

# **AMITYVILLE PUBLIC LIBRARY**

## **BY-LAWS**

### **ARTICLE I**

#### **NAME**

The name of this organization shall be Amityville Public Library, an Education Corporation duly established under the Education Law of the State of New York, pursuant to the vote of the qualified voters of the Union Free School District No. 6, Towns of Babylon and Oyster Bay, Counties of Suffolk and Nassau held on November 22, 1969, and chartered by the Regents of the University of the State of New York on March 20, 1970.

### **ARTICLE II**

#### **OBJECTIVES**

The objectives of the Amityville Public Library shall be to collect by purchase and gift a comprehensive Library of printed and non-printed matter of interest to adults and children, and such related materials as will enable the Library to fulfill its responsibilities as an educational, cultural and recreational institution primarily for the benefit of all of the residents of Union Free School District No. 6 and to do any and all acts customarily done by School District Public Libraries, including maintenance and administration of complete Library and cultural facilities including also but not limited to, the power to purchase, accept by gift, lease, and to construct a Library building or buildings and related facilities; and to preserve historical data, and any data which may in the discretion of the Trustees be of unique interest to the residents and taxpayers of the Union Free School District No. 6.

### **ARTICLE III**

#### **MEMBERSHIP**

The Library shall maintain free Library service to all residents or taxpayers of Union Free School District No. 6 who agree to comply with all its rules and regulations. In addition, non-residents of the School District may be permitted to use the Library's facilities and services when permitted by law or, in the discretion of the Trustees in accordance with its rules, regulations and fees provided for therein.

## ARTICLE IV

### **BOARD OF TRUSTEES**

A. The Board of Trustees shall consist of five members, as provided by law, and elected by the voters of Union Free School District No. 6. The administrative policies of the Library shall be formulated by the Trustees, in cooperation with the Library Director and approved by a majority of the Trustees present. The Board of Trustees shall have the power to employ the Director, Staff, Accountant, Attorney, Architect, and such other personnel as deems necessary; to maintain suitable facilities and to provide such assistance as may be needed for the administration of the Library; to fix salaries; and to prepare an annual budget for submission to the voters with the assistance of the Library Director.

In addition hereto, the Trustees shall have all powers conferred upon them now, or hereafter, by law. Duties and responsibilities inherent in this public trust are classified as being the legal responsibilities specifically enjoined upon the Board by statute. Additional duties and responsibilities include:

1. Attending all Board meetings and seeing that accurate records are kept on file at the Library.
2. Employment of a competent and qualified Director.
3. Determining and adopting written policies to govern the operation and Mission and Roles of the Library including those dealing with book and material selection.
4. Knowledge of the Mission and needs of the Library in relation to the community; keeping abreast of standards and Library trends; cooperating with the Director in planning the Library Mission and Roles, and supporting the Director and Staff in carrying it out.
5. Determining the purposes of the Library and securing adequate funds to carry on the Library's Mission and Roles.
6. Assisting in the preparation of the annual budget.
7. Knowledge of local and state laws; actively supporting Library legislation in the state and nation.
8. Reporting regularly to the governing officials and the general public.
9. Attending regional, state, and national Trustee meetings and workshops, and affiliating with the appropriate professional organizations.
10. Awareness of the services of the State Library and the Suffolk Cooperative Library System.

11. Establishing, supporting, and participating in a planned public relations program.

B. Vacancies on the Board, other than by expiration of a Trustee's term of office, shall be filled by appointment of the Library Board to serve until the next general election.

C. The Trustees shall serve five (5) year terms, from 1 July to 30 June, with one (1) Trustee elected each year at the time of the annual Library District election.

D. In accordance with New York State Education Law Section 226(4) if any Trustee shall fail to attend three (3) consecutive meetings without excuse accepted as satisfactory by the Trustees, (s)he shall be deemed to have resigned, and the vacancy shall be filled.

All Board of Trustee regular meetings, budget workshops or other meetings where minutes must be taken shall constitute a meeting where attendance is mandatory. Acceptable excuses include death, illness and illness in the family. Excuses must be reported to the President of the Board of Trustees or the Library Director.

