

**Honeoye Public Library  
8708 Main Street  
Honeoye, NY 14471**

**By-Laws**

**Name of Organization:** Honeoye Public Library

**Purpose:**

The purpose of the organization is to provide quality library services to the residents, adults and children, of the community of the Honeoye Central School District.

**Fiscal:**

The fiscal year of the library shall be January through December.

**Board of Trustees:**

The Library shall be governed by the Board of Trustees which shall consist of five (5) members. The Trustees shall be elected into their office positions at an annual meeting.

A trustee must be present at a meeting to have his/her vote counted.

The Board shall have the general management of the library and its property. They shall provide ways and means for its maintenance and endowment, suitable building facilities, furniture, materials, and equipment.

All actions of the Board shall be of the Board as a unit. No Board member shall act on behalf of the Board on any matter without approval of the Board. No Board member by virtue of his/her office shall exercise any administrative responsibility with respect to the Library nor, as an individual, command the services of any Library

employee.

**Officers:**

The officers shall be a president, vice president, treasurer and Secretary who shall be elected annually by the Board from their own number. These officers shall serve for a period of one (1) year or until their successors have been duly elected.

The duties of such officers shall be as follows:

The **President** shall preside at all meetings of the Board, Authorize calls for special meetings, appoint committees execute all documents authorized by the Board, serve as an Ex-officio voting member of all committees and generally perform all duties associated with that office.

The **Vice-President** shall assume and perform the duties And functions of the President in the event of the absence Or disability of the President or of a vacancy in that office.

The **Secretary** shall keep a true and accurate record of all meetings of the Board, shall issue notice of all regular and special meetings, and shall have custody of all official documents and records of the Board except for those specifically assigned to the use of another officer.

The **Treasurer** shall be the disbursing officer of the Board and shall perform such duties as generally devolved upon the office. In absence or inability of the Treasurer, his/her duties shall be performed by such other member(s) of the Board as the Board may designate.

**Meetings:**

There will be a minimum of four (4) meetings a year and more as

needed, at the Library. The annual meeting shall be in January.

**Director:**

The librarian shall have immediate charge of the library and be responsible for the care and safety of all materials and other library property: classify, arrange and catalog all books, supervise the work of all other employees and promptly report any delinquencies: keep accounts of all money received from fines and other sources and pay all money to the treasurer or bookkeeper. The librarian will report other matters requiring the attention of the Board. He/She shall report in full at each meeting and discharge such other duties that may be prescribed by the Board.

**Resignation of a Trustee:**

A trustee may resign their position in writing or verbally at an official meeting of the Board of Trustees.

**Attendance of Trustees:**

Any trustee who is absent from three (3) consecutive meetings or four (4) meetings during a year shall be deemed to have resigned as a trustee if such absences are deemed by majority vote of trustees in office to be without reasonable cause.

**Compensation of Trustees and Officers:**

No trustee or officer shall receive directly or indirectly any compensation from the library.

Adopted 12/17/2025