

**CHESTER PUBLIC LIBRARY
BY-LAWS**

**ARTICLE I
NAME**

- SECTION 1.** The name of this organization to the Chester Public Library. All assets of the library are owned by the Town of Chester, New York, for library purposes only.

**ARTICLE II
PURPOSE**

- SECTION 1.** The purpose shall be to promote and encourage the development and maintenance of library service for free public use by the residents of the Town of Chester, NY.

**ARTICLE III
BOARD OF TRUSTEES**

- SECTION 1.** The business and affairs of the Chester Public Library shall be managed and conducted by a Board of Trustees consisting of five members appointed by the Town Board on the recommendation of the Board of Trustees.

- SECTION 2.** The term of a Trustee shall be five years unless otherwise stated by the Board. A Trustee may serve two successive terms upon the recommendation of the Board of Trustees and the approval of the Town Board. Vacancies which occur for reasons other than the expiration of term shall be filled for the balance of the unexpired term by the Board of Trustees. Trustees must be residents of the Town of Chester.

- SECTION 3.** Any Trustee who shall fail to attend three consecutive regular meetings of the Board, without valid reason, may be deemed to have resigned as a Trustee and a vacancy may be filled by the Board of Trustees.

- SECTION 4.** Pursuant to Education Law §226(8), unless otherwise provided by law or by its charter, the board of trustees of an education corporation, by vote of a majority of the entire board, has authority to remove or suspend from office any trustee, officer or employee engaged under special contract, on examination and due proof of the truth of a written complaint by any trustee, of misconduct, incapacity or neglect of duty; provided, that at least one week's previous notice of the proposed action shall have been given to the accused and to each trustee. Further specification of the procedures for removal may be set forth in the institution's by-laws and rules (see Education Law §226[10]).

Revised and approved 11/12/2009
Revised and approved 4/10/13
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**ARTICLE IV
OFFICERS AND APPOINTEES**

- SECTION 1.** The officers of the Board of Trustees shall be a President, Vice-President and Secretary.
- SECTION 2.** The President, Vice-President and Secretary shall be elected from the Board of Trustees and shall serve a term of one year from the Annual Meeting at which they are elected and until their successors are duly elected. Tenure of these officers shall be limited to two consecutive full terms of one year each.

**ARTICLE V
OFFICERS AND APOINTEES**

- SECTION 1.** The president shall preside at all meetings of the Board, authorize calls for any special meetings, appoint all committee chairpersons and committee members, execute all documents authorized by the Board, serve as ex-officio non-voting member of all committees, with the exception of the nominating committee, and generally perform all duties associated with that office. The President shall be a voting member of the Board.
- SECTION 2.** The Vice-President, in the absence or disability of the of the President or a vacancy in that office, shall assume and perform the duties and functions of the President.
- SECTION 3.** The Secretary shall keep accurate record of all meetings of the Board, including attendance, shall issue notice at least seven days in advance of all regular meetings, shall issue notice of special meetings and shall perform such other duties as are generally associated with that office. Copies of the minutes of the previous meeting and the agenda of of the scheduled meeting are to be sent in advance to Board members and appointees. The accumulated minutes of the completed fiscal year shall be placed in the library archives.

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**ARTICLE VI
MEETINGS**

- SECTION 1.** The Annual Meeting of the Chester Public Library Board of Trustees shall be held, in addition to the regularly scheduled monthly meeting, on the third Tuesday in January at 7:15 p.m., or as soon thereafter as possible.
- SECTION 2.** Regular meetings of the Board shall be held on the third Tuesday of the month, excluding July, at 7:15 p.m., or as soon thereafter as possible.
- SECTION 3.** Special meetings of the Board may be called at any time by the President or upon request of three Trustees.
- SECTION 4.** All meetings of the Board, except executive sessions, are subject to New York State Open Meeting Law and are open to the public.
- SECTION 5.** A majority (3) of the Board shall constitute a quorum for the transaction of business at any regular or special meeting.
- SECTION 6.** At any meeting called for the transaction of special business, the object of the meeting shall be clearly stated in the notice of such meeting.
- SECTION 7.** Meetings shall be conducted in accordance with Robert's Rules of Order.
- SECTION 8.** It shall be the responsibility of each Board member to notify the Library Director if unable to attend a regular or special meeting.

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**ARTICLE VII
LIBRARY DIRECTOR**

- SECTION 1.** The Board of Trustees shall recommend a qualified Library Director to the Town Board for appointment.
- SECTION 2.** The Director shall be present at all regular meetings, excluding the annual review of the Director and may participate in discussions and offer professional advice, but may not vote on any question. The Director may be invited to attend as executive session by a majority of the Board.
- SECTION 3.** The Director shall participate in all budgetary matters connected with the Library.
- SECTION 4.** The Director is responsible for the proper direction and supervision of staff, for the care and maintenance of library properties, for an adequate and proper selection of books, periodicals and audio-visual materials in keeping with the stated policy of the Board, for the efficiency of service to the public and for operation within budgeted appropriations.
- SECTION 5.** The Library Director shall specify the duties of the Library employees. Appointments, promotions or dismissals shall be made in consultation with the library Board. The Library Director shall have interim authority to appoint part-time or temporary employees without prior approval of the Board provided such actions are reported and approved at the next regular Board meeting.

**ARTICLE VIII
COMMITTEES**

- SECTION 1.** Committees are appointed as needed by the President. Committees include, but are not limited to, the Budget Committee and the Personnel Committee.
- SECTION 2.** Ad hoc committees for the study and investigation of special problems may be established by the President and chairpersons of such committees appointed by the President. Membership of the committees shall not be limited to Trustees.
- SECTION 3.** All committee appointments expire at the calling of the January meeting or at the expiration of the ad hoc committees work.
- SECTION 4.** All committees shall make a progress report to the Board of Trustees at each of its meetings. No committee shall have

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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 IX
FINANCES**

SECTION 1. 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 Law and regulations.

**ARTICLE X
FISCAL YEAR**

SECTION 1. The fiscal year of the Chester Public Library shall be from January 1st to December 31st.

**ARTICLE XI
AMENDMENTS**

SECTION 1. These By-Laws shall not be amended except at a regular meeting of the Board of Trustees of the Chester Public Library and by affirmative vote of four members. In all cases, a written notice of the proposed amendment must be read at two of the previous regular meeting.

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