

LIMA PUBLIC LIBRARY  
By-laws of the Lima Public Library

Article I. Board of Trustees

1. The Board of Trustees shall consist of 5 members

Article II. Tenure of Office of Trustees

1. The term of office of trustees shall be 5 years, and shall be limited to 4 successive terms. As terms expire, successors shall be appointed by the Town of Lima for a full term of five years. Vacancies due to cause other than expiration of term shall be filled for the balance of the unexpired term by the Board of Trustees.
2. A one-year temporary appointment is permitted while seeking to recruit or elect a new Board member or officer. The temporary appointment will also be permitted if a current Board member cannot fulfill their term.
3. In the case of a vacancy, the Library Board shall select a replacement Trustee and present their name to the Town Board for the final appointment. The Trustee shall fill the balance of the unexpired term.

At the beginning of each full or partial term, Trustees shall take an Oath of Office and submit it to the Secretary and the Town Clerk or Livingston County Clerk.

Article III. Officers

1. The officers of the Board shall be a President, a Vice-President, a Secretary, and a Treasurer, the Supervisor of the Town of Lima.
2. The President shall appoint a nominating committee two months prior to the end of the library year.
3. Elected officers shall serve for a two-year period.
4. All officers shall have the usual powers associated with their office.

5. Officers shall be as designated by the board.

#### Article IV. Meetings

1. Regular meetings shall be held 6 times a year, 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 may be as follows:

- a. Roll call
- b. Review of minutes of previous meetings
- c. Financial report and approval of expenditures
- d. Report of the Library Manager
- e. Report of special committees
- f. Nominations and elections, if any
- g. Correspondence and communications
- h. Unfinished business
- i. New business
- j. Adjournment

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

#### Article V. Friends of the Library

Trustees and Friends are citizens who choose to help their local libraries. Their goals are similar, but their paths to achieve them differ.

1. Friends may be future trustees and trustees' future friends; however, there shall be no overlapping boards.

2. Friends recognize that they do not perform a policy-making role for the library but should feel that the trustees value their opinions.

3. Friends support the library.

4. Friends serve as connecting links between the library and community, interpreting one to the other.

5. Friends supplement what cannot be provided by the library budget with funds, materials, equipment and services. Friends may decide how to spend their money after conferring with the library manager and/or the library board.

6. Fund raising by the Friends is done with the knowledge of the trustees and in coordination with the library manager.

7. Friends use their influence to assist the Library in obtaining desired financial support, representing the library point of view to legislators and the media.

8. A Trustee policy should include representation or liaison with the Friends.

#### Article VI. Committees

1. The budget committee shall consist of all board members.

2. The President of the Board may appoint Board Trustees to special committees.

3. Ad hoc committees may 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 VII. Library Manager

1. The Board shall appoint a qualified library manager who shall be the executive and administrative officer of the library.

2. The Manager 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 Manager to attend all meetings of the Board, including budget meetings, or public meetings where action may be taken affecting the interests of the Library. The Manager shall have the right to speak on all matters under discussion at Board meetings but shall not have the right to vote thereon.

Article VIII. 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.

Adopted by the Lima Public Library Board for Trustees

Dated: 5/16/2018

Amended:10/6/2023

Amended: 09/25/2024