

OXFORD MEMORIAL LIBRARY
Oxford Academy & Central School District
BYLAWS

Article I - NAME

1. This organization is and shall be known as The Oxford Memorial Library, including the McDonough Branch Library existing by virtue of the provisions in the Absolute Charter Number 9231 granted by the Regents of the University of the State of New York on September 22, 1966, and exercising the powers and authority and assuming the responsibilities delegated to it under the said charter.

Article II - MANAGEMENT

1. The business and affairs of the Oxford Memorial Library, serving The Oxford Academy and Central School District shall be managed and conducted by a Board of Trustees that shall be seven (7) in number, elected by voters of The Oxford Academy and Central School District located in the towns of McDonough, Oxford, Preston, and Smithville.

2. The term of members of the Board of Trustees shall end on June 30 of the fifth year following election unless the Trustee shall have resigned or otherwise terminated membership on the Board.

3. The Board of Trustees shall fill vacancies, which occur, for reasons other than expiration of term, for the balance of the unexpired term. If any trustee shall fail to attend three consecutive meetings without excuse accepted as satisfactory by the trustees, he shall be deemed to have resigned, and the vacancy shall be filled.” Section 226, par. 4.

Article III - OFFICERS

1. The Officers of the Board of Trustees shall be elected at the annual meeting each year for offices for the following year, and they shall be a President, a Vice President, a Secretary, and a Financial Secretary, elected from among the Board of Trustees.

2. Officers shall serve a term of one year from the Annual Meeting at which they are elected and until their successors are duly elected.

3. The President shall preside at all meetings of the Board, authorize calls for any special meetings, execute all documents authorized by the Board, serve as ex-officio voting member of all committees, and generally perform all duties associated with that office.

4. The Vice President, in the event of the absence or disability of the President, or of a vacancy in that office, shall assume and perform the duties and functions of the President.

5. 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 perform such other duties as are generally associated with that Office. A secretary pro-temp shall be appointed in the absence of the Secretary.

6. The Financial Secretary will serve as chairman of the Budget Committee and will oversee the collection and disbursement of funds as directed by the Board. A Treasurer, who may not be a Trustee, may be selected by the Board to assist the Financial Secretary in the performance of his duties. The Financial Secretary will oversee the activities of the Treasurer.

Article IV - MEETINGS

1. The Board of Trustees of the Oxford Memorial Library shall meet once a month throughout the year with the exception of the months of July and August. The Annual Meeting shall be held during the fourth week of June and comprises the eleventh meeting of the year. The meetings will be held at the Library. The Board, at its June Meeting will establish the days, dates, and times of the meetings; the schedule will be published regularly on the Oxford Memorial Library website and face book pages. Emergency cancellations or changes in meeting date, time or location may be made by the Board President; public notification to be made by posting of signs at the Library and on the library's website and face book pages at the time of the scheduled meeting. Temporary changes of meeting date, time or location may be authorized by vote of the Board.

2. Special meetings may be called by the Secretary at the direction of the President, or at the requested of at least one third of the Trustees, for the transaction of business as stated in the call for the special meeting.

3. A quorum for the transaction of business at any meeting shall consist of a majority of the entire Board present in person. In the absence of a quorum, the Trustees present may adjourn the meeting to a date determined and written notice thereof sent to all Trustees.

4. The order of business for regular meetings shall include, but not be limited to, the following items, which shall be covered in the sequence shown as far as circumstances will permit:

- Call to order
- Discussion with public or employee visitors
- Disposition of minutes of previous meeting
- Treasurer's report
- Action upon bills received
- Committee Reports
- Unfinished Business
- New business
- Report of the Library Director
- Trustee Comments
- Adjournment.

5. The Library Director shall attend all meetings, may participate in the discussions and offer advice, but is denied a vote upon any question. The Library Director shall participate in discussions preparing the Annual Budget, principally, yet not exclusively, relating to the acquisition of library materials and supplies. Also will provide professional advice and guidance to the Board as needed, but is denied a vote upon any question.

Article V - COMMITTEES

1. Standing Committees

(A) The Budget Committee consists of three members of the Board, the President, the Library Director, the financial secretary, and the Treasurer. The duties of this committee are to prepare the Annual Statement of Anticipated Expenditures and Revenues; to schedule its working sessions so that the budget document may receive approval at the April Board meeting; and to see to it that the document in its final form is forwarded in a timely manner for consideration by the Oxford Academy and Central School Board at its Annual Meeting.

