BY-LAWS OF
OSWEGO SCHOOL DISTRICT PUBLIC LIBRARY

ARTICLE I

THE CORPORATION

1.1 Preamble: The Board of Trustees of the Oswego S. D. Public Library, a public school district library, hereafter designated as “The Board”, a corporation created by a charter granted to the University of the State of New York, dated 4/4/00, and a member of the North Country Library System and the Oswego County Library Council, hereby enacts the following By-laws:

1.2 Purpose: The purpose of the Oswego S.D. Public Library is to provide superior service and quality programs and to assemble, preserve, and provide printed, electronic and other materials that will meet the day-to-day educational, informational, cultural, and recreational interests and needs of the community in compliance with local, State, and Federal Laws.

1.3 Revenues and Earnings: The revenues, if any, derived from the operation of the Library, and from appropriations and other sources, including but not limited to the City and County of Oswego, and the State of New York, and grants from public and private entities shall be applied:

a. to the cost and expense of operating the Library;
b. to the upkeep, maintenance, repair and replacement of the building and premises and any equipment thereon;
c. if deemed advisable by the Board of Trustees, the acquisition of additional real and personal property for the use and purposes of the Library.

1.4 Specified Donations and Gifts: Any funds and real or personal property received with specific directions as to their use, may, in the discretion of the Board, be accepted, held, and used in conformity with such directions.

1.5 Unspecified Donations and Gifts: Any funds received for the benefit of the Library

without specific directions as to their use, shall be held and used for the purposes as specified in §1.3 of the by-laws as the Board shall direct.

1.6 The Oswego SD Public Library shall be maintained as a tax exempt corporation [501-c(3)] under the applicable provisions of the Internal Revenue Code.

ARTICLE II

BOARD OF TRUSTEES

2.1 Powers: Except as otherwise provided by law, the Articles of Incorporation, as set forth in Chapter 266 of the Laws of 1854, as amended, or by these By-laws, the Board shall exercise the powers of the corporation, conduct its business affairs, control its property, and shall be responsible for evaluating the future library needs of the community and presenting a plan which will provide for the growth and improvement of the Library and library service. It shall enlist the aid of the library director and/or all library personnel when appropriate.

2.2 Board of Trustees: The Board shall consist of eight persons. Trustees shall be elected for a term of five years or until their successors are elected and qualified. No more than two shall be elected in any one year for full five year terms. In the event that positions are open for a full five year term and for less than a full five year term, the candidate receiving the highest number of votes shall fill the full five year term position. The election may take place at the same time as the annual School Board Election, or at such other time as determined by the Board of Trustees.

2.3 Members of the Board shall be residents of the Library District; to wit, the Enlarged Oswego School District.

2.4 Any Trustee may resign from the Board by a resignation in writing addressed to the Secretary or President. A successor Trustee will be appointed by the Board at a duly called or regular meeting, as soon as possible. The successor Trustee will be appointed until the next School Board Election, at which time, the successor Trustee may seek election for the remaining years of the term. Any other vacancy created by illness, death, or any other possible cause, shall be filled in the same manner. If any Trustee shall fail to attend three consecutive meetings without excuse accepted as satisfactory by the Trustees, they shall be deemed to have resigned, and the vacancy shall be filled.

2.5 Meetings:

a. All meetings of the Board shall be held at the Library or at such other place in the City of Oswego, or Towns of Oswego, Minetto or Scriba, as the president may select.

b. Meetings shall be held at least monthly, at dates and times to be established by

the Board at the beginning of the library year. The President, or a majority of members by petition, may call special meetings of the Board and fix the time and place therefor. All meetings shall be open to the public, except under those circumstances set forth in the New York State Public Officers Law, Section 7, regarding conduct of executive sessions. Each board member shall be notified in writing of every meeting at least five days prior to the scheduled date.

c. Five of the duly qualified members of the Board of Trustees shall constitute a quorum for the conduct of business. Unless otherwise required by law or these By-laws, the action of a majority of the Trustees present at a meeting at which a quorum is present shall be the act of the Board. Meetings shall be conducted pursuant to Roberts Rules of Order.

d. The suggested order of business shall be as follows:

i. Roll Call
ii. Review of minutes of previous meeting
iii. Correspondence and communications
iv Public comment period
v. Financial report and approval of expenditure
vi. Report of the Library Director
vii. Report of Committees
viii. Nominations and elections, if any
ix. Old business
x. New business
xi. Executive Session, if any
xii Adjournment

ARTICLE III

OFFICERS

3.1 Titles: The officers of the corporation shall be a President, Vice-President, Secretary, and Fiscal Officer. All officers shall be elected for the terms and in the manner hereinafter provided. All officers shall be members of the Board.
The Treasurer shall be appointed by the Board. Said Treasurer shall not be an elected member of the Board nor a voting member.

3.2 Terms: The officers of the corporation shall hold office for two years or until their successors are elected and qualified. No more than two consecutive terms may be served.

3.3 Elections and Vacancies: Officers of the corporation shall be elected by the Board at each annual meeting which shall be the first meeting in July. Any vacancy occurring in

the ranks of the elected officers of the corporation during their terms of office may be filled by the Board of Trustees at any regular or special meeting, providing notice of the contemplated action be contained in the call for such special meeting.

3.4 Resignations and Removals: Any officer may resign at any time by giving written notice to the President or Secretary.

