

# BRENTWOOD PUBLIC LIBRARY

## BY-LAWS

### Preamble

The Board of Trustees of the Brentwood Public Library, hereinafter referred to as the Board, a corporation created by a charter granted under Section 255 of the New York State Education Law by the Regents of the University of the State of New York, March 1939, Provisional Charter 571S, hereby enact the following By- Laws:

### **ARTICLE I – TRUSTEES**

Section 1a - The Board is the legal entity charged with the management of and responsibility for the Library. The Board shall establish the objectives of the Library and determine the policy for the development of such objectives. The Board, in turn, shall delegate to the Director the immediate charge of the Library within the framework of the established policy. It shall be the duty of the Board to receive systematically from the Director, and such members of her staff as she may delegate, reports regarding the functioning of the Library in terms of the stated policy and objectives. The authority of the Board is vested in the Board as an entity.

Section 1b - It shall be the Board's duty to supply an evaluation of the Director, in writing, prior to February 1. A summary of a discussion held between the Director and the Board shall be in written form and signed by the parties involved. This discussion and summary must be completed prior to February 1.

Section 2 - In accordance with laws governing school district libraries in New York State, the Library Board of Trustees shall consist of five members, one member to be elected annually by the eligible voters of the District. Each term is a five year period.

Section 3 - Trustee vacancy: When a vacancy on the Board occurs, other than by expiration of a Trustee's term of office, said vacancy shall be filled by appointment of the Board until the next annual election. At the time of the next annual election, nominations and election of a Trustee to fill this unexpired term shall take place in accordance with the requirements for the election of a member of this Board as established by the Education Law.

Section 4 - A Trustee must be present at a meeting to have his vote counted. Each Trustee shall have one vote, irrespective of the office held.

## ARTICLE II - OFFICERS

Section 1 - The officers of the Board shall be elected at the Annual Reorganizational Meeting of the Board and shall be as follows: President and Vice President. Officers shall serve a term of one year from the Reorganizational Meeting at which they were elected.

Section 2 - The President of the Board shall preside at all meetings of the Board, authorize calls for special meetings, appoint all committees and serve as an ex-officio voting members of all committees and generally perform all duties associated with that office.

Section 3 - The Vice President of the Board shall preside over, meetings and perform all duties of the President in the absence of the President. The Vice President is to serve as the liaison between the Library Board and the Director. Trustees with questions relating to internal affairs should address them to the Vice President.

Section 4 - The President may move or second a motion before the Board.

### ARTICLE III - MEETINGS

Section 1 - The regular meeting of the Board shall be held each month, the date and hour to be set at the Reorganizational Meeting unless changed at a preceding regular meeting by majority vote of the Board.

Section 2 - The Reorganizational Meeting shall be held immediately preceding the first meeting of the Board between July 1st and July 15th, whether such a meeting be a regular or a special meeting.

Section 3 - All agendas shall be prepared by the President of the Board and the Director.

Section 4 - Meeting absences: In accordance with State Law, if any Trustee shall fail to attend three consecutive regular monthly meetings without excuse accepted as satisfactory by the Trustees, (such as illness, death in the family) that Trustee shall be deemed to have resigned, and the vacancy shall be filled by Board appointment until the next annual election.

Section 5 - Special Meetings: Special Meetings may be called by the President or at the request of any two members of the Board. Except for emergency situations, written notice of the time, date and place of such Special Meeting and of the business to be transacted at such meeting must be mailed or delivered to each member of the Board no less than five days before the date of such Special Meeting. Only the business stated in such notice may be transacted at the Special Meeting.

Section 6 - Emergency Meetings: Emergency Meetings may be called as necessary, by using the Waiver of Special Notice form provided.

Section 7 - A quorum for the transaction of business at any meeting shall consist of three members of the Board present. The senior Board member present chairs the meeting if no officer is present.

Section 8 - Reorganization Meetings: At the Reorganization Meeting the temporary chairperson, be it the President or Vice President, opens the meeting, administers the oath of office to the new Trustee; presides over the election of a new President at which time the newly elected President takes the Chair. The agenda for the Reorganization Meeting shall be as follows:

Call to Order  
Salute to the Flag  
Oath of Office  
Election of Officers  
Board Appointments  
Motion to Adopt Budget for Fiscal Year  
Designation of Official Newspapers  
Approval of Fiscal Year Calendar  
Designation of Fiscal Year Board Meetings  
Designation of Bank  
Approval of Petty Cash Fund  
Approval of Pre-Paid Account  
Approval of Fiscal Year Salary Schedule  
Date and Time of Next Board Meeting  
Adjournment

A listing of all personnel and their salaries shall be presented for Board approval at this meeting. The following appointments and their annual fees shall be approved by the Board: Attorney, Secretary to the Board, Treasurer, and Auditor. The official newspaper/s will be voted upon at the Reorganization Meeting.