(B) The Building and Maintenance Committee, consists of three members of the Board. The duties of this committee are to periodically inspect the physical plant of the Library and to recommend to the full Board actions to be taken to improve or correct any faults found.

(C) The Policy and Personnel Committee consists of three members of the Board. The duties of this committee are to periodically review library policy and recommend appropriate additions/deletions/changes to the full Board; and to review qualified applicants for administrative or service positions and recommend candidates for staff to the full Board.

(D) The Public Relations Committee consists of three members of the Board, and the Library Director. The duties of this committee are to create a plan for the promotion of Library services to its public; to institute programmatic aspects as approved by the full Board.

(E) The Internal Financial Audit Committee consists of the Financial Secretary and one other Board member. The duties of this committee are to perform internal audits of the Library's finances on an annual basis.

(F) The Long-Range Planning Committee consists of three members of the Board, the Library Director. The duties of this committee are to develop the long-range plan as needed.

2. Temporary Committees

The President shall appoint all Temporary Committees deemed necessary for the proper administration of the duties of the Board.

Article VI - LIBRARY DIRECTOR

1. The Board Shall employ as Director, a person who holds a Bachelor's Degree from a regionally accredited college or university, or one recognized by the New York State Education Department as following acceptable educational practices, in accordance with the provisions of Section 90.8* of the Commissioner's Regulation concerning population served. {Oxford Memorial Library is chartered to serve 5,408 – 2000 Census}
2. The Library Director shall have authority to hire and specify the duties of the Library employees and shall announce such appointments to the Library Board at the next regular Board meeting.
3. The Library Director is responsible for the proper direction and supervision of staff, for the care and maintenance of Library property, for proper selection of library materials in keeping with the stated policy of the Board, for the efficiency of service to the public and for operation within the budgeted appropriation.
4. The Library Director shall be a professional liaison to the Board.
5. The Library Director shall prepare state and local statistical reports as required, and will keep informed of system developments through participation in meetings, workshops and

continuing education courses. Released time for attendance at workshops local, state and national conferences is encouraged.

*Section 90.8 Appointment of library personnel: (2) A library which is a member of public library system and serves a population of 5,000 to 7,499 shall employ as director a person who holds a Bachelor's degree granted by an approved college or university upon the completion of four academic years of full-time study, or its equivalent as determined by the commissioner.

Article VII - TREASURER

1. The Board shall appoint a qualified Treasurer who shall manage the Library's finances on behalf of the Board, as well as any state and federal reports, as required, under the direction of the Financial Secretary.

2. The Treasurer shall prepare a list of bills that have been paid, including invoice register (purchase journal) for approval by the Board at monthly meetings.

3. The Treasurer shall keep up-to-date records of the Library's financial status and report regularly to the Board by attending regular monthly Board meetings regarding the financial status, also submitting and presenting the financial records and written reports for Board approval.

Article VIII - AMENDMENTS

1. The Board may amend these Bylaws by a majority vote of all members provided notice of the amendment has been sent or delivered to each member of the Board thirty days prior to the meeting.

Adopted by the board of Trustees on June 4, 1985.

Hazel Podraza
Mildred Rockhold
Paul Seehausen
Clark Tower
Lyle Walsh

Amended by the Board of Trustees on March 1, 1988.

Donald Cooper
John Franco
Eugene Klemens
Kevin Malloy
Leigh Parkhill
Hazel Podraza
Paul Seehausen

Amended by the Board of Trustees on October 1, 1996.

Patricia Ford
Rebecca Franco
Betty Gustin
Maureen Hoke
Eileen Lewis
Paul Seehausen
Bill Troxell

Amended by the Board of Trustees on June 23, 1997.

Patricia Ford
Rebecca Franco
Betty Gustin
Maureen Hoke
Eileen Lewis
Paul Seehausen
Bill Troxell

Amended by the Board of Trustees on May 7, 2002

Bill Troxell
Matthew Voce
Ann Spencer-Livingstone
Linda Doughty
Jeanne Walsh
Patricia Ford
Kelly Stark-Spence

Amended by the Board of Trustees on February 25, 2009

Bill Troxell
Matthew Voce
Marian Godfrey
Fred Lanfear
June Burroughs
Bill Brower
Christine Gregoire

Amended by the Board of Trustees on February 9, 2023

Matthew Voce
William Brower
Christine Gregoire
Jodi Carey (absent)
Julia Bogardus
Caitlin Golden
Jeff Emerson (absent)