## **ARTICLE V**

### **OFFICERS**

The officers shall consist of a President, Vice-President, Secretary and Financial Officer, elected by a plurality of the Trustees at an Annual Meeting. The term of office shall be one (1) year, commencing August 1<sup>st</sup> through July 31<sup>st</sup>. No officer may serve in the same office for more than two (2) consecutive full terms, excluding any portion of an unexpired term. In the event of any vacancy of office, the unexpired term of such officer shall be filled in the manner provided for herein, at the next regular meeting of the Board of Trustees.

The President, as chief executive officer, shall be responsible for all activities within the scope of the Library's objectives. The President shall conduct all meetings, appoint standing and special committees, assign tasks and duties, and be the official spokesperson for the Board.

The Vice-President shall assume the duties of the President in the event of his/her absence, incapacity or resignation and perform special duties assigned by the president.

The Secretary shall keep the records of the proceedings of the Board, give notices of all meetings, and shall perform such other duties as may properly belong to this office. Upon approval of the Board, the Secretary may delegate certain of these clerical tasks to a “Clerk of the Library District” who shall also be the keeper of the seal.

The Financial Officer shall be the executive financial officer of the Board, responsible for reviewing current records of transactions and funds.

No Trustee may receive payment for goods or services. Trustees may be reimbursed for actual expenses necessarily incurred in the performance of official Library business, upon approval of the Board of Trustees.

## **ARTICLE VI**

### **DIRECTOR**

The Library Director shall be responsible to the Board of Trustees as follows:

1. Attend all Board meetings other than those in which the Director’s salary or tenure are under discussion; may serve as Secretary of the Board.
2. Act as technical advisor to the Board; recommend needed policies for Board action; recommend employment of all personnel and supervise their work.
3. Carry out the policies of the Library as adopted by the Board.
4. Report regularly to the Library Board, to the officials of local government, and to the general public.
5. Prepare regular reports embodying the Library’s current progress and future needs; cooperate with the Board to plan and carry out the Library Mission and Roles.
6. Prepare an annual budget for the Library in consultation with the Board and give a current report of expenditures against the budget at each meeting.
7. Know local and state laws; actively support Library legislation in the state and nation.
8. Make use of the services and consultants of the State Library and the Suffolk Cooperative Library System.
9. Suggest and carry out plans for extending Library services.

10. Maintain an active program of public relations.
11. Select and order all books and other Library materials.
12. Affiliate with the state and national professional organizations and attend professional meetings and workshops.

## ARTICLE VII

### COMMITTEES

The President shall appoint the following standing committees: Finance and Administration, Building and Grounds, and such other committees as the Board may find necessary and proper. The President shall be a member of all committees. The functions of the committees and duties of its members shall be determined by the President.

## ARTICLE VIII

### MEETINGS

Regular meetings of the Board of Trustees shall be held a minimum of ten (10) times per year, and the number a date of the regular meetings shall be established at the Annual Meeting of the Board of Trustees. All meetings, be they regular or special, shall be open to the public. Three (3) Trustees shall constitute a quorum. A majority of the Board of Trustees may designate another date for good and sufficient reason. The meeting in July shall be the Annual Meeting at which officers shall be elected, standing committees appointed, and annual reports made. Special meetings shall be convened by the President on the written request of any three (3) Trustees. The President may call a special meeting at any time.

Robert's Rules of Order shall govern all proceedings of the Board of Trustees except as superseded by state, federal or local law. Examples of such include:

1. "NYS Public Officer Law, Article 6, Section 87.3, a" which states that public officials must cast their vote on all issues before them and that their vote must be recorded in the minutes;
2. "NYS General Construction Law Sec. 41" and "Opinion of Counsel No. 70,1,2<sup>nd</sup> Dept. Rept. Rep 770 (1952)" which states that a majority of the whole is required for a motion to pass.

## ARTICLE IX

The order of business at the Regular Meetings shall be as follows:

Call to Order  
Reading of Minutes  
Report of Financial Officer  
a. Financial Report  
b. Approval of Bills  
Report of Director  
Reports of Committees  
Correspondence  
Unfinished Business  
New Business  
Public Participation  
Adjournment

### **ARTICLE X**

The By-Laws may be amended at any public meeting of the Board of Trustees by the affirmative vote of at least three (3) Trustees, provided that prior written notice thereof shall have been given at the previous Regular Board Meeting, and provided the substance of the proposed amendment is stated in the notice of the meeting.

Revised June 15, 2000  
Amended September 18, 2003  
Amended September 9, 2004  
Amended July 26, 2008  
Amended July 26, 2012  
Amended May 21, 2015