer of the Library on behalf of the board and under its review and direction.

## **Section 2 – Staffing**

The Director shall recommend to the board the appointment and specify the duties of other employees and shall be held responsible for the proper direction and supervision of the staff, for the care and maintenance of library property, for an adequate and proper selection of books in keeping with the stated policy of the board, for the financial operations within the limitations of the budgeted appropriation.

In the case of part-time or temporary employees, the Director shall have interim authority to appoint without prior approval of the board provided that any such appointments shall be reported to the board at its next regular meeting.

## **Article VIII - Additions and Revisions to the Bylaws**

### **Section 1 – Amending Bylaws**

The bylaws may be amended as follows: The entire board must be present; eight must vote yes. A written notice of the proposed amendment shall have been published in one or more newspapers having a general circulation in Woodstock at least ten days prior to the meeting at which such action is proposed to be taken.

### **Section 2 – Review of Bylaws**

Library bylaws and written policies shall be reviewed and reapproved by the board at least once every five years or earlier if required by law.

### **Section 3 - Suspension**

Any rule or resolution of the board, whether contained in these bylaws or otherwise, may be suspended temporarily in connection with business at hand, but such suspensions, to be valid, may be taken only at a meeting at which eight of the members of the board shall be present and six shall so approve.