



## Lindenhurst Memorial Library Board of Trustees Bylaws

### **Mission Statement: *Revised June 15, 2023***

*“Helping its community engage, grow, and discover using library resources and services.”*

### **Preamble**

The Board of Trustees of the Lindenhurst Memorial Library, created by Absolute Charter Number 10263, granted by the Board of Regents of the University of the State of New York on June 26, 1970, according to section 255 of the New York State Education Law, to provide non-partisan public library service free of political influence to the residents of the Lindenhurst Union Free School District, hereby enact the following Bylaws:

### **ARTICLE I - Board of Trustees**

1. The Library shall be governed by a Board of Trustees, hereinafter referred to as “the Board”, consisting of five (5) members duly elected by the voting residents within the Lindenhurst Union Free School District.
  
2. **Tenure of Office**
  - a. One Trustee shall be elected annually for a term of five years, election to be held after April 1 and before July 1, as per Section 260 of the Education Law.
  - b. If a trustee does not complete his/her term of office, a replacement may be chosen, by a majority vote of the remaining Trustees, to serve until the next regularly scheduled Trustee election. At that time a replacement will be elected to fill the remainder of the Trustee’s term, pursuant to section 2034 (7) (c) of New York State Education Law.
  - c. In the event that there is one full term of office and the balance of an unexpired term of office for board members in an election, the candidate who receives the most votes would obtain the seat with the longest term, and the candidate receiving the second largest number of votes would obtain the seat for the balance of the unexpired term, pursuant to section 2034 (7) (c) of New York State Education Law.
  
3. Library Trustees shall have their primary domicile within the Lindenhurst Union Free School District, and shall be eligible to vote in the Lindenhurst Memorial Library’s budget vote and election. No salaried employee of the Lindenhurst Memorial Library shall be eligible for candidacy.

4. A Trustee must be present at a board of trustees meeting to have his/her vote counted in accordance with New York State Open Meeting Law.
5. Trustees are required to attend all meetings of the Board (general and executive sessions). A Trustee who, after being duly notified, fails to attend three consecutive meetings of the Board may, according to the provisions of Section 226 of New York State Education Law, be declared to have vacated his/her seat. The Trustees, after review of a written explanation by the absentee Trustee, shall vote, at the next meeting of the Board, whether to excuse any or all of these absences and retain the Trustee or to take actions to declare the seat vacant. Such vacancies shall be filled according to Article 1, Section 2B.

## **ARTICLE II – Officers**

### **1. Number**

The officers of the Board shall be a President, Vice-President, and Secretary. Pursuant to the New York State Comptroller's advisory opinion, the position of Treasurer should not be a member of the Board, and is an appointed position.

### **2. Election**

Officers shall be elected at the annual organizational meeting to be held during the month of July, no later than the 7<sup>th</sup> business day, by a majority vote of the Board, and serve for one year.

### **3. The President shall:**

- a. Be the official spokesperson for the Board;
- b. Preside, when present, at all meetings of the Board of Trustees;
- c. Sign, with the Treasurer or any other appropriate officer of the Library thereunto authorized by the Board, any contracts, agreements, or other instruments which the Board has authorized to be executed, except in cases where the signing and execution thereof shall be expressly delegated by law or by the Board to some other officer or agent of the Library;
- d. Appoint committee members.

### **4. The Vice-President shall:**

- a. Preside at all regular and special meetings of the Board in the absence of the President and perform all duties of the President in his/her absence.

### **5. The Secretary shall:**

- a. Have first comment on the veracity of the meeting minutes and resolutions;
- b. Sign the approved minutes of all meetings of the Board;

c. Preside at all meetings of the Board in the absence of both the President and the Vice-President, and perform all duties of the President in his/her absence.

**6. The Treasurer shall:**

- a. Be authorized to sign checks;
- b. Reconcile bills issued to the Library against warrants issued for the payment of same;
- c. Reconcile bank statements;
- d. Prepare monthly Treasurer's reports as required;
- e. Execute the New York State Uniform Annual Financial Report for the Library for the Office of the Comptroller.
- f. The Treasurer shall perform other duties appropriate to the office as assigned by the Board.

**ARTICLE III - Duties of the Board of Trustees**

Board members have the responsibility to govern the Lindenhurst Memorial Library by its charter, by-laws, and in accordance with all applicable laws, rules, regulations and policies dedicated to the fulfillment of its mission. Responsibilities of the Board include, but are not limited to:

- a. Create and develop the mission of the library;
- b. Regularly evaluate the library's service program based on community needs;
- c. Select, hire, and regularly evaluate a qualified Library Director;
- d. Secure adequate funding for the library's service program, and exercise fiduciary responsibility for the use of public and private funds;
- e. Adopt policies and rules regarding library governance and use;
- f. Maintain a library facility that meets the community's needs;
- g. Advocate for the library in the local community and society in general.

