Revised 06/17/2026

BYLAWS OF THE BOARD OF TRUSTEES, OLEAN PUBLIC LIBRARY

RESPONSIBILITIES OF THE BOARD OF TRUSTEES

SECTION 1. The Board shall have the general governance of the Library and its property and audit all bills. The Board shall provide ways and means for its maintenance, suitable rooms, furniture, books, periodicals and equipment, and make rules for its convenient and free use by the public. The Board shall appoint and fix the salary of a competent library director and of needed assistants and other employees. The Board shall make bylaws, appoint standing and special committees, and have such other powers and duties as are prescribed for trustees of the public libraries by state law, and shall report annually to the residents of the Olean City School District.

ORGANIZATION

SECTION 2. The annual meeting of the Board of Trustees will be held in the month of June. At this meeting the Board will elect from the number a president, vice-president, a secretary and a finance officer. A treasurer, who is not a member of the board but reports directly to it, shall also be appointed at this meeting. Newly elected trustees shall begin their term of service on July 1.

SECTION 3. The regular meeting of the Board, unless otherwise designated, shall be held on the third Wednesday of the month in the library. The hour of the meeting shall be 5:30 pm. The Board shall meet a minimum of six times annually.

SECTION 4. Special meetings of the Board may be called by the president or by any three members.

SECTION 5. Notice of the time, place, and agenda outline of every meeting shall be posted not less than five nor more than ten days before the meeting.

SECTION 6. A majority of the board shall constitute a quorum for the transaction of business.

SECTION 7. A Board member may attend a meeting through electronic conferencing if his or her physical presence at the meeting is prevented due to an extraordinary circumstance such as disability, illness, caregiving responsibilities, or any other significant or unexpected factor or event. If a member attends the meeting via videoconferencing equipment, he or she will not count towards a quorum but will be allowed to participate in any voting. If, on the other hand, a member attends by telephone, he or she may listen to the proceedings but will not count towards a quorum and cannot vote. If a member attends a meeting via videoconferencing equipment, but without a reason that constitutes an extraordinary circumstance, the member will not be able to vote. Members attending via videoconferencing equipment must be visible and audible to members of the public attending the Board meeting. Any meetings were a member is attending via videoconferencing equipment must have a quorum of the Board physically attending the meeting at the designated meeting location. (See also, Olean Public Library Board Member Videoconferencing Resolution, approved Dec. 14, 2022).

SECTION 8. At all regular meetings the following order shall be observed in transacting business, unless the order be changed on discretion of the presiding officer.

1. Roll Call.
2. Reading of the minutes and action thereon.
3. Presentation of bills and accounts and action thereon.
4. Financial statement.
5. Communications to the Board
6. Voice of the Public
7. Director's report.
8. Unfinished business.
9. New and miscellaneous business.

SECTION 9. Voice of the Public: Members of the public must sign in on the sign-in sheet if they wish to address the board during the public comment portion of a regular board meeting. Each member of the public shall have a maximum of five (5) minutes to address the Board. A maximum of thirty (30) minutes per regular Board meeting will be allotted to Public Comment. [This section added by the Board of Trustees on 2/21/2018]

OFFICERS

SECTION 10. Nominations for a slate of officers shall be made at the May meeting following the Trustee Election. The President will present the slate of officers at the June meeting.

SECTION 11. The officers of the Board shall be the President, Vice President, Secretary, and Finance Officer, appointed annually by the Board at the June meeting. These officers shall serve for a period of one year.

SECTION 12. The Board will appoint annually a non-voting officer to serve as Treasurer. The Treasurer will take the Oath of Office, report directly to the Board, and will receive compensation through the Library's payroll with the standard deductions that apply to all Library employees.

DUTIES OF OFFICERS

President

SECTION 13. It shall be the duty of the president to preside at all meetings of the Board, to maintain the standing rules and regulations and to decide all points of order without debate, except on appeal. Robert's Rules of Order shall be the book of reference upon all questions of parliamentary law not herein provided for, and these shall be the rules of the Board insofar as the same are applicable.

SECTION 14. The president shall sign all authorized documents on behalf of the Board unless the Board, by resolution, authorizes another officer.

SECTION 15. The president may call special meetings whenever he/she may deem it necessary.

Vice-President

SECTION 16. In the absence of the president, the vice-president shall preside at the meetings of the Board and shall discharge the duties of the president.

Finance Officer

SECTION 17. The finance officer oversees the Library finances, including investments, reviews the Treasurer's financial reports, and chairs the Finance Committee.

Secretary

SECTION 18. It shall be the duty of the secretary to attend all meetings of the Board and keep a full and accurate record of its proceedings.

Treasurer

SECTION 19. The treasurer shall have custody of all library monies and shall receive all monies paid to the Library.

SECTION 20. The treasurer shall pay out only such monies as are authorized. All checks shall be signed by the Treasurer. The use of an autograph or facsimile signature is authorized.

SECTION 21. The treasurer reviews and reconciles all bank statements, and reviews all investment reports.

SECTION 22. The treasurer shall present to the board a monthly financial statement to be incorporated into the minutes of each regular board meeting.

SECTION 23. The treasurer shall keep an accurate record of all receipts and expenditures and present a summary report of same at the close of each fiscal year, which period shall be January 1st to December 31st.

The Library Director

SECTION 24. The Board shall, from time to time, appoint a library director. The following four sections shall be binding upon the library director.

SECTION 25. The library director shall be the executive officer in charge of the public library and its operations and it shall be the director's duty to carry out the rules and regulations of the Board and execute the policies thereof.

SECTION 26. The director shall attend all the regular and special meetings of the Board and shall present for action such matters and make such reports and recommendations as may be pertinent to the duties of the director's office.

SECTION 27. The director shall file in a form convenient for reference, all reports, resolutions and other documents, upon which action has been taken by the Board.

SECTION 28. The director shall give notice of all regular and special meetings, prepare and submit to the Board all reports required, enter the secretary's minutes in a suitable record for same and keep an accurate record of the accounts of the public library.

COMMITTEES

SECTION 29. Standing Library committees include the Finance Committee, the Personnel Committee, and the Buildings and Grounds Committee. The President shall be, ex officio, a member of all committees. A minimum of three trustees, including the President, shall sit on each of the committees.

SECTION 30. The President or the Committee Chairs will call meetings of the Committees as necessary. A report of such meetings will take place at the following Board meeting.

SECTION 31. No committee will have other than advisory powers unless, by suitable action of the Board, it is granted specific power to act.

AMENDMENT of BYLAWS

SECTION 32. These bylaws may be altered or amended by a two thirds vote of the board at any meeting, provided that notice of such proposed alteration or amendment has been given at a previous meeting.

*SECTION 33. The number of trustees shall be seven. Each trustee will serve for up to five years, term lengths may be adjusted before elections to avoid more than two terms expiring in any one year. Trustees shall be elected and a budget shall be voted on, if necessary, by the electors of the Olean City School District between April 1st and July 1st of each year.

SECTION 34. If any trustee shall fail to attend three consecutive meetings without excuse accepted as satisfactory by the Board, he/she shall be deemed to have resigned (Education Law 226), unless the Board defers this dismissal by majority vote. The President shall inform the absent Trustee in writing that he/she is no longer on the Board. If dismissal is deferred by Board action the president shall inform the absent Trustee in writing the conditions of this deferral
(This section added by the Board, approved on 02/19/2014.)

In the event of a vacancy, the Board will appoint a replacement to fill the unexpired term of the outgoing trustee, subject to a vote at the next annual election.
(This section added by the Board, approved on 10/19/94.)

* This section's wording changed 6/21/06.