

## BOARD OF TRUSTEES BYLAWS

### **PREAMBLE**

The Board of Trustees of the Connetquot Public Library, created by Absolute Charter Number 17,072 granted by the Board of Regents of the University of the State of New York on June 19, 1980 to provide non-partisan library service to residents of the Connetquot Central School District, hereby enact the following Bylaws:

### **ARTICLE I – FISCAL**

The fiscal year of the Connetquot Public Library shall begin with the first day of July and end with the 30<sup>th</sup> day of June.

### **ARTICLE II – BOARD OF TRUSTEES**

1. The Library shall be governed by a Board of Trustees, hereinafter referred as the “Board”, that shall be five (5) in number duly elected by the voters of the Connetquot Central School District.
2. Tenure of Office
  - a. Term of Office: The term of members of the Board of Trustees shall end on June 30 of the fifth year following their appointment, unless the Trustee resigned or otherwise terminated membership from the Board.
  - b. Vacancies: If a vacancy shall occur prior to the expiration of the term of a Trustee, the Board shall appoint a replacement to serve until the next general library election. At that time a replacement will be elected to fill the remainder of the departed Trustee’s term.
3. Candidates for the position of Trustee shall have their primary domicile within the Connetquot Central School District. No salaried employee of the Connetquot Public Library shall be eligible for candidacy.
4. Trustees are required to attend all meetings of the Board (general and executive sessions). A trustee, who, after being duly notified, fails to attend three consecutive meetings of the Board of Trustees may, according to the provisions of Section 226.4 of the New York State Education Law, be declared to have vacated his/her seat. The Trustees, after review of a written explanation by the absentee Trustee, shall vote, at the next Regular Monthly Library Board Meeting, whether to excuse any or all of these absences and retain the Trustee or to declare the seat vacant. The vacancy shall be filled as hereinabove provided.
5. The Board may remove a Trustee for misconduct, incapacity, neglect of duty or refusal to carry into effect the library’s educational purpose as provided in Education Law 226; subdivision 8.
6. Each Trustee shall have one vote, irrespective of office held.
7. A Trustee must be present at a meeting to have his/her vote counted.
8. All actions of the Board shall be of the Board as a unit. No Trustee shall act on behalf of the Board, on any matter, without prior approval of the Board. No Trustee by virtue of his/her office shall exercise any administrative responsibility with respect to the library nor, as an individual, command the services of any library employee.

## **ARTICLE III – OFFICERS**

### **1. NUMBER:**

The officers of the Board of Trustees shall be a President, a Vice-President, and a Secretary-Treasurer.

### **2. ELECTION:**

Officers shall be elected at the annual reorganizational meeting by a majority vote of the Board of Trustees, and serve a term of one year from the meeting at which they are elected and until their successors are duly elected.

- a. The President shall not be eligible for re-election for the year immediately following the termination of his/her term of office, but may thereafter be eligible for one additional term if approval is obtained by unanimous vote of the members of the Board of Trustees.

### **3. DUTIES**

- a. The **President** shall preside at all meetings of the Board, authorize calls for any special meetings, appoint all committees, 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.
- b. The **Vice President** shall assume and perform the duties and functions of the President in the event of his/her absence.
- c. The **Secretary-Treasurer** shall see that a true and accurate record of all meetings of the Board shall be kept and that notice of all regular and special meetings shall be issued. The Secretary-Treasurer shall perform such other duties as are generally associated with the office and shall be the financial advisor to the Board of Trustees.

## **ARTICLE IV – DUTIES OF THE BOARD OF TRUSTEES**

1. The Board shall appoint a qualified Library Director or a Librarian to be the Chief Executive and Administrative Officer of the Connetquot Public Library, acting on behalf of the Board and be under its review and direction. He/she shall be responsible for those duties contained in Article VII.
2. The Board, in consultation with the Library Director, shall consider, formulate and decide on all policies affecting the operation of the Library.
3. The President shall preside at all Regular Monthly Meetings of the Board.
4. The Board of Trustees shall make the following appointments at the beginning of the fiscal year; those appointed shall serve at the pleasure of the Board:
  - a. Treasurer and Deputy Treasurer
    - i. Custodian of all library funds
    - ii. Make a financial report to the Board of Trustees at each meeting and at other times when requested by the President or the Board of Trustees.
    - iii. Establish and invest in accounts of any type as need or opportunity arises in accordance with state law and Library policy 900-30 pursuant to approval of the Board of Trustees.

5. The Board shall be authorized to contract with outside professional advisors or consultants on an annual retainer, hourly or per diem basis
6. The Board hereby agrees that no trustee, including the President may act or speak on behalf of the Library unless the entire Board specifically bestows that authority.
7. The Board shall be independent of political influence and shall avoid all actions and policies that are in fact or public perception deemed to be partisan in nature.

