

## By-Laws and Policies of the Board of Trustees

Phoenix Public Library  
Phoenix, NY 13135

### Article I: Authority

- A. These By-Laws and Policies shall constitute the governing rules of the Phoenix Public Library as authorized by law and the Board of Regents of the Education Department of the university of the State of New York.
- B. Nothing in these By-Laws and Policies should be construed to restrict or repeal the provisions hereof in whole or in part.

### Article II: The Board of Trustees

- A. The Board of Trustees shall consist of five members that reside within the Phoenix Central School District and constitutes the governing body of the Library. The Trustees shall:
  - 1. Determine the philosophical direction of library programs and administer the same
  - 2. Maintain the physical structure
  - 3. Be responsible for financial matters
  - 4. Be responsible for reports as required by law
  - 5. Maintain a positive working relationship with the North Country Library System (NCLS).
- B. Term of Office:
  - 1. The term of office shall be five years with not more than one trustee term expiring in any one year.
  - 2. In the event of resignation, the Board may appoint a trustee to fill that vacancy and term.
- C. The Trustees shall elect from among themselves a President, Vice-President and Treasurer. The term of office shall be one year. The Secretary may or may not be a Board member. Elections will be held yearly in March.
- D. Committees:
  - 1. The Board shall have the power to appoint committees as it deems necessary and appropriate.
  - 2. The Board reserves the power to review any and all actions by its committees and amend or rescind the same.

3. Committees shall report their deliberations as requested by the Board.

E. Budget:

1. The fiscal year of the library shall be the calendar Year.
2. The Annual Budget shall be started in June and presented in September to the Phoenix Library Board of Trustees for approval. The final budget will then be presented to the Village Administrator by October 31<sup>st</sup>.
3. The Village fiscal year is March 1<sup>st</sup> to the last day of February.

Article III: Meetings and Procedures

A. Meetings:

1. The Board of Trustees shall meet monthly and on every 2<sup>nd</sup> Thursday at 9am unless changed by Board action.
2. The Board shall convene at designated times for committee and/or work meetings.
3. March shall constitute the Annual Meeting for the purpose of electing officers.
4. Regular meetings should be attended by Trustees, Secretary and Librarian.

B. Procedures:

1. Meetings shall be conducted under Robert's Rules of Order and procedural disputes shall be ruled by the same.
2. The Board of Trustees follows NYS Open Meeting Law.
3. A quorum for a meeting shall consist of three trustees.
4. Minutes of all regular meetings shall be maintained.
5. Voting shall be by hand count except for the election of officers and trustees which shall be by secret ballot.
6. A majority vote of those present, unless otherwise noted, shall indicate affirmative action.

C. Reports:

1. Reports shall be given by Committees of the Board as requested by the presiding Officer.
2. Monthly reports shall be submitted by the staff.
3. Other reports to be submitted as requested by the Board or presiding Officer.
4. The permanent records of the Library shall include the minutes of all regular and special meetings, committee reports, year-end reports, and other such records as the Board shall vote to include.

Article IV: Paid Library Staff

- A. The salary and/or hourly rate of pay shall be set by the Board, reviewed at least annually and set within the limits authorized by law.
- B. Payroll:

1. Staff are to be paid bi-weekly with the pay period ending on Wednesday.
  2. Paychecks may be picked up at the Village Office or received in the mail following the pay period.
  3. In the event of the library closing part-time staff will not be paid. If the library decides to close after part time staff has arrived they will be compensated for no more than 2 hours at the director's discretion.
- C. Maximum hours are to be set by the Board for all employees.
- D. Librarian may exchange days or hours of work to his/her own satisfaction; however, the Board reserves the right to review or alter hours and to settle disputes.
- E. Vacation, Holidays and Leaves: The Board will follow the Village of Phoenix Policies adopted in 1998 in regard to sick and personal time and the number of accumulated sick and vacation days. The Board differs from the Village of Phoenix policies in regard to the specific paid holidays granted full-time employees. As such:
1. The Library Director/Manager shall notify the Board at least fifteen days in advance of all leave and vacation requests that exceed 3 days. Employees must contact the Library Director/Manager.
  2. Vacation shall be granted on seniority with straight time pay. Full-time employees with one year shall receive 5 days of vacation; two to five years – 10 days of vacation, six to nine years – 15 days of vacation, ten years – 20 days, fifteen years and over – 25 days. Vacation days shall be granted on the employees' anniversary. Employees are encouraged to use their vacation time during that twelve (12) month period. Unused vacation time can be rolled over up to 5 days per year.
  3. Paid holidays for the Director/full-time employees scheduled to work that day are set forth in the Village of Phoenix Employee Handbook.
  4. The Library may close early on Thanksgiving Eve and July 3<sup>rd</sup>.
  5. Library Director/full time employees shall be granted one day per month with pay (after the 90 days probation). Sick days accrue from year to year with a total limited to 60 days. The Village Clerk shall be notified of all sick days.
  6. An unpaid leave of absence may be granted to any employee. The duration and time to be approved by Board action.
  7. Full time employees shall be granted two paid personal days per year. Personal days do not accumulate.
  8. In the event of weather related closings the director is allowed to work from home.
- F. The aforementioned subsection of Article IV E does not apply to employees working under thirty hours a week and paid substitutes.
- G. All paid staff are to be given a copy of these Policies.

#### Article V: Amendments to the By-Laws and Policies

- A. Amendments to these By-Laws and Policies may be proposed by any member of the Board.
- B. The adoption of By-Law and Policy changes shall require the affirmative vote of three Board members.