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62 Chestnut Street, Oneonta, NY 13820 607.432.1980

## **By-Laws**

### Article 1 – Officers, Duties, and Terms of Office

1. The Officers of the Board shall be a Chair, and Vice-Chair. The duties of the Chair shall be: to preside at all meetings, appoint committees, to sign any and all documents necessary, and other appropriate duties as assigned by the Board. In the absence of the Chair, the Vice-Chair shall preside at meetings.
2. The term of office for a Trustee shall be five years and run from January through December.
3. Since terms are staggered, one member is appointed to the Board of Trustees each January by the Mayor of the City of Oneonta and ratified by the Common Council. The Chair of the Board of Trustees shall submit a list of recommended individuals for the Board position to the Mayor each December. However, the Mayor is not bound to use this list.
4. A Trustee appointed to fill an unexpired term will complete that unexpired term, whatever the remaining length shall be.
5. Officers shall be elected at the last meeting of each calendar year for the following year.

### Article 2 – Meetings

1. The regular meetings of the Board of Trustees shall be held monthly in the Huntington Memorial Library or such other time as agreed upon by the full Board and the Library Director. Meeting time is 3:15. Notice of these meetings shall be sent to The Daily Star for publication using the guidelines established in New York State's Open Meetings Law.
2. The order of business shall follow recommendations in the Handbook for Library Trustees in New York State.
3. A quorum shall consist of three Board members.
4. The Library Director shall take and keep the minutes of the meetings of the Board of Trustees.

### Article 3 – Committees

1. Committees shall be appointed by the Chair as the need arises.

### Article 4 – Library Director

2. The Board shall appoint an ALA certified MLS degree Director. The Director shall meet the requirements of the Civil Service Department of the City of Oneonta. The Library Director shall be the executive and administrative officer of the Library.

3. The Director shall be held responsible for the proper performance of duties as spelled out in the job description.
4. The Library Director shall attend all Board meetings and have the right to speak on all matters under discussion but shall not have the right to vote.

#### Article 5 – Amendments

1. The by-laws may be repealed, amended, or added to by a majority vote of the whole Board at a regular meeting. Such action may be taken, however, only after the substance of the proposed repeal, amendment or addition has been presented to each Board member in writing at a prior regular or special meeting.

*Adopted May 11, 1992; updated 22Feb23.*