



By-Laws

ARTICLE I – Name and Organization

This organization shall be called the “Lee-Whedon Memorial Library” and is hereinafter referred to as the “Library.” The Library is a Public School District Library which exists by virtue of a provisional Charter granted to it by the Board of Regents for and on behalf of the Education Department of the State of New York on June 29, 1956. The Library was granted Absolute Charter Number 8127 on April 27, 1962, amended July 28, 2009. The Library shall be governed by its Board of Trustees, exercising the full and independent authority delegated to it under the Charter and the Laws of the State of New York. The Library shall serve the residents of the Medina Central School District.

ARTICLE II – Board of Trustees of the Library

Section 1. The Board of Trustees of the Library (the “Board”) shall consist of five (5) legally elected representatives. The Library building and the land on which it stands are owned by the Board who act on behalf of the residents of the Medina Central School District. The purpose of the Board is to maintain the Library facility and to promote its services and resources.

Section 2. A Library Trustee must reside within the Medina Central School District during his or her term.

Section 3. One trustee shall be elected at each Annual Meeting of the Library, each trustee to serve for a term of five (5) years. To be eligible for election as a Trustee the candidate must be a citizen of the United States, aged at least 21 years, and a resident of the Medina Central School District. The Trustee may not be a salaried employee of the Library, or a close or immediate relative of an employee or Trustee of the System. Those candidates whose petitions are properly filed with the School District Clerk are eligible for election at the Library’s Annual Meeting.

Section 4. Any vacancy on the Board shall be filled by the Board for the balance of the unexpired term, by appointment of a person residing in the school district. The candidate shall be duly elected for the balance of the unexpired term at the next Annual Meeting by those in attendance who are qualified residents of the Medina Central School District. Those candidates whose petitions are properly filed with the School District Clerk are eligible for election at the Library’s Annual Meeting.

Section 5. Each Library Trustee shall take an oath of office as required by law. The Director shall file these oaths annually with the County Clerk.

Section 6. The Annual Meeting of the Board shall be held one week prior to the School District's Annual Meeting. The final budget for the subsequent fiscal year shall be presented for Board approval at this meeting. Should this budget involve an increase in property tax, it will then be presented to the residents of the Medina Central School District for public vote on the day following the Annual Meeting. Should the final budget presented not involve an increase in property tax, a public vote is not necessary. Other business transacted at this meeting shall include the election of qualified candidates as Trustees.

Section 7. The fiscal year of the library shall be July 1 – June 30.

ARTICLE III – Officers

Section 1. Officers of the Board shall be chosen at the Reorganizational meeting of the Board held in July, and shall be as follows: President, Vice-President. Officers may serve up to two terms, each term being of two years duration. The Assistant Director shall serve as Secretary.

Section 2. The President shall preside at meetings of the Board, appoint all committees, certify all bills approved by the Board, authorize calls for any special meetings, and generally perform the duties of a presiding officer. In the absence of the President from a Board meeting, the Vice-President shall preside.

Section 3. The Director shall issue notice to the public of all regular and special meetings of the Board. The Secretary shall keep a record of all Board meetings. The Director shall maintain the archives of Board minutes.

Section 4. The President and the Vice-President shall be the disbursing officers of the Board.

Section 5. The Accounts/Payroll Clerk shall effect payment of payroll and all general disbursement items approved by the Board in a timely fashion. All such payments will be authorized by either the Director or Assistant Director. The Accounts/Payroll Clerk shall keep accurate accounts showing receipts and disbursements and shall make monthly reports to the Board as well as such other reports as may be required from time to time. The Board shall appoint an independent Treasurer to oversee the Accounts/Payroll-Clerk. The Treasurer will submit a written monthly report for the monthly Board meeting.

ARTICLE IV – Meetings

Section 1. The regular monthly meeting of the Library Board shall be held on the second Monday of each month, at 4:00 p.m. at the library, unless otherwise designated. The Annual Meeting shall be held one week prior to the School District's Annual Meeting.

Section 2. Special meetings of the Board shall be called by the Director at the direction of the President or any three other Library Trustees. Notice of special meetings, if practicable, shall be

given to the Board in writing (e.g., via email) at least 72 hours prior to the meeting and shall state the purpose or purposes of such special meeting. A Library Trustee's absence from a special meeting shall not be deemed as unexcused.

Section 3. A Quorum for the transaction of business at meetings of the Board shall consist of a majority of the entire Board, present in person. If current law or Executive Order allows for virtual attendance that shall also be allowable. In the absence of a quorum, the Trustees present may adjourn the meeting to a date determined, and written notice thereof shall be sent to all Trustees.

Section 4. The President may vote upon and may move or second a proposal before the Board.

Section 5. All meetings shall be conducted in accordance with Roberts Rules of Order, the Open Meetings Law and the Laws of the State of New York.

Section 6. Meetings of the Board shall be open to the public. Public notice of the time and place of a Board meeting shall be given to the news media at least one week prior and shall be conspicuously posted on the Library's website and in the Library at least seventy-two hours before such a meeting. Public notice of the time and place of all other meetings shall be given to the extent practicable to the news media and shall be conspicuously posted on the Library's website and in the Library.

Section 7. Any Trustee who shall fail to attend three (3) consecutive regular meetings of the Board shall be subject to removal from office by action of the Board in the absence of reasonable excuse for such absences.

ARTICLE V – Professional Staff

The Board shall appoint a qualified Director who shall be the executive and administrative officer of the Library on behalf of the Board and under its review and direction. The Director shall have authority to appoint employees without prior approval of the Library Board provided such appointments are submitted for approval at the next regular meeting of the Board and provided such appointments are in accordance with the Civil Service Law of the State of New York. The Director shall specify the duties of other employees and shall be held responsible for the proper direction and supervision of the staff, for the care and maintenance of Library property, for an adequate and proper selection of books and other Library materials in keeping with the stated policy of the Board, for the efficiency of Library service to the public, and for its financial operation within the limitations of its budget. The Director shall assist the Board in the formulation and submission of an annual budget. The Director shall have such other duties as the Board may specify from time to time. The Director shall attend all Board meetings except those at which his/her appointment or salary is to be discussed or decided. Otherwise, the Director may participate in discussions and offer professional advice, but may not vote upon any question.

ARTICLE VI – Committees

Section 1. Special advisory committees for the study and investigation of special problems may be appointed by the President, such committees to serve until the completion of the work for which they were appointed. Such an ad-hoc committee shall be considered to be discharged after its final report is made to the Board.

ARTICLE VII – Amendment

These By-Laws may be amended by the majority vote of all members of the Board provided written notice of the proposed amendment with the proposed text therein has been mailed or emailed to all Library Trustees at least one week prior to the meeting at which such amendment is to be considered.

Article IV, Section 3 amended February 2022

Article III amended Sept 2018

Adopted March, 2013