

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 Town of Schroepfel 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. With no more than three terms.
 - 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, Treasurer, and Secretary. The office of President shall be for one year but no more than two consecutive years. The offices of Vice-President, Treasurer, and Secretary shall each be for one year and there is no limit on number of years. 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 31st.
3. The Village fiscal year is March 1st to the last day of February.

Article III: Meetings and Procedures

A. Meetings:

1. The Board of Trustees shall meet monthly on every 2nd 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. Meetings should be attended by Trustees and the Library Director.
5. Absences -

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 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 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.