

THE  
GLEN COVE  
PUBLIC LIBRARY  
BY-LAWS

Adopted by the Glen Cove Public Library

Board of Trustees

September 16, 2003

## **Glen Cove Public Library By Laws**

### **Article I-- Name**

This organization is and shall be known as the Glen Cove Public Library existing by virtue of the provisions of Charter Number 23,493 granted by the Board of Regents of the University of the State of New York on February 11, 2003 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 Glen Cove Public Library, shall be managed and conducted by a Board of Trustees, who shall have all the powers of trustees of other educational institutions of the University of the State of New York, as defined, but not limited to, Section 226 of the Education Law.

2. The Board shall establish the goals and objectives of the Library. Pursuant to these goals and objectives, the Board shall adopt policies and procedures to implement the same.

3. The Board shall endeavor to provide the funds necessary to operate the Library within the goals and objectives specified. Upon receiving recommendations from the Director, in consultation with the Treasurer, the Board shall submit an annual budget to the qualified voters of the Glen Cove School District.

4. The Board shall appoint the Director in accordance with Civil Service regulations.

### **Article III-- Membership**

1. The Board of Trustees shall consist of five members nominated in accordance with the Education Law of the State of New York, and elected by the qualified voters of the Glen Cove School District for a term of five years commencing July 1. At least one trustee is elected each year, and upon election shall be required to take an oath of office. (Addendum 1.)

2. Members of the Board serve without financial compensation.

3. Vacancies, defined in the Public Officers Law, Article 3, occurring between annual elections shall be filled by appointment by the Board of Trustees as expeditiously as possible until the next trustee election at which said vacancy can be filled for the remainder of the unfilled term.

4. Any Trustee, who fails to attend three consecutive regular meetings of the Board without satisfactory notice shall be deemed to have resigned pursuant to Section 226.4 of the Education Law of New York State. Said Trustee shall be removed at the next regular meeting by a majority vote of those present, unless the absences are deemed excusable by a majority.

#### **Article IV-- Officers**

1. Officers of the Board of Trustees shall be elected by the Trustees at the organizational meeting, which is the first Board meeting after July 1. The Officers shall be President, Vice President, Secretary and Treasurer. The President, Vice President and Secretary must be Trustees, but the Treasurer need not be a Trustee.

2. Officers shall serve a term of one year from July to June or until their successors are duly elected.

3. If any office should become vacant, the Trustees shall fill such vacancy by election from amongst the members until the Board's annual elections.

#### **Article V-- Duties of Officers**

1. The President shall preside at all meetings of the Board, authorize calls for special and/or emergency meetings, execute all documents authorized by the Board and generally perform all duties associated with that office.

2. 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.

3. The Secretary shall submit a true and accurate record of all meetings of the Board, issue notice of all regular and special meetings and perform such other duties as are generally associated with that office. Duties of the Secretary may be delegated to someone other than a trustee.

4. The Treasurer shall sign all checks and required financial reports. The required financial reports shall also be co-signed by one of the members of the Board of Trustees.

5. In addition to the foregoing duties, each of the officers shall have such powers and perform such duties as are incumbent upon similar offices in similar organizations and such additional powers and duties as may be conferred upon them by the Board.

## **Article VI-- Meetings**

1. Regular meetings of the Board shall be held at the Library on the third Tuesday of each month at 6:45 p.m. or as scheduled by a majority of the Trustees present at the preceding meeting. Trustees shall be informed by mail at their usual address of the time and place of the each meeting not less than five nor more than 10 days before the meetings. Notice including time and place of such meetings shall be given to the public at least one week prior to such meeting. Public notice of meetings shall be conspicuously posted in one designated location at least three days before such meeting.
2. The Board of Trustees shall meet no less than four times each year as stipulated by section 260 of the Education Law of New York State.
3. Special meetings may be called by the Secretary at the direction of the President or at the request of at least two Trustees for the transaction of business, as stated in the call for the special meeting. Public notice of the time and place of such meetings shall be given, to the extent practicable, and shall be conspicuously posted in one public location at a reasonable time prior thereto.
4. The public notice provided by the above two sections shall not be construed to require publication as a legal notice. (Public Officers Law Section 99.)
5. A quorum for the transaction of business at any meeting shall consist of a majority of the entire Board (three) and no less than (3) votes are necessary to perform and exercise the Board's power, authority or duty pursuant to New York General Construction Law Section 41. 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.
6. The Director shall prepare an Agenda of Business for each regular meeting of the Library Board.
7. The Agenda 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:
  - Call to order
  - Approval of minutes of previous meeting.
  - Approval of bills and schedules thereof
  - President's report
  - Director's report

