

Bylaws of Sachem Public Library

Mission Statement



Sachem Public Library
Inspire • Engage • Educate

Preamble

Sachem Public Library, a corporation created under a charter granted under Section 253 of the New York State Education Law by the Board of Regents of the State of New York, dated September 22, 1966, will be governed by the laws of New York State, the regulations of the Commissioner of Education and by the following Bylaws.

Fiscal Year

The fiscal year of Sachem Public Library shall commence on July 1 and terminate on June 30 of the following year.

Board of Trustees

Legal Responsibility

Legal responsibility for the operation of Sachem Public Library is vested in the Board of Trustees. Subject to state and federal law, the Board has the power and duty to establish objectives for the Library and determine policies governing the Library's operations and services.

Board Duties

The Trustees will:

- Secure funds necessary to support the Library
- Oversee the expenditure of funds collected, donated, or appropriated for the Library and approve the annual audit
- Establish policies for the use, governance, and operation of the Library
- Select, appoint, supervise, and evaluate a certified and highly qualified Library Director and determine compensation for that position

- Work with the Director to set short and long range goals for the Library
- Represent the interests and needs of the community
- Advocate on behalf of the Library with public officials, other Boards and groups to ensure that the Library is well-supported and respected
- Stay abreast of Library trends and understand the needs of the community with regard to Library service

All actions of the Board will be of the Board as a unit. No Trustee will act on behalf of the Board on any matter without prior approval of the Board. No Trustee by virtue of his/her office will exercise any administrative authority with respect to the Library nor, as an individual, command the services of any Library employee.

Membership

The Board will consist of five (5) members, elected for terms of five (5) years each. Trustees must be qualified voters of the School District and after election by the voters of the School District will take and subscribe to the oath of office which will be filed as provided by law. Each Trustee will have one (1) vote, irrespective of office held.

Attendance. Trustees are expected to attend all Board meetings. If a valid reason prevents a Trustee from attending, the President of the Board or the Library Director should be notified in advance. An excused absence is defined as one where prior notification has been given to the President or to the Director and the President approves such request. If the President asks to be excused, the Vice-President approves the request. If a Trustee fails to attend three (3) consecutive meetings without excuse, the Trustee will be deemed to have resigned. The President will inform the absent Trustee in writing that he/she is no longer on the Board.

A Trustee may resign at any time by giving written notice of resignation to the President. If the President resigns, written notice will be given to the Vice-President. Unless otherwise specified in the notice, the resignation will take effect upon its receipt, and the acceptance of the resignation will not be necessary to make it effective.

If the office of any Trustee becomes vacant for any cause other than expiration of term, such vacancy will be filled by appointment by the Board of Trustees as prescribed by law. This appointment will remain in effect until the next annual election of Trustees, at which time the remainder of the term will be filled by public vote. If two (2) positions are to be voted upon in one year, the candidate receiving the higher number of votes will serve the longer term of office. If the vacancy is for the office of President, the Vice-President will fill the term. Should this take place, the Secretary will rotate into the office of Vice-President and the Board of Trustees will fill the resulting vacancy by appointment. If two (2) offices are vacant, the remaining officer will succeed to the highest office vacant and the vacant offices will be filled by appointment.

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.

Compensation and Reimbursement. Trustees will serve without salary. Attendance by a Board member at a library related conference or function must be preapproved at a regularly scheduled Board meeting. The Board of Trustees must approve all expense reimbursements prior to payment.

Conflict of Interest. Board members will not in their private capacity negotiate, bid for, or enter into a contract with Sachem Public Library. A Board member should withdraw from Board discussion, deliberation, and vote on any matter in which the Board member, an immediate family member, or an organization with which the Board member is associated has a financial interest or conflict. A Board member may not receive anything of value that could reasonably be expected to influence his or her vote or other official action of the Board.

Officers

The officers of the Board will be the President, Vice-President, and Secretary elected from among the Board's members at the annual organization meeting in July of each year. Each officer's term will be one (1) year. An independent Treasurer, who is not a member of the Board, will be appointed by the Board of Trustees at its July meeting.

The slate of officers will reflect an annual rotation, with the Vice-President moving into the position of President and the Secretary moving into the position of Vice-President. Trustees will nominate one of the peers to fill the position of Secretary. If a Trustee declines a nomination, a different Trustee will be nominated to that position and the rotation reestablished. The two (2) Trustees who are not officers will be appointed as designated signers of the Library's checks.

President. The President will preside at all meetings of the Board, authorize calls for special meetings, appoint all committees, execute all documents authorized by the Board, enforce all Bylaws and regulations, confer with the Director about the agenda for each Board meeting, be the official spokesperson of the Board and generally perform all the duties associated with the office of President.

Vice-President. The Vice-President, in the absence or disability of the President, or in case of a vacancy in that office, will assume and perform the duties of the President. In the absence of both the President and Vice-President, the Board members present will select a temporary chairman for the meeting.

