

## BYLAWS OF THE NAPLES LIBRARY

### **Article I – Name and Location**

Naples Library  
Box 157, 118 South Main St.  
Naples, New York 14512

PHONE 585-374-2757  
FAX 585-374-6493

### **Article II – Status**

The Naples Library is a School District Public Library established under the New York State Education Law.

### **Article III – Vision and Mission**

Vision: The Vision of the Naples Library is to inform, inspire, educate and entertain our community in an easily accessed, resource rich environment.

Mission: The Mission of the Naples Library is to provide a wide variety of resources, technologies and programs in order to increase the knowledge of our community, satisfy curiosity and create new readers.

### **Article IV - Core Values**

Access: Access provides opportunities for everyone in the community to obtain library resources and services with minimal disruption. Library workers create systems that ensure members of their community can freely access the information they need for learning, growth, and empowerment regardless of technology, format, or delivery methods.

Equity: Library workers play a crucial role in fostering equity by actively working to dismantle barriers and create spaces that are accessible, welcoming, and beneficial for all. This is accomplished by recognizing and addressing systemic barriers, biases, and inequalities to create inclusive library environments where everyone can benefit from the library's offerings and services.

Intellectual Freedom and Privacy: Intellectual freedom empowers people to think for themselves and to make informed decisions while respecting each individual's dignity and independence. Library workers encourage people to cultivate curiosity and form ideas by questioning the world and accessing information from diverse viewpoints and formats without restrictions or censorship. The right to privacy is a crucial safeguard to this freedom, ensuring everyone has the right to develop their thoughts and opinions free of surveillance.

Public Good: Public good is working to improve society and protect the rights to education, literacy, and intellectual freedom. Libraries are an essential public good and are

fundamental institutions in democratic societies. Library workers provide the highest service levels to create informed, connected, educated, and empowered communities.

#### **Article IV – Board of Trustees**

Responsibility for setting policy and managing the business affairs of the Naples Library lies within the Board of Trustees.

The duties and responsibilities of the Board of Trustees are as follows:

- Establish and maintain bylaws.
- Create and develop the vision and mission of the library and be prepared to articulate it clearly and concisely; develop short and long range plans
- Adopt and regularly review policies and procedures regarding library governance and use
- Manage the finances of the Naples Library, work to obtain necessary funding and exercise fiduciary responsibility for the use of public and private funds.
- Select and appoint Library Director / Manager and approve other staff members.
- Establish pay scales and personnel policies.
- Maintain a facility that meets the library's and community's needs
- Keep informed of legislation which will affect the Library.
- Promote the library in the local community and in society in general
- Conduct the business of the library in an open and ethical manner in compliance with all applicable laws and regulations, the ALA Core Values, and with respect for the institution, staff and public
- Effective January 1, 2023, each board member, elected or appointed, shall be required to complete a minimum of two hours of trustee training annually.

The Board of Trustees shall consist of no less than five nor more than twenty-five members, elected by the residents of the Naples School District. Any legal resident of the district, aged 18 or older, is eligible to hold the office of trustee. The term of office for trustees shall be for a period of one to three years-to run from July 1-June 30, the library's fiscal year.

Each Trustee is required to file a notarized Oath of Office form within 30 days of commencing the term of office for which they are chosen according to Public Officer's Law §30(1)(h). Oaths of Office will be administered at an open meeting and mailed to the Ontario County Clerk's Office within the designated timeline. In the case of an appointment, a notarized confirmation letter from an authorized Trustee will accompany the Oath of Office.

In the event of a trustee's resignation, dismissal, death, or inability to serve, a successor shall be selected by a vote of the board. The newly appointed trustee will serve until the next library election at which time the position will be up for election for the remainder

of the term of office of the vacant position. If an election is held to fill a seat for a full three-year term in addition to a seat for an unexpired term of less than three years, the candidate with the greater number of votes will fill the full term seat. The candidate with the fewer votes will receive the shorter term seat.

The Board of Trustees shall elect three officers: President, Vice President, and Secretary by a majority vote at the July meeting. Each officer will serve for a term of one calendar year. The Board will appoint a Treasurer.

The **President** will preside at all meetings of the board, call special meetings, appoint all committees, execute all documents authorized by the Board, and serve as an ex-officio voting member of all committees. The President will assist the Director/Manager in formulating the agenda and will follow the agenda during the monthly and special meetings. The President may vote and may move or second a motion before the board.

The **Vice President** shall assume and perform the duties and functions of the President in the absence of the President.

