

BY-LAWS OF THE BABYLON SCHOOL DISTRICT PUBLIC LIBRARY

MISSION STATEMENT

The Babylon School District Public Library exists to provide quality service to all residents of the Babylon School District in an open and non-judgmental environment with access to all library materials and services in a variety of formats.

PREAMBLE

The Board of Trustees (hereinafter designated as the "Board") of The Babylon School District Public Library, a corporation created under a charter granted under Section 253 of the New York State Education Law (defined) to Section 268 (abolition), by the Board of Regents of the State of New York, dated December 18, 1964, shall be governed by the laws of New York State, the regulations of the Commissioner of Education and by the following By-Laws.

The Babylon School District Public Library operates under an absolute charter granted by the Education Department of the State of New York dated March 20, 1970 (Provisionally granted December 18, 1964).

The Babylon School District Public Library shall be governed by the laws of New York State, the regulations of the Commissioner of Education and by the following By-Laws.

BY-LAWS

ARTICLE I-NAME OF ORGANIZATION

The name of the organization shall be the Babylon School District Public Library.

ARTICLE II-PURPOSE

The purpose of the organization is to provide superior library service to the residents, adults and children, of the community of the Babylon School District.

ARTICLE III-FISCAL YEAR

The fiscal year of the library shall be from July 1st of each year to June 30th of the following year.

ARTICLE IV-GOVERNANCE

- Section A The library shall be governed by a Board of Trustees who shall serve without compensation. The Board shall consist of 5 members elected for terms of 5 years each by the registered voters of the Babylon Union Free School District. Newly elected members will take office at the first meeting in July following their respective elections, except those elected or appointed mid-term shall take office at the first meeting following such election or appointment. Upon taking office, Board members and officers will take and sign an Oath of Office for the State of New York, a copy of which will be forwarded to the Suffolk County Clerk.
- Section B Eligibility for office shall be limited to adults residing within the geographical limits of the library district, as well as any other qualification required by law.
- Section C If a board member is absent from three consecutive regular meetings without an excuse accepted as satisfactory by the Board of Trustees, he or she shall be deemed to have vacated his or her seat, and the vacancy shall be filled.
- Section D In instances of resignations or vacancies, an election for the incomplete term of the vacant seat maybe held. In the alternative, the Board of Trustees, by majority vote, may appoint trustees to fill said vacancies until the next regular election.
- Section E Each Trustee shall have one vote, irrespective of office held. Unless a greater number shall be specifically required, an affirmative vote by a majority of the whole Board will be required to approve any action.
- Section F A Trustee must be present at a meeting to have his/her vote counted.
- Section G All actions of the Board shall be of the Board as a unit. No individual Board member shall act on behalf of the Board, on any matter, without prior approval of the Board. No Board member 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 V-OFFICERS

- Section A The officers of the Board shall be the President, Vice-President, Secretary, and Finance Officer elected annually by the Board at the annual meeting. These officers shall serve for a period of one year or until their successors shall have been duly elected. Officers shall hold over in their positions as provided by law. This provision does not preclude consecutive terms.
- Section B The duties of such officers shall be as follows:

- i. **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 and generally perform all duties associated with that office: The President shall see that the library is well managed in a consistent manner with the law and the policies established by the Library Board of Trustees. The business of the Library Board is generally formulated in a listing "Agenda" which is prepared by the Director with the suggestions of the President and any other member of the Board. The President shall recognize members entitled to the floor; resolve questions of order; state and put to vote all questions which are regularly moved; assisting in the expediting of business.
- ii. **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.
- iii. **The Secretary** shall ensure that a true and accurate record of all meetings of the Board is kept, shall review all minutes of meetings prior to their issuance, shall ensure and review all notices of all regular and special meetings, and shall perform such other duties as are generally associated with that office. The Board may retain the paid services of a "Secretary to the Board" who will work in conjunction with the Board Officer Secretary to be sure all secretarial functions are complete and accurately carried out.
- iv. **The Finance Officer** shall, in cooperation with the Library Director, review budgetary expenditures. The Finance Officer shall have no power to dispense funds that function shall rest with the library district treasurer, who will pay library obligations from the library fund upon presentation of complete vouchers approved by the library board and signed by at least one library trustee.

ARTICLE VI-COMMITTEES

- Section A Committees for specific purposes may be appointed by the President. Such committees shall serve until the completion of the work for which they were appointed or until dissolves by the President or the Board. Committees shall not include more than two Trustees.
- Section B The President shall appoint a chairperson for each committee from among their number.
- Section C All committees' appointments shall expire with the call to order of the July reorganization meeting.

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Section D All committees shall make a progress report to the Board at each meeting of the Board.

Section E No committee will have other than advisory powers unless, by suitable action of the Board, it is granted specific power to act.

ARTICLE VII-MEETINGS

Section A A quorum, consisting of at least three trustees, shall be required for all meetings of the Board.

Section B Meetings shall be held each month, the date and hour to be set by the Board. The Director shall ensure that written notice of all meetings and all materials shall be forwarded to each member or, at any Board member's request be available for pickup, at least five days before the meeting.

Section C A special meeting of the Board may be called at any time by the President or upon the request of three members for a specific purpose. Notices of special meetings shall state the anticipated business to be transacted. Legal requirements for notice must be followed.

Section D The Annual Meeting shall be held in April of each year unless the Board establishes another date by way of formal resolution. The business transacted at this Annual Meeting shall include, but not be limited to, the election of trustees and the vote on the annual budget.

Section E The Reorganizational shall be held during the first 15 days of July each year. The business transacted at this meeting will include but not be limited to the reorganization of the board, the election of officers, annual appointments and the annual review of policies and these by-laws.

Section F 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 unless, in the discretion of the Board, circumstances make an altered order more efficient:

- i. Call to Order and Pledge of Allegiance
- ii. Review and approval of Minutes of Previous Regular Meeting and any Intervening Special Meetings
- iii. Treasurer's Report and Action on Warrants
- iv. Director's Report
- v. Period of Public Expression
- vi. Committee Reports (if applicable)
- vii. Personnel Report (if applicable) vu. Old (Unfinished) Business
- vii New Business

- ix. Period for Public Expression
- xi. Executive Session (as may be approved by the Board) x
- xii. Announcement of the Date of the Next Meeting
- xiii. Adjournment

ARTICLE VIII-DIRECTOR

Section A The Board shall appoint a Director who shall be the executive officer of the policies of the Board and shall have charge of the administration of the library under the direction and review of the Board. The Director shall be responsible for the care of the buildings and equipment; recommendations to the Board regarding the appointment and/or retention of staff; the direction of the staff; the efficiency of the library under the financial conditions contained in the annual budget and other duties as outlined in Board policies and/or employment agreements and not contrary to the Director's Civil Service duty statement and/or job description. The Director shall render and submit to the Board reports and recommendations of such policies and procedures, which, in the opinion of the Director, will improve efficiency and quality of library service. The Director shall attend all Board meetings except the portion of the meeting at which the Director's appointment, evaluation or salary is to be discussed or decided.

ARTICLE IX-AMENDMENTS

Section A Amendments of these by-laws may be proposed at any regular meeting and shall be voted upon at one of the following two regular meetings. Written notice of the proposed amendment or amendments shall be sent to all absent members at least ten days prior to the voting session. A simple majority of the Board shall be sufficient for adoption of an amendment.

Section A All procedures not specified herein shall be in accord with Robert's Rules of Order Newly Revised 10th Edition.

Adopted 5/80
Revised 9/88, 5/00
Reconfirmed 7/09/19