

North Babylon Public Library
By-Laws

PREAMBLE

The North Babylon Public Library operates under an absolute charter (no. 10268) granted by the Education Department of the University of the State of New York dated June 1970. (Provisionally granted October 1960 and extended by action of the Regents on May 1966.)

MEETINGS

The regular monthly meeting of the Library Board of Trustees shall be held on the third Tuesday of each month at 6:00 PM at the Library unless the date of any such meeting shall be changed by vote of a majority of the Board at any meeting prior thereto.

The annual reorganization meeting shall be held at the time of the first meeting of the Board of Trustees during the month of July, whether such meeting be a regular or special meeting.

Special meetings may be called by the President, at his/her option, or upon the written request of at least two (2) trustees directed to the President for the transaction of specified business. Written notice of special meetings setting forth the purposes and the time and place of such meeting shall be mailed at least five days before said special meeting. Notice of the time and place of meetings shall be mailed no less than five nor more than 10 days before the meeting to the usual address of every trustee. Notice of all meetings may be waived by any trustee by written waiver or by personal attendance thereat. When a meeting is scheduled less than a week in advance, notice must be given "to the extent practicable" at a reasonable time prior to the meeting.

If any trustee shall fail to attend three consecutive meetings without excuse accepted as satisfactory by the trustees, he/she shall be deemed to have resigned and the vacancy shall be filled.

OFFICERS

Officers of the Board shall be chosen at the annual reorganization meeting of the Board and shall be as follows: President, Vice-President, Financial Officer, Secretary, and Assistant Secretary.

The President of the Board shall preside at all meetings, appoint all committees, certify all bills approved by the Board, authorize calls for any special meetings and generally perform the duties of a presiding officer.

The Vice-President of the Board shall preside over meetings and perform all duties of the President in the absence of the President and certify all bills.

The Secretary of the Board shall be responsible for a true and accurate account of all proceedings of the Board meetings and shall preside over meetings in the absence of the President and Vice President and certify all bills.

The Financial Officer of the Board shall keep an accounting of special Library funds, other than those funds required by law to be administered by the School District Treasurer. Such other funds shall be deposited in a special account in a bank designated by the Board. The Financial Officer of the Board shall further maintain liaison with the School District Treasurer and report on the status of all Library funds at the regular monthly meeting or at such other time as the Board may require. He/she will also certify all bills

The Assistant Secretary of the Board shall perform the duties of the Secretary of the Board in the absence of the Secretary and certify all bills.

COMMITTEES

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.

QUORUM

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

LIBRARY DIRECTOR

The Library Director shall be considered the administrative officer for the Board and shall have sole charge of the administration of the Library under the direction and review of the Board. The Library Director shall be held responsible for the care of the buildings and equipment, for the employment and direction of the staff, for the efficiency of the Library's service to the public. The Library Director shall attend all Board meetings except those at which his/her appointment or salary is to be discussed or decided or at such other meetings as the President may decide.

ORDER OF BUSINESS

The order of business at regular business meetings shall be as follows:

1. Call to order
2. Period for public expression
3. Reading, amendment (if necessary) and approval of minutes
4. Consideration of Treasurer's Reports
5. Consideration of Financial Report
6. Consideration of Director's Statistical Report
7. Approval of Bills
8. Approval of disbursements for the Cultural Programming Fund
9. Communications
10. Old Business
11. New Business
12. Period for public expression
13. Adjournment

The order of business may be amended, at any time at any meeting for the duration of that meeting by a majority vote of the members of the Board present at the meeting.

PUBLIC PARTICIPATION

As a public entity, guests are always invited to the public portion of the monthly Board meetings. During the two Periods for Public Expression, patrons are encouraged to address the board for up to 3 minutes. The Board may extend the 3-minute limit at their discretion. The Board is under no obligation to respond verbally or in writing.

AMENDMENTS

These By-Laws may be amended at any meeting of the Board by a majority vote of the members of the Board, providing the notice of meeting for such meeting shall indicate that such action or substance thereof shall be taken up and considered.

Revised by the Board of Trustees

January 26, 1999

Updated January 20, 2004

Updated June 16, 2013

Updated October 22, 2013

Updated June 19, 2018