



*Dutton S. Peterson Memorial  
Library Corner of First and  
Church Streets Odessa, N.Y.  
14869*

April 1, 1992

BY-LAWS OF THE DUTTON S. PETERSON  
MEMORIAL LIBRARY

## Article I - Tenure of Office of Trustees

1. The term of office of trustees shall be five years, and shall be limited to two successive terms.

## Article II – Officers

2. The officers of the Board shall be a President, a Vice-President, a Secretary, and a Treasurer.
3. A nominating committee shall be appointed by the President two months prior to the end of the library year.
4. Officers shall be elected at the last regular meeting of the library year by a majority vote of the Board.
5. All officers shall have the usual powers associated with their office.

## Article III - Meetings

1. Regular meetings shall be held each month, at dates and times to be established by the Board at the beginning of the library year and shall be open to the public except when individual personnel issues are being discussed.
2. Special meetings shall be held at the call of the President or any three trustees.
3. A majority of the designated number, of the Board shall constitute a quorum.
4. The order of business shall be as follows:
  - a. Roll call
  - b. Review of Minutes of previous meeting.
  - c. Report of the Director
  - d. Committee reports
  - e. Nominations and elections, if any
  - f. Unfinished business
  - g. New business
  - h. Adjournment

5. Vacancies among the officers shall be filled at an election at a regular meeting, and a majority vote of the Trustees present shall be necessary to an election.

#### Article IV-Committees

1. The following will be standing committees, Library Programs, Personnel, Buildings, Budget and Finance. These committees shall have all the usual powers associated with such committees.
2. The President of the Board shall appoint all committee members.
3. Ad hoc committees shall be appointed by the President with the approval of the Board, Non-Board members may be appointed to such committees to bring special capabilities for the resolution of problems confronting the Committee.
4. All committee actions are subject to approval by a majority of the Board.

#### Article V-Library Director

1. The Board shall appoint a qualified library director who shall be the executive and administrative officer of the library,
2. The Director shall be held responsible for the proper performance of duties as spelled out in the job description provided by the Board.
3. It shall be the duty of the Director to attend meetings of the Board, including budget meetings, or public meetings where action may be taken affecting the interests of the Library.
4. The Director shall have the right to speak on all matters underdiscussion at Board meetings, but shall not have the right to vote thereon.

#### Article VI-Amendments

1. 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.