Secretary. The secretary will sign the Board of Trustee meeting minutes after their approval by the Board.

Library Director

The Board will appoint a Director who will be the executive officer of the policies of the Board. He/she will administer the operations of the Library under the direction and review of the Board. The Director will be responsible for the care of the building and equipment; for the employment and direction of the staff; for the efficiency of the Library's service to the public; and for the operation of the Library under the financial conditions contained in the annual budget.

The Director will 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 will 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.

Committees

Budget Committee. In January of each year, the Board President will appoint, two (2) Trustees to meet with the Director for a review of the proposed budget prior to its presentation to the full Board.

Ad Hoc Committees. Other committees for specific purposes may be appointed by the President.

Committees will serve until the work for which they were appointed is completed. All committees will be advisory and will present progress report(s) to the Board.

Meetings

Regular Meetings. The regular meetings of the Board of Trustees will be held monthly on a day and time set at the October meeting. Notice of the regular meeting dates will be posted in the Library, in the Library's newsletter and on the Library's website.

Annual Meeting. The first meeting of the Board of Trustees after July 1st will be the annual organizational meeting. Prior to the meeting, new and re-appointed Board members will take the oath of office. At this meeting, the Board will also elect officers; approve official financial institutions, signing authorities, newspapers, auditors, recording secretary, and professional consultants; review borrowing guidelines, fines and fees; and address any other organizational matters that may come before the Board.

Budget Meetings. The preliminary budget for the subsequent fiscal year, will be presented at the regular meeting in February. The Budget Hearing on the preliminary budget will be held prior to the March meeting. The final budget for the subsequent fiscal year will be presented to the community for their approval in April.

Special Meetings. Special meetings of the Board of Trustees may be called by the President or any other officer of the Board acting on behalf of the President. Notices for such meetings will state the time, place, and specific purpose of the meeting. Except in cases of emergency, notice will be given to Trustees and the public of such special meetings by posting the notice in the Library and on the Library's website 24 hours in advance.

Executive Session: An executive session may be convened upon a majority vote of the total membership of the Board at an open meeting, and identifying the general area or areas of the subject or subjects to be considered. The below enumerated subjects only may be considered, provided that no action, by formal vote shall be taken to appropriate public moneys.

- Matters which will imperil public safety if disclosed;
- Any matter which may disclose the identity of a law enforcement agent or informer;
- Information relating to current or future investigation or prosecution of a criminal offense which would imperil effective law enforcement if disclosed;
- Discussions regarding proposed, pending or current litigation;
- Collective negotiations pursuant to article fourteen of the Civil Service Law;
- The medical, financial, credit, or employment history of any person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspensions, dismissal or removal of any person or corporation;
- The preparation, grading, or administration of examinations;
- The proposed acquisition, sale or lease of real property, but only when publicity would substantially affect the value of the property.

Board members and those invited by the Board into an executive session are honor bound to maintain the confidentiality of matters discussed in executive session. Any recordings of executive session proceedings, including but not limited to, audio, video, or written minutes are strictly prohibited.

Quorum. A quorum for the transaction of business at any meeting will consist of three (3) members of the Board present. If a quorum is not present, the Board may elect to reschedule the meeting within one week.

Parliamentary Authority. A majority vote of those present and voting at any duly constituted meeting will be required for action by the Board of Trustees. The President may vote on all proposals and may offer motions. The rules contained in Robert's Rules of Order, latest revised edition, will govern the parliamentary procedure of the meetings in all cases in which they are not inconsistent with these Bylaws and any statutes applicable to the Board.

Agendas and Notices. Meeting agendas and notices will indicate the time, date and place of the meeting as well as all subject matters intended for consideration at the meeting. The order of business for regular meetings will include, but not be limited to, the following

items which will be covered in the sequence shown unless circumstances make an altered order desirable:

1. Call to Order
2. A Pledge of Allegiance
3. Adoption of the Agenda
4. Public Expression/Participation
5. Approval of Prior Meeting Minutes
6. Approval of Treasurer's Report
 - A. Approval of Payroll Expense Report
 - B. Approval of Payroll Warrants
 - C. Approval of Payroll Summary
 - D. Approval of Bills (citing Trustee who reviewed the bills)
7. Reports
 - A. Director's Report
 - B. Assistant Director's Report
 - C. Library Statistical Reports
 - D. SCLS Board Report (as needed)
 - E. Conference Reports (as needed)
 - F. Internal Auditor's Report (as needed)
8. Old Business
9. New Business
10. Other
11. Correspondence
12. Executive Session (as needed)
13. Personnel Report
14. Adjournment

Open Meetings. All meetings will be open to the public, except in those circumstances where an executive session is convened at the discretion of the Board pursuant to the provisions of the Open Meetings Law of the State of New York.

Amendments

Amendments to these Bylaws may be proposed at any regular meeting. After an amendment has been placed on the agenda and has been considered at two (2) consecutive regular monthly meetings, a simple majority of the Board will be sufficient for adoption of an amendment.