3.5 Duties of Officers:

a. President

The President shall be the chief corporation officer of the corporation and shall preside at the meetings of the Board. The President shall appoint all committees and designate the chair thereof and shall be an ex-officio member of all committees. Appointments to all standing committees shall be made at the annual meeting in July. The President shall execute contracts and other written documents on behalf of the corporation in conformance with the policies established by the Board of Trustees and shall perform other duties as may be required of them by the Charter, By-laws, and as may be prescribed by the Board from time to time.

b. Vice-President

The Vice-President shall perform the duties of the President in case of the vacancy, absence or disability of the President, and shall succeed to the office of the President upon the resignation or death of the President. In case both the President and Vice-President are absent from a meeting, any member may call the meeting to order, and the members present (there being a quorum) shall elect a Chairman pro tem. The Vice-President shall be a member of the Finance Committee and be authorized to sign checks for payment of funds as authorized by the Library Board of Trustees.

c. Secretary

The Secretary shall have charge of the records of the Board and shall keep the minutes of its meetings. A copy of the minutes shall be kept in the Library and shall be available to the public. The Secretary shall notify members of all regular and special meetings of the Board at least five days in advance and shall perform such other duties as generally associated with that office.

d. Fiscal Officer

The Fiscal Officer shall provide oversight to the Treasurer, shall chair the Finance Committee, and shall be authorized to sign checks for payment of funds as authorized by the Library Board of Trustees.

e. Treasurer

The Treasurer, who shall be bonded, shall have oversight regarding the fiscal affairs of the Library. The Treasurer shall pay out funds by check signed by the Fiscal Officer or Treasurer, as authorized by the Board of Trustees, or, in case of the disability or absence of the Fiscal Officer or Treasurer, by the Vice-President. The Treasurer shall

keep accurate records of all money received and disbursed and shall make a written report thereof to the Board on a monthly basis.

ARTICLE IV

COMMITTEES

4.1 The Board may consider and act on any matter before it with or without recommendations from a committee. The President shall appoint standing and ad hoc committees as described herein. Each committee chairperson shall be responsible for periodic meetings of the committee and shall have an opportunity to report at each regular meeting of the Board. A chairperson and committee members shall be assigned annually by the President. The President shall be a member, ex-officio, of all committees. Ad hoc Committees will be appointed as needed.

4.2 The following committees shall be standing committees:

a. The Finance Committee shall consist of the Fiscal Officer, Treasurer, Vice-President and the Library Director. It shall have general supervision of the policies and plans for the fiscal resources of the Library. It will be responsible for but not limited to:

i. Overseeing preparation of an annual budget for the Board's approval.
ii. Obtaining a fiscal audit when requested by the Board of Trustees.
iii. General oversight of the fiscal affairs of the Library.

b. The Buildings and Grounds Committee shall oversee the maintenance and upkeep of and the capital improvements to the Library building and grounds. It shall conduct periodic inspections of the building and make recommendations to the Board concerning repairs and alterations, replacement or addition to the building and equipment, anticipated building and equipment expenses to be included in the annual budget, and other such matters as may be referred to it by the Board.

c. The Personnel Committee shall recruit, recommend, and present to the Board final candidates for the Library Director position. The Personnel Committee shall review recommendations from the Director for other library positions, and shall then inform the Board of its recommendation. It shall annually evaluate the performance of the Director and make recommendations for salary and benefits for all employees. It shall adjudicate, if necessary, any formal grievance brought to it by a staff member, reporting the matter and decision to the Board at its next meeting. It shall be responsible for writing job descriptions and Board policies with respect to personnel matters.

d. The Policy and Governance Committee shall advise and respond to matters involving Library policies and amendments to these bylaws. It shall insure that Board

procedures and practices are in compliance with local, State and Federal regulations and will create policies for recommendation to the Board for managing the Library and its long range plans when necessary. The Committee shall annually present to the Board of Trustees a slate of officers for election. Potential candidates for President of the Board of Trustees are ineligible to participate in the nominating process.

4.3 Ad hoc committees may be created by the President or the Board of Trustees when deemed necessary, to look into some specific area or need of the Library, and report to the Board of Trustees with proper recommendations. When the need for a committee has ceased, it will be abolished. The President will appoint all members of ad hoc committees and name the Chair.

ARTICLE V

LIBRARY DIRECTOR

5.1 The Board shall appoint a qualified library director who shall be the executive and administrative officer of the Library and who shall be appointed as specified in New York State Law and Regulations.

5.2 The Director shall be held responsible for the proper performance of duties as spelled out in the job description provided by the Board.

5.3 It shall be the duty of the Director to submit a written report for all regularly scheduled meetings of the Board, and to be responsible for filing the annual report to the NYS Education Department.

ARTICLE VI

INDEMNIFICATION

The Oswego School District Public Library, having its principal office at 120 East Second Street, Oswego, New York 13126 in the County of Oswego, New York, from and after the date hereof shall hold harmless any and all Trustees, Officers, Directors, and Staff from any and all liability, claims demands or expenses by reason of acting as a Trustee, Officer, Director and Staff or otherwise by reason of any and all actions performed or omissions to acts by reason of being a Trustee, Officer, Director, and Staff or otherwise of the System. (See New York State Education Law #720(a), paragraph 11.)

ARTICLE VII

FISCAL YEAR

The Fiscal year of the corporation is July 1 to midnight June 30. It may be changed by resolution of the Board.

ARTICLE VIII

AMENDMENT TO BY-LAWS

These by-laws may be amended at any regular or special meeting of the Board of Trustees by a two/thirds vote of those present, provided that written notice of the proposed amendment is delivered to the Trustees not less than five days before such regular or special meeting.

Adopted April 20, 2004
Amended February 8, 2022
Amended August 9, 2022
Amended June 11, 2024
Amended June 10, 2025
Amended August 12, 2025