



Galway Public Library  
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*Serving the Greater Galway Community.*

## **Galway Public Library By-Laws**

**Preamble:** The Board of Trustees, hereafter designated as “the Board” of the Galway Public Library, a school district public library created by a vote of the people in the Galway Central School District and certified by the Board of Education, hereby enacts the following By-Laws:

**Purpose:** The purpose of the Galway Public Library is to assemble, preserve, and provide printed and other materials to help meet the day-to-day educational, informational, cultural, and recreational interests and needs of the community. The Board shall make all by-laws and policies necessary, proper, and not inconsistent with any local, state, or federal law, to forward this purpose.

### **Article I – Board of Trustees Membership**

The Board shall consist of no fewer than five (5) nor more than eleven (11) member trustees elected by the voters of the Galway Central School District. The current number of elected trustees on the Board is seven (7). Trustees shall serve without compensation. Unexpired terms of office shall be filled by the Board until the next Annual Election, at which time the vacancy will be filled by public election.

Eligibility for office shall be limited to adults residing within the geographical limits of the Galway Central School District.

The term of office of trustees shall be five (5) years, to begin on July 1 in the year of election.

If a trustee shall fail to attend three consecutive meetings without an excuse accepted as satisfactory by the Board, the trustee shall be deemed to have resigned, and the unexpired term shall be filled as prescribed above.

Newly appointed trustees shall be provided with appropriate orientation by the Board President and the Library Director and shall be given a copy of the Galway Public Library By-Laws and a review of the *Handbook for Library Trustees of New York State*, which outlines the basic information about trustee responsibilities.

### **Article II – Officers**

1. The officers of the Board shall be President, Vice-President, and Secretary. Each officer shall be elected for a one-year term. All officers may serve as long as deemed appropriate by the Board.

2. The Nominating Committee is a special committee consisting of three members that shall be appointed by the President in June. A slate of officers shall be presented at the regular Board meeting in July and elected by a majority vote of the Board. Membership on such committee shall not prohibit nomination for office.
3. Duties of Officers:
  - a) The President shall preside at meetings of the Board, appoint committees, authorize calls for special meetings and generally perform the duties of a presiding officer.
  - b) The Vice-President shall perform the duties of the President, in case of the absence or disability of the President, and shall succeed to the office of President upon the resignation or death of the President. In case both the President and the Vice-President are absent from a meeting, any member may call the meeting to order, and the members present (there being a quorum) shall elect a Chairman pro tem.
  - c) The Secretary shall have charge of the records of the Board and shall keep the minutes of its meetings. A copy of the minutes shall be kept in the library and shall be available for public study. A copy of all official Board records, including but not limited to By-Laws, minutes of Board meetings, policies, and plans, shall be kept in the library and shall be available for public study in conformance with the Freedom of Information Law of the State of New York, Public Officers Law, sections 84-90.

### **Article III – Committees**

The Board may consider and act on any matter before it, with or without recommendations from a committee. The President shall appoint committee chairpersons annually and may appoint ad hoc committees as desired. Each Board member shall be appointed by the President to serve on one of the five standing committees listed below. Each committee shall be comprised of at least one Board member, and may include members of the Friends of the Galway Public Library and the Galway School District community. The chairperson shall be responsible for periodic meetings of the committee and shall have an opportunity to report at each regular meeting of the Board. The President (with voting power) and the Director (with no voting power) shall be members, ex-officio, of all committees except nominating committees.

1. The **Finance Committee** shall have general supervision of the policies and plans for the fiscal resources of the Library. It will be responsible for but not confined to:
  - a) Preparing an annual budget in cooperation with the Director and Treasurer for the Board's approval.
  - b) Evaluating and advising the Board on endowment, memorial and other gifts, savings and financial plans in a manner advantageous to the annual and future needs of the Library.

- c) Requesting and considering recommendations made by the other committees.
  - d) Seeking and receiving public funds on an on-going and regular basis and reporting to funding authorities on how public funds were spent and what services the Library offers the community.
2. The **Building and Grounds Committee** shall conduct periodic inspections of the furniture, equipment, building, and grounds, and shall make recommendations to the Board concerning changes, acquisitions, and replacement of furniture and equipment, repairs, alterations, replacement or addition of building equipment, insurance coverage of the building, and any other anticipated expenses to be included in the annual budget and such other matters as may be referred to it by the Board.
  3. The **Publicity / Public Relations Committee** shall promote awareness in the community about library services and needs.
  4. The **Personnel Committee** shall evaluate the performance of the Director and make recommendations for salary and benefits for all staff and shall adjudicate, if necessary, any formal grievance brought to it by a staff member, reporting the matter to the Board at its next meeting.
  5. The **Long-Range Planning Committee** shall be responsible for evaluating the future library needs of the community and presenting a plan to the Board which will provide for the growth and improvement of the Library and library service.