- Unfinished business
- New business
- Date and time of next meeting
- Adjournment

8. The Board of Trustees may hold executive sessions in accordance with Public Officers Law. Such a session can only be called pursuant to formal motion, identifying the general areas of the subject(s) to be considered and approved by majority vote of said motion. Executive sessions may be called for specified purposes only, and provided, however, that no action by formal vote shall be taken to appropriate public monies. (Addendum 2).

9. The Director shall attend all meetings, may participate in the discussion and offer professional advice, but has no vote upon any question.

### **Article VII -- Conduct at Meetings**

Meetings shall be conducted in accordance with the latest edition of Robert's Rules of Order, Newly Revised.

### **Article VII--Committees**

1. The President may appoint committees as the business of the Library requires. These committees shall consist of one or more Board members and shall be considered discharged upon completion of this specific assignment.

2. Any such committee shall make regular reports to the Board.

3. The President of the Board and the Director shall be ex-officio members of all committees.

4. Committee recommendations shall be advisory in nature. A majority vote of the Board shall be required for any and all actions.

5. The entire Library Board may serve in lieu of specific standing committees.

### **Article VIII—Duties and Responsibilities of the Board and Director**

The duties and responsibilities of the Board and Director shall be as set forth in Addendum 3.

**ADDENDUM 1**

**CONSTITUTIONAL OATH OF OFFICE**  
**State of New York—County of Nassau: SS**

I, \_\_\_\_\_ do solemnly swear (or affirm) that I will support the Constitution of the United States and the Constitution of the State of New York; and that I will faithfully discharge the duties of the office of \_\_\_\_\_, in the department of \_\_\_\_\_, of the County of Nassau to the best of my ability.

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ 20 .

(Notary Affix Stamp & Sig.)

## ADDENDUM 2

A public body may conduct an executive session for the below enumerated purposes only, provided, however, that no action by formal vote shall be taken to appropriate public monies:

1. matters which will imperil the public safety if disclosed;
2. any matter which may disclose the identity of a law enforcement officer;
3. information relating to current or future investigation or prosecution of a criminal offense which would imperil effective law enforcement if disclosed;
4. discussions regarding proposed, pending or current litigation;
5. collective negotiations pursuant to . . . civil service law;
6. the medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation;
7. the preparation, grading or administration of examination;
8. the proposed acquisition, sale or lease of real property or sale or exchange of securities held by such public body, but only when publicity would substantially affect the value thereof.

## ADDENDUM 3

### Duties and Responsibilities

#### Of the Library Board:

1. Employ a competent and qualified Director
2. Determine and adopt written policies to govern the operation and program of the library
3. Determine the purposes of the library and secure adequate funds to carry on the library's program
4. Know the program and needs of the library in relation to the community; keep abreast of standards and library trends; plan and carry out the program
5. Establish, support and participate in a planned public relations program
6. Assist in the preparation of the annual budget
7. Know local and state laws; actively support library legislation in the state and nation
8. Establish library policies dealing with book and material selection
9. Attend all board meetings and see that accurate records are kept on file at the library
10. Attend regional, state and national trustee meetings and workshops, and affiliate with the appropriate professional organizations
11. Be aware of the services of the state library

#### Of the Director:

1. Act as a technical advisor to the board; recommend needed policies for board action; recommend employment of all personnel and supervise their work
2. Carry out the policies of the library as adopted by the board
3. Suggest and carry out plans for extending library services
4. Prepare regular reports embodying the library's current progress and future needs; cooperate with the board to plan and carry out the library program
5. Maintain an active program of public relations
6. Prepare an annual budget for the library in consultation with the board and treasurer. The treasurer will 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. Oversee the selection of all library materials, both book and non-book
9. Attend all board meetings other than those in which the salary or tenure of the Director are under discussion; may serve as secretary of the board
10. Affiliate with the state and national professional organizations and attend professional meetings and workshops
11. Make use of the library services and consultants of the state library