

# Pioneer Library System Board of Trustees Bylaws

*June 28, 1990*

*Amended: June 16, 1993; November 16, 1994; March 8, 2000; June 8, 2011; December 14, 2011; January 13, 2016*

## System Purpose

The Pioneer Library System exists to serve the public through its forty-two member libraries. The System provides to its members services they could not reasonably provide for themselves. Pioneer acts as a forum for discussion, coordination of services and distribution of State and Federal aid across the four counties. Pioneer serves as an advocate for its member libraries.

## Article I

### Organization

1. The Board of Trustees shall consist of nine members, two appointed by each county advisory council and one from the Board of the Central Library.
2. Any person residing in the area served by the Pioneer Library System is eligible to hold the office of Trustee, except employees of the System or employees of a member library.
3. The Central Library member shall serve their full Pioneer Library System Board of Trustees term, regardless of the length of their Central Library Board term.
4. The term of each shall be five years, and two terms shall expire on December 31 each year, except that every fifth year only one term shall expire. Trustees may not succeed themselves with the exception that this does not apply to a trustee who has not served a full five year term.
5. In the case of a vacancy, the appropriate county association is empowered to appoint a trustee to fill the unexpired term. If an appointment is not made within 30 days of the vacancy, the Board is empowered to appoint a trustee from the appropriate county.
6. A representative of the Pioneer Library System Advisory Council (PLSDAC) of member library directors shall serve as liaison to the Board.
7. The Director, Assistant Director, and Business Manager of the Pioneer Library System shall serve as staff to the Board.

## Article II

### Officers

1. The officers shall be President, Vice President, Treasurer, and Corresponding Secretary. A Fiscal Officer, Recording Secretary, and Claims Auditor shall be appointed annually by the Board.
2. All officers and appointees shall be elected at a regular meeting prior to the January regular meeting and following the Annual Meeting.
3. The President shall preside at all meetings and shall have the usual powers of a presiding officer. At the first regular meeting following the Annual Meeting, the President shall appoint a nominating committee to prepare and propose a slate of officers. This slate is to be presented at the next regular meeting and after its acceptance to be effective for the following year.
4. The Vice President shall act as President in the absence of the President.
5. The Corresponding Secretary shall be responsible for any correspondence on behalf of the Board.
6. The Recording Secretary shall be the Assistant Director or a designee. The Recording Secretary shall send notices of meetings to the Board and record the minutes of Board meetings.
7. The Treasurer shall present a financial report at each regularly scheduled Board Meeting and shall Chair the Finance Committee of the Board.
8. The Claims Auditor shall be appointed by the Board to ensure that all expenditure vouchers are properly itemized and documented before payments are made.
9. In the case of an officer vacancy the President shall appoint a nominating committee to propose an officer. The officer is to be presented at the next regular meeting and after its acceptance to be effective immediately.

## Article III

### Meetings

1. Regular meetings of the Board shall be held at such place and time as may be prescribed by the Board and shall meet not less than six times per year.
2. Special meetings shall be held on the call of the President or any three trustees for a specific purpose. No business may be transacted at such special meeting except the stated business.
3. Five trustees shall constitute a quorum for the transaction of business.
4. Any Board member unable to attend any meeting of the Board should notify the PLS Executive Director in order to secure a quorum at each meeting.
5. Proceedings shall be conducted in the manner usual in deliberative bodies as follows:
  - a) The Minutes of the previous meeting
  - b) Financial Report And Audit
  - c) Communications and Reports
  - d) New Business
  - e) Old Business
  - f) Next Meeting Date
  - g) Adjournment

This order of business may be changed or suspended during any meeting of the Board by consent of the Trustees present.

6. If any Trustee shall fail to attend three consecutive meetings without an excuse accepted as satisfactory by the Board, he or she shall be deemed to have resigned, and the vacancy shall be filled (Education Law S. 226.)
7. Any Trustee wishing to resign should present that request in writing to the Board President.
8. There shall be an Annual Meeting the last quarter of each year at which members will be appointed to the Board to fill expired terms of Trustees and conduct such other business as shall come before the Board. Representatives of Member Libraries will be encouraged to attend. Trustees of member library shall serve as voting members.

## Article IV

### Committees

1. The Standing Committees of the Board of Trustees shall include:
  - a) Personnel: The Personnel Committee handles and reviews all matters pertaining to staff issues. It serves as liaison between the staff personnel committee and the Board.
  - b) Finance: The Finance Committee oversees the fiscal operation of the system. The committee works with the Executive Director with regard to the preparation of an annual budget.
  - c) Audit: The Audit Committee hires the independent auditor and receives the independent auditor's report. The committee receives Conflict of Interest disclosures from trustees and key employees and determines irreconcilable conflicts.
  - d) Policy Committee: The Policy Committee develops fiscal and other required policies, reviewing and updating as needed.
2. Ad Hoc Committees will be appointed by the President as the need arises.
  - a. Construction Grant: The Construction Grant Committee is responsible for oversight of New York State public library construction grants to member libraries and makes construction grant award recommendations to the Board. The President will annually appoint the committee after member library construction grant applications are received by the System. Trustees that also serve on the board of an applying library will be ineligible to serve on the committee.
  - b. Nominating: A Nominating Committee will be established at the first regular meeting following the Annual Meeting to nominate officers for the subsequent year.
3. All reports of committees, shall be presented in writing at the subsequent Board of Trustees meeting
4. No action of any committee shall be binding until approved by the Board unless full authority has previously been given by the Board.
5. No committee shall authorize any expenditure without authority of the Board.
6. Committees shall be appointed by the Board President at first meeting of the year.

## Article V

### **Executive Director**

The Executive Director of the Pioneer Library System shall be considered the Executive Officer of the Board and shall have sole charge of administration of the System and shall be directly responsible to the Board of Trustees.

## Article VI

### **Amendment**

These bylaws may be repealed, amended or added to at a regular meeting of the Board by a majority vote of the Trustees present, but only after the substance of the proposed change has been submitted 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.

As last amended by the Board of Trustees of the Pioneer Library System on January 13, 2016.