

**Wadsworth Library  
Board of Trustees  
Bylaws**

**Mission Statement**

The Wadsworth Library serves residents and visitors of all ages, providing them with materials, programs, information, and services to enable them to:

- develop a love of learning that will serve them well at all stages of their lives
- keep current on popular culture and social trends, and to enjoy satisfying recreational experiences
- access information needed to answer questions on a broad array of topics related to work, school, community and personal life

The Wadsworth Library exists to provide quality service to the residents of the Geneseo Central School District in an open and non-judgmental environment with free access to library materials in a variety of formats.

**Preamble**

The Board of Trustees (hereinafter designated as the "Board") of Wadsworth Library, a corporation created under a charter granted under Section 253 of the New York State Education Law by the Board of Regents of the State of New York, dated September 16, 2008, shall be governed by the laws of New York State, the regulations of the Commissioner of Education and by the following by-laws.

**Bylaws**

1. NAME OF ORGANIZATION
  - a. The name of the organization shall be Wadsworth Library.
2. PURPOSE
  - a. The purpose of the organization is to provide public library services to the residents of the communities of the Geneseo Central School District.
3. FISCAL
  - a. The fiscal year of the library shall be the July 1 to June 30 year.
4. BOARD OF TRUSTEES
  - a. The library shall be governed by a Board of Trustees. The Board shall consist of seven members, elected for terms of three years each to be elected by the residents of the Geneseo Central School District. Newly elected members will take office at the annual meeting
  - b. Eligibility for office shall be limited to adults residing or owning property within the geographical limits of the library district.
  - c. Absence from three meetings shall constitute possible dismissal from the Board unless the Board defers this dismissal by majority vote. The President shall inform the absent Board Member in writing that he/she is no longer on the Board. If dismissal is deferred by Board action the

President shall inform the absent Board Member in writing the conditions of this deferral.

- d. No member shall serve for more than three consecutive three-year terms.
- e. When a vacancy occurs on the Board of Trustees, the trustees may appoint someone to fill the vacancy until the next annual election, at which time an election will be held to fill the unexpired term.
- f. Each Trustee shall have one vote, irrespective of office held.
- g. A Trustee must be present at a meeting to have his/her vote counted.
- h. All actions of the Board shall be of the Board as a unit. No Board member shall act on behalf of the Board, on any matter, without prior approval of the Board. No Board member by virtue of his/her office shall exercise any administrative responsibility with respect to the library nor, as an individual, command the services of any library employee.

## 5. OFFICERS

- a. The officers of the Board shall be the President, Vice-President, Secretary and Treasurer, elected annually by the Board at the annual meeting. These officers shall serve for a period of one year or until their successors shall have been duly elected.
- b. The duties of such officers shall be as follows:
  - i. The President shall preside at all meetings of the Board, authorize calls for any special meetings, appoint all committees and commissions, and generally perform all duties associated with that office.
  - ii. 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.
  - iii. The Secretary shall keep a true and accurate record of all meetings of the Board, shall issue notice of all regular and special meetings, and shall perform such other duties as are generally associated with that office.
  - iv. The Treasurer shall be the disbursing officer of the Board and shall perform such duties as generally devolve upon the office. In the absence or inability of the Treasurer, his/her duties shall be performed by such other members of the Board as the Board may designate.

## 6. DIRECTOR

- a. The Board shall appoint a Director who shall be the executive officer of the policies of the Board and shall have charge of the administration of the library under the direction and review of the Board. The Director shall be responsible for the care of the buildings and equipment; for the employment and direction of the staff; for the efficiency of the library's service to the public; and for the operation of the library under the financial conditions contained in the annual budget. The Director shall

render and submit to the Board reports and recommendations of such policies and procedures, which, in the opinion of the Director, will improve efficiency and quality of library service. The Director shall attend all Board meetings except the portion of the meeting at which the director's appointment or salary is to be discussed or decided. The Director shall have no vote.

## 7. COMMITTEES

- a. Finance Committee: The finance committee shall consist of at least two Board members, including the Treasurer and the Director. It shall have charge of all assets, develop an annual budget and perform other duties as the Board may prescribe.
- b. Facilities Committee: The facilities committee shall consist of at least two Board members and may include the Director. It shall have general charge of the building and grounds and shall recommend desirable repairs and improvements.
- c. Operations committee: The operations committee shall consist of two Board members and may include the Director. It shall have charge of policy development, personnel-director's evaluation; and the annual vote.
- d. Committees & commissions for specific purposes may be appointed by the President. Such committees/commissions shall serve until the completion of the work for which they were appointed.
- e. All committees and commissions shall make a progress report to the Board at each of its meetings.
- f. No committee or commission will have other than advisory powers unless, by suitable action of the Board, it is granted specific power to act.
- g. The President shall be, ex officio, a member of all committees and commissions.

## 8. MEETINGS

- a. Meetings shall be held each month, with the exception of July or August, the date and hour to be set by the Board. Written notice of all meetings shall be mailed by the Secretary to each member at least five days before the meeting.
- b. A special meeting of the Board may be called at any time by the President or upon the request of three members for a specific purpose. No business may be transacted at such special meeting except the stated business.
- c. The Annual Meeting shall be held following the regularly scheduled June meeting. The business transacted at this meeting shall include the election of new officers.

- d. The operating and financial reports for the previous year shall be presented at the annual meeting.
- e. The final budget for the subsequent calendar year shall be presented for approval at the regular meeting in June.
- f. A simple majority of the existing Board shall constitute a quorum for the conducting of all business. If a quorum is not present at a regular meeting, the attending members may set a date for another meeting to be held within one week, and the presiding officer shall notify the absent members of this specially called meeting.
- g. 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 unless circumstances make an altered order more efficient:
  - i. Adoption of agenda
  - ii. Approval of minutes of previous regular meeting and any intervening special meetings
  - iii. Financial report and action on warrants
  - iv. Committee/commission reports
  - v. Director's report
  - vi. Communications
  - vii. Unfinished business
  - viii. New business
  - ix. Period for Public Expression
  - x. Adjournment

9. AMENDMENTS

- a. Amendments to these By-Laws may be proposed at any regular meeting and shall be voted upon at the next regular meeting. Written notice of the proposed amendment or amendments shall be sent to all absent members at least ten days prior to the voting session. A simple majority of the Board shall be sufficient for adoption of an amendment.

**Approved by Wadsworth Library Board of Trustees, dated May 9, 2013.**