#### **Article IV – Meetings**

1. A minimum of six (6) meetings a year shall be held, as determined by the Board, and shall be open to the public in conformance with Education Law 260-a, except when individual personnel issues are being discussed. Public notice of the time and place of a meeting, scheduled at least two weeks prior thereto, shall be given to the public and news media at least one week before such meeting. All Board and Committee meetings shall be conducted in conformance with the provisions of the Open Meetings Law of the State of New York, Public Officers Law, sections 100-111 (see Appendix A- Open Meetings Law Compliance).
2. The fiscal year of the Library shall commence on the first day of July.
3. Special meetings shall be held at the call of the President or any three Trustees.
4. A majority of the whole Board shall constitute a quorum.
5. The order of business shall include:
  - a) Review of minutes of previous meeting
  - b) Financial report and approval of expenditures
  - c) Report of Library Director
  - d) Correspondence and communications
  - e) Report of special committees

- f) Report of standing committees
- g) Unfinished business
- h) New business
- i) Adjournment

## **Article V – Library Director**

1. The Board shall appoint a Director who shall be held responsible for the proper performance of duties as spelled out in the job descriptions provided by the Board.
2. It shall be the duty of the Director to attend all meetings of the Board, including budget meetings or public meetings where action may be taken affecting the interests of the Library. The Director shall have the right to speak on all matters under discussion at Board meetings but shall not have the right to vote thereon.

## **Article VI – Treasurer/Chief Financial Officer (CFO)**

1. The Board shall appoint a Treasurer and CFO who shall be held responsible for the proper performance of duties as spelled out in the job descriptions provided by the Board.
2. The Treasurer and CFO shall be responsible for all monies appropriated by the Library and for funds with which the library is endowed. They shall:
  - Serve on the finance committee
  - Maintain accurate and audited financial records
  - Monitor, control, and receive funds
  - Provide the Board with a report of monthly receipts and expenditures, a year-end report, and other financial reports as requested.
  - Assist the Director in preparing an annual budget.
3. The Library's accounts shall be examined annually by an auditor. Upon completion of the audit, the auditor shall present a report to the Board and sign a statement of fact that the accounts are correct.
4. The Treasurer shall perform other such duties as are generally required of the office. The Treasurer shall be bonded.
5. In the absence of the Treasurer, the Board shall appoint a Deputy Treasurer to perform the Treasurer's duties.

## **Article VII - Bookkeeper**

1. The Board shall appoint a Bookkeeper who shall be held responsible for the proper performance of duties as spelled out in the job descriptions provided by the Board.

2. The Bookkeeper shall pay bills, make deposits, and maintain the accounting books.

## **Article VIII – Provisions**

The following provisions shall apply to the Galway Public Library.

1. **Dissolution:** In the event of the dissolution of the Library, the Board shall, after paying or making provision for the payment of all of the liabilities of the Library, distribute the remaining assets in accordance with the provisions of the Education Law of the State of New York.
2. **Non-Inurement:** No part of the net earnings of the organization shall inure to the benefit of any member, trustee, employee, officer of the organization, or any private individual (except that reasonable compensation may be paid for services rendered to or for the organization).
3. **Restrictive Legislation:** No substantial part of the activities of the organization shall be carrying on propaganda or otherwise attempting to influence legislation, except as otherwise provided by Internal Revenue Code section 501(h), or participating in or intervening in (including the publication or distribution of statements) any political campaign on behalf of any candidate for public office.
4. **Restrictive Purposes and Activities:** Notwithstanding any other provision of these articles, the organization shall not carry on any activities not permitted to be carried on by an organization exempt from the federal income tax under section 501(c)(3) or corresponding provisions of any subsequent federal tax laws.

## **Article IX – Amendments**

These 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 in writing at a prior regular or special meeting and notice thereof has been given in the notice of the meeting at which it is to be considered.

## **Appendix A – Open Meetings Law Compliance**

The Board of Trustees of the Galway Public Library is committed to following the letter and intent of the NYS Public Officers Law, Article 7 known as the Open Meetings Law.

### **Open Meetings Law Public Announcement Procedure:**

1. Board members or committee members wishing to hold a meeting must contact the library director via email, phone or in person, with a confirmed meeting date, time, and agenda in no less than fourteen days in advance of the meeting day when contacting the director. Regularly reoccurring meetings should be scheduled at the annual meeting and/or as deemed necessary by the Board and notice

appropriately posted.

2. The director and/or the PR clerk will:
  - contact the local news media with the meeting date(s) and time
  - will publish the same on [www.galwaypubliclibrary.org](http://www.galwaypubliclibrary.org)
  - post a flyer with the same on the library's public bulletin board
  
3. Should a meeting date and time not be scheduled and confirmed with the director one week prior to the meeting minimum lead time, the meeting will be announced to the community as in item #2 but will be titled as a "Special" or an "Emergency" meeting.

I certify that our Board of Trustees adopted the above at a meeting held on 1/18/23.

This document reflects revisions made to the original policy adopted 7/13/1999 and revised 1/8/2002, 4/6/2004, 6/1/2004, 10/2/2006, 7/16/2007, 11/5/13, 7/5/17, and 1/18/23.

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Cate La Barre, Board President  
1/12/2023

1/12/2023