

## **Bylaws of Harborfields Public Library**

(Adopted 1972, Revised 11/1992, 2/2013, Reviewed 2/15, Revised 7/2021, Reviewed 7/2022, Revised 7/2023)

### **Article I. Name**

This organization is and shall be known as Harborfields Public Library, existing by virtue of the provisions set forth in the Absolute Charter No. 11,010 granted by the Regents of the University of the State of New York on June 29, 1973, 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 Harborfields Public Library shall be managed and conducted by a Board of Trustees that shall be five in number, elected by the eligible voters of Harborfields Central School District in Greenlawn. An oath of office shall be administered to all newly-elected trustees at the reorganizational meeting of the Board in July, and filed with the Suffolk County Clerk.
2. The terms of the original Trustees elected June 10, 1970 by the said electorate, expire as follows: N. William Glaser, June 30, 1971; Stephen V. Langer, June 30, 1972; Mary Agosta, June 30, 1973; Eugene J. Levitt, June 30, 1974; Eleanor M. Johnson, June 30, 1975. Successors have thereafter been elected for terms of five years.
3. Vacancies which occur for reasons other than expiration of term shall be filled by appointment of the Board of Trustees, with the oath of office duly administered. The person so appointed in the place of any such Board member shall hold office until the next annual Trustee election. The unexpired term of the office will then be filled by election. In the event that the Board chooses not to fill a vacancy, the vacant seat will be filled at the next annual Trustee election. Such election shall be conducted "at-large," with the highest vote-getting candidate receiving the longest available term, and the second highest vote-getting candidate receiving the second longest available term. (Education Law, paragraph 226(4))
4. Any Trustee who shall fail to attend three consecutive regular meetings, or four meetings of the Board within a fiscal year, unless a majority of the Trustees consider the absences excusable, shall be deemed to have resigned as a Trustee and the vacancy shall be filled as expeditiously as possible by a person appointed to serve until the next annual Trustee election.
5. The authority of the Board is vested in the Board as an entity. The duties of the Board shall be to adopt such by-laws, rules and regulations for its own guidance and for the governance of the Library as may be necessary and in conformity with the law.

### **Article III. Officers**

1. The officers of the Board of Trustees shall be elected at the annual reorganization meeting held in July, and they shall be a President, a Vice President, a Secretary, and a Finance Officer, elected from among the Board of Trustees. Membership on the Board of Trustees is a prerequisite to holding of any office except that of Treasurer.

2. Officers shall serve a term of one year from the meeting at which they are elected and until their successors are duly elected. Tenure of the President and Vice President of the Board shall be limited to two consecutive full terms of one year each.
3. 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, co-sign all checks and generally perform all duties associated with that office.
4. The Vice-President, in the event of the absence or disability of the President, or of a vacancy in the office of the President, shall assume and perform the duties and functions of the president.
5. The Secretary shall be responsible to see that a true and accurate record of all meetings of the Board shall be kept, shall be responsible for the issue of notice of all regular and special meetings, and shall perform such other duties as are generally associated with that office.
6. The Board shall appoint a Clerk of the Board annually, whose term shall coincide with those of the Board Officers. The responsibilities of the Clerk shall be to accurately record the actions of the Board at meetings and to prepare minutes for the approval and signature of the Secretary.
7. The Treasurer, who shall be compensated by the Library if not a Board member, shall be the disbursing officer of the Board 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.
8. The Finance Officer shall be familiar with the financial transactions of the Library. In the absence of the President and the Vice-President, the Finance Officer shall perform all duties of the President.
9. Pursuant to section 18 of New York State Public Officers Law, all members of the Board of Trustees and Library Staff will be covered by Public Officials Liability Insurance carried by the Library. If any Trustee or Library Staff member is sued for any actions taken within the scope of their official duties, the Library will bear the expense for any legal defense or other costs incurred, to the extent that it is not covered by Public Officials Liability Insurance.

#### **Article IV. Meetings**

1. 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. Special meetings may be called at the request of at least two of the Trustees, with the notification of the president, for the transaction of business as stated in the call for the special meeting. Notice of any special meeting shall be in accordance with Section 104 of the Open Meetings Law of the State of New York. Notice provisions may be waived by a document executed by all members of the Board of Trustees.
3. Within a regular meeting, an Executive Session may be called at the discretion of the Board pursuant to the provisions of the Open Meetings Law of the State of New York.
4. A quorum for the transaction of business at any meeting shall consist of a majority of the entire Board present in person or in accordance with any executive orders then in effect. In the absence of a quorum, the Trustees present may adjourn the meeting to a date determined, and written notice thereof shall be given to all Trustees.
5. 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.

#### **Article V. Committees**

1. Standing committees shall be created by the Board of Trustees. The President shall appoint committee members.
2. Special committees for the study and investigation of special problems may be appointed by the President, such committees to serve until the completion of the work for which they were appointed or until the next annual meeting, whichever is earlier.

#### **Article VI. Library Director**

1. The Board shall hire a Library Director who shall be considered the chief executive officer of the Library and shall have sole charge of the administration of the Library under the direction and review of the Board. The Director shall also be administered an Oath of Office, which shall be filed with the Suffolk County Clerk.
2. The Director shall be held responsible for the care of the Library building, grounds, and equipment; for the employment and direction of the staff; for the efficiency of the Library's service to the public; for public relations; and for the operation of the Library under the financial conditions set forth in the annual budget established by the Board.
3. The Director shall attend and participate, without vote, in all meetings of the Board, except such portion of any meeting dedicated to discussing the employment or compensation of the Director.

#### **Article VII. Amendments**

1. The Board may amend these by-laws by a majority vote of all members provided notice of the proposed amendment has been given to each member of the Board not less than one week prior to the meeting at which the amendment is proposed.
2. By-laws shall be reviewed annually by the Board of Trustees.