



PETERSBURGH PUBLIC LIBRARY BY-LAWS

ARTICLE I Name The name of this library shall be the Petersburg Public Library

ARTICLE II Object The object of this library shall be to provide library service to the citizens of the town and neighboring communities.

ARTICLE III Governing Body

- Section 1. The library shall be governed by a Board of at least seven and not more than eleven trustees.
- Section 2. The trustees shall be appointed by the Petersburg Town Board upon recommendation of the library trustees and shall hold office for five years.
- Section 3. Any trustee failing to attend at least 6 meetings (or 1/2 of the proposed meetings) during the calendar year shall be deemed to have resigned and the Board shall take appropriate action.
- Section 4. In the event of a vacancy on the Board, the Town Board shall appoint a replacement for the unexpired term upon recommendation of the remaining trustees.

ARTICLE IV Duties of the Trustees

- Section 1. The trustees shall secure adequate support for the library.
- Section 2. The trustees shall establish the policies of the library.
- Section 3. The trustees shall have the library adequately staffed at all times.
- Section 4. The trustees shall attend meetings of the board.

ARTICLE V Officers and their Election

- Section 1. The officers of the Board of Trustees shall be President, Vice President, Secretary and Treasurer.
- Section 2. The officers shall be elected annually at the December meeting by a majority vote of the Board and shall hold office for one year. The tenure of the President shall be limited to two consecutive full terms of one year each unless approved by three quarters of the trustees.

ARTICLE VI Duties of Officers

- Section 1. The President shall prepare an agenda and preside at all meetings, shall appoint all committees, and shall be an ex-officio member of all committees. The President shall perform all duties usually pertaining to that office.
- Section 2. The Vice-President shall perform the duties of the President in the absence of that officer.
- Section 3. The Secretary shall keep a complete record of all meetings, shall attend to all correspondence.
- Section 4. The Treasurer shall keep an accurate record of receipts and disbursements and upon authorization of the Trustees, shall direct the payment of library funds by the Town Board. The Treasurer shall present a financial statement at each meeting of the Board.

ARTICLE VII Meetings

- Section 1. Regular meetings of the Board shall be held once a month at the discretion of the Trustees. Special meetings may be called by the President at the request of two trustees. Decisions that must be made between meetings will be discussed by the president with a quorum.
- Section 2. A quorum shall consist of over one half the total number of trustees.
- Section 3. The order of business at each meeting shall be as follows:
- a. Call to order
 - b. Roll call
 - c. Reading of the minutes of the previous meeting
 - d. Statement of the Financial Secretary
 - e. Librarian's report
 - f. Bills and communications
 - g. Committee reports
 - h. Unfinished business
 - i. New business
 - j. Adjournment

ARTICLE VIII Librarian

- Section 1. The Board of Trustees shall appoint a librarian deemed by them to be qualified to operate the library on behalf of the Board and under its direction and review.
- Section 2. The librarian shall attend all regular meetings of the Board but shall not be a member of the Board or have a vote on any question.

ARTICLE IX Amendments

These By-Laws may be amended by a 2/3 vote of all trustees, Provided that notice of the amendment has been delivered or sent to each one at least thirty days prior to the meeting.

APPROVED DATE: Unknown

REVISED DATE: September 1993

REVISED DATE: May 2012

REVIEWED AND RENEWED: June 6, 2018