

# 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; **December 10, 2020***

## System Purpose

The Pioneer Library System (the System) exists to support the expansion and improvement of public library services in Livingston, Ontario, Wayne and Wyoming Counties. The System provides to its members consultation services, technology support, advocacy, and guidance on library related topics. The System also acts as a forum for discussion, coordination of services, and distribution of State and Federal aid across the four counties.

## Article I

### Organization

1. The Board of Trustees shall consist of nine members, two from each of the four counties the System serves, and one from the Board of the Central Library.
2. Any person residing in the area served by the System is eligible to hold the office of Trustee, except employees of the System or employees of a member library.
3. System trustees shall be elected by member library boards. Each member library board may cast one vote for elections taking place at the Systems Annual Meeting held in last quarter of each year.
4. 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.
5. The term of each shall be five years<sup>1</sup>.
6. Two terms shall expire on December 31 each year, except that every fifth year<sup>2</sup> only one term shall expire.
7. In the case of a vacancy, the term shall be filled by an appointment of the appropriate county representative, selected by the System's board of trustees until the next annual election.
8. A representative of the Pioneer Library System Advisory Council (PLSDAC) of member library directors shall serve as liaison to the Board.
9. The Executive Director (as described in Article V) of the Pioneer Library System shall serve as staff to the Board.

## Article II

### Officers

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<sup>1</sup> At the time of the amendment of these bylaws, the Pioneer Library System is working with the Division of Library Development on shortening terms to three years. This information will be updated after charter approval by the New York Board of Regents.

<sup>2</sup> In accordance with the previous note, this number will be updated to "third year" following the Board of Regents approval of the amended charter.

1. The officers shall be President, Vice President, Treasurer, and Secretary. A Claims Auditor independent of the Board, shall be appointed annually by the Board.
2. All officers and appointees shall be elected at a regular meeting prior to the first regular meeting of the year and following the Annual Meeting.
  - a. 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.
  - b. The **Vice President** shall act as President in the absence of the President.
  - c. The **Secretary** shall be responsible for coordinating meeting notices, appointing a designee for recording minutes of Board Meetings, and responding to any correspondence on behalf of the Board.
  - d. The **Treasurer** shall present a financial report at each regularly scheduled Board Meeting and shall Chair the Finance Committee of the Board.
  - e. The **Claims Auditor** shall be appointed by the Board to ensure that all expenditure vouchers are properly itemized and documented before payments are made.
3. 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 eight 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. A majority of the whole board, including vacancies, shall constitute a quorum for the transaction of business.
4. Any Board member unable to attend any meeting of the Board should notify the Board President and/or the System's 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. Old Business
  - e. New 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. The resignation shall be voted on at the next regular or special meeting. Resignations shall be approved in a manner that does not allow board representation to fall below quorum.
8. There shall be an Annual Meeting the last quarter of each year at which members will be elected to the Board or to fill expired terms. Representatives of Member Libraries will be encouraged to attend.

## Article IV

### Committees

1. The Standing Committees of the Board of Trustees shall include:
  - a. **Personnel Committee:** Reviews staff appointments, terminations, benefits, and salaries. This committee also conducts the Executive Director's annual evaluation.
  - b. **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 Committee:** Selects the independent auditor based on procurement policies 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:** Develops fiscal and other required policies, reviewing and updating every five-years in accordance with minimum standards of service according to Section 90.2 of the Regulations of the Commissioner of Education.
2. Ad Hoc Committees will be appointed by the Board as the need arises.
  - a. **Construction Grant Award Committee:** 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 intent to apply forms 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 Committee:** 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 prior to the 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. They 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**.