The **Secretary** shall keep a record of all meetings of the Board and execute the correspondence of the Board. The Secretary will provide board members with a copy of the minutes of the previous meeting and will keep a written and electronic record of the proceedings on file in the library within two weeks of the meeting.

The **Treasurer** shall sign all checks and present a monthly and annual report to the Board. The Treasurer will assist the Director/Manager in preparing the annual budget and the annual report and will sit on the Finance Committee. The treasurer is an appointed independent Treasurer who is not a member of the Board.

The Board of Trustees will carry out its duties and responsibilities by means of *six* standing committees. Each committee will have at least two members. A trustee may be a member of more than one committee if so desired. Each committee shall make a report of its progress at each meeting.

**The committee and associated duties and responsibilities are as follows:**

***Building/Maintenance-***The Building and Maintenance Committee is responsible for assisting the Library Director/Manager in overseeing the maintenance of our facilities to provide a safe environment for the community in a cost effective manner. The committee may enlist the services of outside individuals/businesses to help inspect the facility to determine what needs repairs and/or upgrades currently or to develop a timeline for future repairs/upgrades.

***Policy-*** The Policy Committee is responsible for establishing and developing effective policies that will govern and guide all phases of the Naples Library's operation. These

policies will be reviewed and updated regularly.

***Finance-*** The role of the Finance Committee is primarily to provide financial oversight for the organization. Responsibilities include budgeting and financial planning, financial reporting, participation in the monthly claims audit process, and the creation and monitoring of internal controls and accountability policies.

***Strategic Planning-*** The role of the Planning Committee is to assume responsibility for ensuring the library's continued viability as an essential community institution by working with the Library Director, staff and the community to critically evaluate the Library's role in the community and recommend goals and objectives to continue the Library's vision and mission.

***Personnel-*** The role of the Personnel Committee is to support the Library Director/Manager and the board of trustees helping to advance and address regular and emerging matters related to the human resources of the library, assess Board of Trustees effectiveness, review personnel policies, as needed; perform the initial annual evaluation of the Director, consider any personnel issues brought to them by the Director, and manage the selection process of a new Library Director when necessary.

***Communication-*** The role of the Communication Committee is to support the Library Director/Manager to anticipate/identify communication needed to update the community on non-routine library matters impacting the community. Develops strategies and communication content.

***Ad Hoc-*** The role of an Ad Hoc Committee is to provide oversight to special projects such as a library capital expansion.

#### **Article IV – Meetings**

The Board of Trustees, along with the Library Director/Manager, meets monthly. A majority of board members constitutes a quorum. In cases where the number of trustees is even, a majority is defined as 50% plus one. The number of quorum members required to be physically present is determined by *New York State's Open Meetings Law*.

#### **Article V – Library Director / Manager**

The Library Director/Manager is appointed by the Board of Trustees. The Director/Manager will manage day-to-day operations of the Library in accordance with policies established by the Board of Trustees. The Director/Manager shall appoint or discharge library staff subject to approval by the Board of Trustees and will attend monthly meetings of the Board.

The Director/Manager shall attend all meetings of the board, including budget meetings or public meetings where action may be taken affecting the interests of the library. The

Director/Manager shall be an ex-officio member of all standing committees of the board, and shall have the right to speak on all matters under discussion at board meetings and committee meetings, but shall not have the right to vote.

The library Director/Manager must be a paid position.

## **Article VI – Amendment of Bylaws**

Amendments to these By-Laws may be made by a two-thirds vote of the board, including vacancies, at a regular meeting, provided, however, that such changes have been introduced at a previous meeting.

### **Amendments to the Bylaws:**

#### **Amendment I- Terms**

Any board member elected after March 2018 shall serve a three year term as stated in these bylaws.

Lisa Jensen-3 year term, July 1, 2025 to June 30, 2028

Linda Strauss-Jones-1 year term, July 1, 2025 to June 30, 2026

Pam Steffen-1 year term, July 1, 2025 to June 30, 2026

Brooke Finley-3 year term, July 1, 2024 to June 30, 2027

Katy Matthews-3 year term, July 1, 2024 to June 30, 2027

Larkin Ryan -2 year term, July 1, 2025 to June 30, 2027

David Dial - Appointed term October 15, 2025 to June 30, 2026

Treasurer-Janis Pridmore, identify annually (Paid position)

These bylaws may be amended by the Naples Library Board of Trustees at any time.

Original bylaws approved: June 27, 2007

Revised and approved: March 27, 2018, Revised January 30, 2020, Revised August 18, 2021, Revised December 3, 2021, Revised September 21, 2022, Revised April 24, 2023, Revised July 19, 2023; Revised October 18, 2023, Revised June 26, 2024, Revised October 16, 2024