**ARTICLE IV – Meetings**

Pursuant to Section 103 of the Open Meeting Law of the State of New York, the following four sections will fully comply with the requirements outlined in said law.

**1. Quorum**

A majority of the Board shall constitute a Quorum. In the case of the Lindenhurst Memorial Library, three (3) board members present equals a quorum. In order to pass or adopt a motion, proposal, or amendment, an affirmative vote of the majority of the entire Board membership must be maintained, i.e. 3 out of the 5 members.

**2. Regular meetings**

- a. Regular meetings shall be held at dates and times to be established by the Board at the beginning of the library's administrative year and shall be open to the public.
- b. The agenda for meetings of the Board shall be presented to all trustees in a notice of meeting. The agenda will be developed by the Director, reviewed with the Board President and sent out to the Board with all pertinent materials so that trustees can review meeting items ahead of time in order to be prepared for any discussions during the meeting.

### **3. Special Meetings**

Special meetings of the Board may be called at any time at the request of the President or upon the request of three (3) trustees. In the instance of a special meeting, care should be taken to ensure a majority of the Board can attend.

### **4. Annual Organizational Meeting**

An annual organizational meeting shall be held by the Board at the beginning of the library's administrative year, during the first seven (7) business days of July (day & time to be determined). No general business will be discussed and no public comments will be heard at this meeting. The organizational meeting agenda includes the following, but is not limited to:

- a. Administer the oath of office to newly elected trustees;
- b. Nomination and election of officers;
- c. Committee appointments;
- d. Reaffirm the appointments of Treasurer, and other professional retainers;
- e. Designation of Banks;
- f. Official newspapers to be used for public notices;
- g. Review of by-laws and Conflict of Interest policy.
- h. Annual buildings and ground walk through by the Board of Trustees

## **ARTICLE V – Board Committees**

1. Board committees review matters for action and/or discussion to the full Board. The following general rules shall apply. No committee will have other than advisory powers unless, by suitable action of the Board, it is granted specific power to act, in which case provisions of open meeting law applies.
  - a. Unless otherwise specified in these bylaws, the term of membership on any committee shall be two years.
  - b. All committees report to the Board. Committees may report as frequently as needed and shall make an annual written report which shall be distributed to the Board as part of the annual organizational meeting board packet.

- c. The Library Director and/or his/her designee shall attend all committee meetings.
  - d. Committees shall be comprised of two Board members, with the President serving as an ex officio member of all committees.
2. Lindenhurst Memorial Library maintains the following Board committees, listed below. Other committees may be added as necessary by the Board President. Board members are expected to participate regularly in committee work.
  - a. **Budget and Finance:** reviews annual budget proposal; meets with Director as needed.
  - b. **Infrastructure:** reviews building projects and capital repairs as needed with Director and other key staff, along with reviewing the safety and security needs of the Library.
  - c. **Personnel:** annual review of management contracts; interviews for open management positions (Director and Assistant Director) as required.
  - d. **Strategic Planning:** reviews library statistics and services using both a short term and long term view
  - e. **Policy:** regularly reads, reviews, and makes recommendations for changes to library policies and bylaws.

## **ARTICLE VI - Duties of the Library Director**

The Board shall appoint a Director, as per Suffolk County Civil Service Law, who administers the library. The Director shall be responsible to the Board for the care of the buildings and equipment; for the selection, performance, and evaluation of staff; for the efficiency of the library's service to the public; and directs and supervises the expenditure of library funds, including an annual budget to present to the Board of Trustees for review and adoption, subject to the policies, standards, and objectives determined by the Board. The Director will display a high degree of initiative and independent judgement in the performance of these duties. The Director may do related work as required by the Board.

The Director will conduct the business of the library in an open and ethical manner in compliance with all applicable laws and regulations, and with respect for the institution, staff, and public. The Director shall render and submit to the Board reports and recommendations of such policies, fiscal matters, and administrative procedures which, in the professional opinion of the Director, will improve efficiency and quality of library service. The Director's confidential annual evaluation shall be completed by the Board's Personnel Committee, in accordance with the provisions of the Director's annual contract.

## **ARTICLE VII - Fiscal Matters**

1. The fiscal year of the Lindenhurst Memorial Library shall be July 1 – June 30.

2. A motion to raise funds outside of the annual operating budget shall require the affirmative vote of at least 3 members of the 5 member Board.

### **ARTICLE VIII – Amendments**

These bylaws may be repealed, amended, or added to by a majority vote of the whole Board at a regular meeting. Such action may be taken only after the substance of the proposed repeal, amendment, or addition has been presented in writing at a prior meeting.

Adopted: July 6, 1971

Revised: December 20, 2007

Revised: April 23, 2016

Revised: June 10, 2017

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