## **ARTICLE V – MEETINGS**

### **1. Regular Meetings**

- a. Regular meetings shall be held each month, at dates and times to be established by the Board of Trustees at the beginning of the library's fiscal year and shall be open to the public as required by Section 103 of the Open Meetings Law of the State of New York.

### **2. Annual Reorganization Meeting**

An annual reorganization meeting shall be held by the Board of Trustees at the first regular meeting of the fiscal year. The following will take place at this meeting:

- a. Oath of office will be administered to newly elected trustees.
- b. Nomination and election of officers.
- c. Appointment of Treasurer and Deputy Treasurer as an officer
- d. Appointment of Library Director as an officer
- e. Appointment of legal professionals
- f. Appointment of accounting firm
- g. Affirmation of Financial Policy
- h. Affirmation of Procurement Policy
- i. Affirmation of Investment Policy
- j. Establishment of bank depositories and funds as necessary
- k. Selection of newspapers to be utilized for public notices
- l. Establish regular meeting dates

### **3. Special Meetings**

Special meetings may be called at any time at the request of the President or upon the request of at least two of the Trustees for the transaction of business stated in the call for the special meeting.

### **4. Quorum**

A quorum for the Board shall be three (3) trustees. In the absence of a quorum, the Trustees present may adjourn the meeting to a date determined, and public notification shall be made in accordance with Article V, section 8.

### **5. Order of Business**

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 permit:

- a. Call to Order and Roll Call
- b. Disposition of Minutes
- c. Financial Reports
- d. Schedule of Claims
- e. Report of the Library Director and Committee Reports, if any

- f. Communications, if any
- g. Old Business
- h. New Business
- i. Public comment
- j. Announcements
- k. Adjournment

## **6. Conduct of Meetings**

All meetings of the Board of Trustees shall be governed by the provisions of Article 7 of the Public Officers Law of New York.

## **7. Manner of Acting**

The act of the majority of the trustees present at a meeting at which a quorum is present shall be the act of the Board of Trustees.

## **8. Publicity**

Notice of the regular meetings of the Board shall be publicly announced at least 5 days prior thereto. Such notice shall be given to newspapers circulating in the area and will be posted on the library's bulletin board in the lobby and website. Special meetings shall be publicly announced as soon as possible.

## **ARTICLE VI – COMMITTEES**

1. The President may appoint committees of one or more members each for such specific purposes as the business of the Board may require from time to time. The committee shall be considered to be discharged upon the completion of the purpose for which it was appointed and after its final report to the Board.
2. The Library Director or his/her designee shall attend all committee meetings and may take part in deliberations but shall have no vote.
3. All committees shall make progress reports to the Board at each of its meetings.

## **ARTICLE VII – DUTIES OF THE LIBRARY DIRECTOR**

1. The Library Director shall be the Chief Executive and Administrative Officer of the Connetquot Public Library, acting on behalf of the Board and be under its review and direction.
2. The Library Director shall ensure compliance with all laws relating to public libraries.
3. The Library Director shall oversee the care and maintenance of the library buildings and grounds, and equipment.
4. The Library Director, in consultation with and subject to the approval of the Board, may hire a qualified Assistant Library Director.
5. The Assistant Library Director shall be authorized to perform all the duties of the Library Director in his/her absence.
6. The Library Director shall carry out the policies of the Connetquot Public Library as adopted by the Board.
7. The Library Director shall attend all meetings of the Board, may participate in the deliberations and offer professional advice but shall not vote on any question.

8. The Library Director shall keep the Trustees informed as to the Library's current progress and future needs through regular monthly reports.
9. The agenda for the Regular Monthly Meeting of the Board shall be prepared by the Library Director and be distributed to the Trustees in a timely manner.
10. The Library Director shall fill all new positions and vacancies according to the provisions of New York State Civil Service Law and the Rules and Regulations of the Suffolk County Department of Civil Service. All appointments are subject to the approval of the Board.
11. The Library Director shall prepare an annual budget for the operation of the library for consideration of the Board.
12. The Library Director shall serve as the Board's liaison to the community.
13. The Library Director shall communicate effectively with the media and receive adequate media coverage.
14. The Library Director shall see that news releases, notices, library publications, both print and electronic, are continuously produced and updated.
15. The Library Director shall respond to public inquiries and complaints.

#### **ARTICLE VIII – AMENDMENTS**

1. These Bylaws may be amended at any meeting of the Board at which a quorum is present by the affirmative vote of a majority of all members of the board provided that notice of the amendment has been sent or delivered to each member of the board thirty days prior to the meeting.

#### **ARTICLE IX – PROCEDURE**

1. The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the proceedings of the Board of Trustees in all cases to which they are applicable and in which they are not inconsistent with these bylaws.

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**Policy 100-10**

**Revised 8/11/2011**

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