Section 9 - The following agenda shall take precedence at regular meetings:

Call to Order  
Salute to the Flag  
Approval of Minutes  
Correspondence  
Treasurer's Reports  
Financial Reports  
Payment of Bills  
Trustee Reports  
Director's Report  
Assistant Director's Report  
Business Manager's Report  
Personnel Report  
Old Business  
New Business  
Other  
Friends  
Visitors  
Suggestion Box  
Time and Date of Next Board Meeting  
Adjournment

Section 10 - Visitors' Comments: Visitors may make comments – or ask questions only at the time designated on the agenda - and only covering agenda items. Guests invited by the Director will be placed on the agenda by the Director at an appropriate time.

#### ARTICLE IV – COMMITTEES

Section 1 - Standing Committees may be created by the Board of Trustees. Standing Committees may include financial (internal auditor), personnel, planning and programs. The President shall appoint Committee chairs who may serve as a committee of the whole. The exception is personnel, which is always chaired by the Vice President.

Section 2 - Special Committees for the study and investigation of special problems are appointed by the President. Such committees serve until the completion of the work for which they were appointed or until the next Reorganization Meeting, whichever is earlier.

Section 3 - No committee will have other than advisory powers.

Section 4 - It is desirable that a Board Trustee complete serving at least one year of the term of office before placement on a committee. This will insure familiarity with Board policies and Trustees' duties.

ARTICLE V – LIBRARY DIRECTOR AND STAFF

Section 1 – The Director’s responsibility is to implement the policies of the Board effectively and efficiently on its behalf and to assume the administration of these policies without direct Board involvement in the administration of Library operations; however, subject to Board review. The Director shall be responsible for the physical plant, for an adequate and proper selection of books and other library material in keeping with the stated policy of the Board, for assuring the safety of the public and staff, for direction and management of the staff, and for operation of the Library within the budgeted appropriation. This includes writing job descriptions, classifications and assignments for all staff positions. It is the Director’s responsibility to recommend a table of organization and personnel policies. The Director shall recommend the creation or elimination of staff positions to the Board. It is the Director’s responsibility for staffing, supervising and evaluating all personnel. Appointments, promotions, or dismissals shall be recommended to the Board by the Director. All staff are directly responsible to the Director; the Director is directly responsible to the Board.

Section 2 - The Library Director will attend all Board Meetings as part of her functional responsibility, submit a monthly report to the Board which includes recommendations of policy and procedures which will promote the quality of Library service to the community.

Section 3 - The Library Director shall keep the Board informed as to the public's interest in the Library. The Director shall be responsible for the promotion of services and programs sponsored by the Library.

Section 4 – The Library Director shall administer disbursement of the funds set forth in the budget for all goods and services. These expenditures shall be approved by the Board at their monthly meetings.

Section 5 - The Director shall prepare and submit a preliminary budget for the Board by December 31 of each year; thereby providing the Board with sufficient time to project the annual budget.

Section 6 - It is the Director's responsibility to close the library when conditions exist, such as Inclement weather, or any other hazardous condition which may endanger the safety of the staff and/or the public. In the event that the Director is unavailable, the decision to close would be made by the order of the chain of command.

Section 6a – All employees should be evaluated in writing by the Director by the regular January Board Meeting of each year. Each employee should be allowed to read the evaluation and discuss it with the Director. The discussion should provide the opportunity for the Director and employee to find better ways to achieve mutual goals. A summary of the discussion held between the Director and the employee shall be in written form and signed by both individuals. Following this, the Director shall discuss in generalities with the Board, the performance level of staff and specifically any personnel problems.

Section 6b - It shall be the Director's duty to supply a newly elected or appointed Trustee with the following:

- Duplicate packet of the three previous Board meetings.
- By-Laws.
- New Trustee's Handbook.
- Tour of Library which includes explanation of operations and introduction to staff.

The Director will also enroll the new Trustee in the appropriate professional associations as soon as possible.

Section 7 - Treasurer: The Treasurer shall be the disbursing officer of the Board, shall co-sign all checks and shall perform such duties as are generally associated with that office. The Treasurer shall be bonded in an amount as may be required by resolution of the Board. Disbursements of all Library funds shall be made upon the discretion of the majority of the Board by majority resolution and execution of warrants and vouchers by a member of the Board. The Treasurer of the Board shall report on the status of all Library funds at the regular monthly meeting or at such times as the Board may require.

Section 2 - Secretary to the Board: The duties of this office shall be to attend all Board Meetings, record Board Meeting minutes, furnish copies of said minutes to the Board and prepare Board correspondence as directed by the President or Director.

ARTICLE VI – BY-LAWS REVISIONS

The By-Laws shall be reviewed every two years and may be amended at any time by a majority vote of all members of the Board provided written notice of the proposed amendment shall have been mailed to all members at least ten days prior to the meeting at which such action is proposed to be taken.

ARTICLE VII - MISCELLANEOUS

For circumstances of procedures not covered by these By-Laws, "Robert's Rules of Order" shall govern.

Amended and Approved 10/27/8

The undersigned waive notice of the Special Meeting of the Board of Trustees of the Brentwood Public Library called for on \_\_\_\_\_ at \_\_\_\_\_ at the above address for the purpose of transacting the following business:

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\_\_\_\_\_  
President

\_\_\_\_\_  
Vice President

\_\_\_\_\_  
Trustee

\_\_\_\_\_  
Trustee

\_\_\_\_\_  
Trustee