

## BY - LAWS OF THE SOUTH HUNTINGTON PUBLIC LIBRARY

(10/26/98, revised 7/16/01, 7/21/03, 10/16/23)

In accordance with the laws governing School District Public Libraries in New York State, and under the charter granted South Huntington Public Library on September 25, 1970, by the Regents of the University of New York State, the Library Board, as agent for the taxpayers of U.F.S.D. #13, shall maintain free public library service to all residents and taxpayers of the district.

### ARTICLE I - USE OF THE LIBRARY

1. Any resident and/or taxpayer of U.F.S.D. #13 who agrees to comply with all the rules and regulations of the library shall be entitled to library privileges.
2. Individuals residing outside the boundaries of U.F.S.D. #13 shall be entitled to library privileges under rules and regulations determined by the library's Board of Trustees.

### ARTICLE II - MEMBERS OF THE BOARD OF TRUSTEES

1. The Board of Trustees of the South Huntington Public Library shall consist of five (5) members, each elected for a five (5) year term. The regular term of office of one Trustee shall expire each year. Each vacancy upon the Library's Board of Trustees to be filled shall be considered as a separate, specific office. When a vacancy on the Board of Trustees occurs other than by expiration of a Trustee's regular term of office, said vacancy shall be filled by appointment of the Board until the next election for one or more Trusteeships of the South Huntington Public Library. At that time, nominations and elections of the Trustee to fill this unexpired term shall take place in line with the usual requirements for election of a member of the Board of Trustees, as established by Education Law.
2. An Oath of Office shall be administered to all newly-elected/appointed Trustees, and filed with the Suffolk County Clerk.
3. The authority of the Board of Trustees is vested in the Board as an entity.
4. The Board of Trustees shall be empowered to exercise the rights and privileges permitted it by State Law.
5. The duties of the library's Board of Trustees are to decide on the general policy of the institution and to see that this policy is carried out, employing for the purpose, an expert staff.
6. The Board shall employ a Library Director, who shall be considered the executive officer of the library and shall have sole charge of the administration of the library under the direction and review of the Board of Trustees. The library director shall be held responsible for the care of the building, grounds and equipment; for the screening and recommendation of employment and subsequent 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 set forth in the annual budget. The director shall recommend to the Trustees ways of providing new services and stimulate their review of problems for the benefit of the community.

The library director will attend and participate in all meetings of the Board of Trustees, without vote, except for that portion of any meeting dedicating to discussing the employment or compensation of the director. The director shall be administered an Oath of Office, which shall be filed with the Suffolk County Clerk.

### ARTICLE III

#### ELECTION OF BOARD OFFICERS AND THEIR DUTIES

1. Officers of the Board of Trustees shall be elected by the members of the Board at the regular monthly meeting in July, and shall be as follows:  
  
President, Vice-President, Finance Chairperson, and Secretary.
2. The President shall conduct the meeting, make assignments, appoint committees, and be the official spokesperson for the Board of Trustees.
3. The Vice-President shall perform all duties of the President in the absence of the President.
4. The Financial Chairperson shall be familiar with the financial transactions of the library. In the absence of the President and the Vice-President, the Financial Chairperson shall perform all duties of the President.
5. The Secretary shall keep a true and accurate record of all meetings of the Board, shall issue notice of all regular and special meetings, and shall perform such other duties as are generally associated with that office. Upon approval of the Board, the Secretary may delegate certain of these clerical tasks to the Secretary to the Board. The Secretary shall also ensure that the official copies of bylaws, rules of order, policies and minutes of the Board and other Board records are properly stored, as well as other Library records, unless specifically designated to other Library personnel, such as the Treasurer's books.
6. Vacancies:
  - a. Any officer vacancy may be filled by a simple majority vote held at any regular public meeting.
  - b. In the case of an extended illness, a temporary officer may be appointed by a simple majority vote held at any regular public meeting.
  - c. An officer may be removed at any meeting by the unanimous vote of the other members currently serving on the Board, provided, however, that a written complaint has been mailed to the officer charged and to the remaining members setting forth the specific complaint at least ten (10) days prior to the meeting.
  - d. Any Trustee who shall fail to attend three consecutive regular meetings of the Board within a fiscal year, unless a majority of the Trustees consider their 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 election.

7. a. No Library Trustee shall receive compensation of any kind or nature. Trustees may be reimbursed for actual expenses necessarily incurred in the performance of official library business, upon approval by the Board.
- b. The Board shall not conduct business with any person, partnership, firm, corporation or association in or with which a Board member has a financial interest, direct or indirect.
- c. Ownership of less than 5% of the stock of a corporation whose stock is listed on the New York and/or American Stock Exchanges shall not constitute an interest for the purpose of this section.
- d. A contract with a person, firm, corporation or association in which a Trustee has an interest shall not be prohibited if the remuneration of the Trustee's employment will not be directly affected as a result of such contract and/or if the duties of the Trustee's employment do not directly involve the preparation, performance or obtaining of any part of such contract.

#### ARTICLE IV – MEETINGS

1. The time and date of regular monthly board meetings shall be set for the current fiscal year at the annual organizational board meeting. At least four (4) weeks' notice must be given for a change from the date and/or time for any specific regular monthly meeting, unless it becomes impossible to obtain a quorum under this condition. In that event the President shall designate the time and place of the meeting.
2. Special meetings may be called in the manner provided herein by the President, Vice-President, Financial Chairperson or a group of three (3) board members, when delay until the regular meeting shall be deemed unwise or detrimental to the library.
  - a. There must be at least five (5) days, exclusive of Saturdays and Sundays, advance written notice for special meetings to each board member, and the notice must specify the subject of the meeting. The day of the postmark date is to be considered the first day of notice. The five (5) day period may be waived if all Board members consent.
  - b. Whatever action is necessary to complete the business for which the special meeting is called may be transacted.
  - c. That portion of special meetings not specifically designated an Executive Session shall be open to the public. All motions must be passed in open public meeting.
  - d. Any regular public meeting, or special publicly advertised meeting, shall be public as soon as it is called.

## ARTICLE V - COMMITTEES

1. Any committees deemed necessary may be created by majority vote of the Board of Trustees, to be standing or temporary. All temporary committees terminate at the end of the fiscal year.
2. All committee appointments shall be made by the President or by a majority vote of the Board. Should a conflict arise in such an appointment, the Board-appointed committee shall take precedence.

## ARTICLE VI - ORDER OF BUSINESS

The library director, in consultation with the President, shall prepare a proposed Agenda for regular meetings of the library's board of trustees. For circumstances not covered in these By-Laws, or the State Open Meetings Law, the latest edition of Robert's Rules of Order shall govern all procedures. Normally, the order of business will include the following items:

- a. Call to Order
- b. Adoption of Agenda
- c. Disposition of Minutes of previous meeting
- d. Schedule of bills, account clerk's or bookkeeper's report, and auditor's certification
- e. Communications and delegations
- f. Committee Reports
- g. Election of Officers
- h. Unfinished Business
- i. New Business
- j. Library Director's Report
- k. Questions of and by the Board
- l. Period of Public Expression
- m. Adjournment

## ARTICLE VII - QUORUM

A quorum for the transaction of business shall consist of three (3) members of the Board of Trustees. No affirmative action shall be taken without the approval of the majority of the entire Board.

## AMENDMENTS

These By-Laws may be amended at any regular public meeting by an affirmative vote of not less than three (3) members of the Board of Trustees, provided that the approved amendment shall previously have been read and/or distributed to the audience at no fewer than two (2) regular monthly public meetings of the library's Board of Trustees.