

**WILLIAM K. SANFORD TOWN LIBRARY
BOARD OF TRUSTEES
BYLAWS**

ARTICLE I. NAME, AUTHORITY, AND GOVERNMENT

- Section 1. The name of this organization shall be the William K. Sanford Town Library.
- Section 2. The Library derives its authority from a charter issued provisionally by the University of the State of New York Education Department on January 24, 1964 and amended on April 14, 1970, made absolute on October 29, 1976 and amended on June 21, 1979.
- Section 3. The Library is governed by Section 260 of the New York State Education Law, by all other Applicable New York State laws, the Rules of the Board of Regents, the regulation of the Commissioner of Education and these Bylaws.

ARTICLE II. BOARD OF TRUSTEES

- Section 1. The governing body of the William K. Sanford Town Library shall be a Board of Trustees appointed by the Colonie Town Board for terms of office of five years.
- Section 2. The Board of Trustees shall adopt and revise bylaws, establish such policies as will foster and improve library service to the residents of Colonie, employ a director, supervise the expenditure of the library's funds, discharge all responsibilities as provided for under Article I., Section 3., and exercise such other responsibilities as may be appropriate.
- Section 3. A trustee who fails to attend 3 consecutive regular board meetings without excuse accepted as satisfactory by the Board shall, at the next regular meeting following the third consecutive absence, be declared to have resigned.
- Section 4. Each trustee shall have one vote and must be present at the meeting to have this vote counted.

ARTICLE III. OFFICERS

- Section 1. The officers shall be president, a vice-president, and a secretary elected from among the appointed trustees at

the annual meeting of the Board.

- Section 2. Officers shall serve a term of one year from the annual meeting at which they are elected and until their successors are duly elected.
- Section 3. The president shall preside at all meetings of The board, authorize calls for any special meetings, appoint all committees, execute all documents authorized by the board, and Generally perform all duties associated with that office.
- Section 4. The vice-president, in the event of the absence or Disability of the president, or of a vacancy in that office, shall assume and perform the duties and functions of the president.
- Section 5. In the absence of the president and the vice-president from a board meeting, the members shall select a temporary president for the meeting.
- Section 6. The secretary shall keep a true and accurate record of all meetings of the board and shall perform such other duties as are generally associated with that office.
- Section 7. Should an office become vacant prior to its expiration, the board, at the first regular meeting held after such vacancy occurs, shall elect one of its members to fill the unexpired term.

ARTICLE IV. **MEETINGS**

- Section 1. The regular meetings shall be open to the public, shall be held at least each quarter at the William K. Sanford Town Library, the date and hour to be set by the board at its annual meeting.
- Section 2. The annual meeting shall be for the purpose of the election of officers and shall be held at the time of the regular meeting in January of each year. In addition, at this meeting library hours will be set relative to the observance of holidays.
- Section 3. Special meetings or executive sessions may be called at the direction of the president, or at the request of 3 members, for the transaction of business as stated in the call for the meeting.
- Section 4. A quorum for the transaction of business at any meeting shall consist of 4 members of the Board present in

person.

Section 5. Conduct of meetings: Proceedings of all meetings shall be governed by Robert's Rules of Order.

Section 6. Notice of the time and place of every meeting shall be sent not less than five days, nor more than ten days, before the meeting, to the usual address of every trustee.

ARTICLE V. **LIBRARY DIRECTOR AND STAFF**

The board shall appoint a qualified library 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 recommend to the board within the purview of the Civil Service law of the State of New York and of the Town of Colonie the appointment and 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 approved by the board, for the efficiency of library service to the public and for its financial operation within the limitations of the budgeted appropriation.

The director shall attend all board meetings, shall have custody of the minutes and other records of the board, shall present a Director's Report at each regular meeting of the board and shall present an annual report at the regular April meeting of the board.

ARTICLE VI. **COMMITTEES**

Section 1. The president shall appoint committees of one or more members each for specific purposes as the business of the board may require from time to time. The committee shall be considered to be discharged upon the completion of the purpose for which it was appointed and after the final report is made to the board.

Section 2. No committee will have other than advisory powers unless, by suitable action by the board, it is granted specific power to act.

Section 3. The president and the director shall be ex-officio members of all committees.

Section 4. All committees shall make a progress report at each regular meeting of the board.

ARTICLE VII. **GENERAL**

Section 1. An affirmative vote of the majority of all members of the board present at the time shall be necessary to approve any action before the board. The president may vote upon and may move or second a proposal before the board.

Section 2. The bylaws may be amended by the majority vote of all members of the board provided written notice of the proposed amendment shall have been mailed to all members with the notice of the meeting at which such action is proposed to be taken.

Revised April 2, 1982

Revised March 30, 1983

Revised February 18, 2009