

BOARD OF TRUSTEE BY-LAWS

The Board of Trustees of the Bayport-Blue Point Public Library, hereafter designated as the Board, a corporation created by a charter granted under Section 255 of the New York State Education Law by the Regents of the University of the State of New York, March 19, 1943, hereby enacts the following bylaws:

BOARD OF TRUSTEES

Number and Term of Office

1. The Board of Trustees constitutes the Bayport-Blue Point **Public** Library.
2. It shall consist of five members, elected for a five-year term to coincide with the fiscal year (July 1 – June 30).
3. A Trustee must be a legal resident in the Bayport-Blue Point School District.

Manner of Selection

1. By filing a petition to be added to the ballot at the next general election the library conducts and winning the 'at large election'.
2. All new trustees shall receive a complete packet of information, including:
 - a) Bayport-Blue Point Public Library's Personnel and Public Policy Manuals
 - b) NYS Trustee Handbook

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Vacancies

1. If any trustee shall fail to attend three consecutive meetings without an excuse accepted as satisfactory by the trustees, he/she shall be deemed to have resigned.
2. In the event of a mid-term vacancy on the Board, the Nominating Committee shall submit a slate of nominees from which the Board shall appoint a trustee to fill the vacancy until the next general election at which time the unexpired term will be filled by general election.

Meetings

1. The regular meeting of the Board shall be held on the second Wednesday of each calendar month in the library or at such other time and place as the Board may designate.
2. Special meetings may be held at any time at the call of the President or Secretary or at the call of any two members of the Board, provided that notice thereof be given to all Trustees at least twenty-four hours in advance of the special meeting.
3. A quorum at any meeting shall consist of three or more Trustees.
4. The Library Director shall attend all meetings of the Board, and shall prepare and distribute the agenda for each meeting one week in advance.
5. Notice of regular Board meetings must be posted in a public place in the library and be added to the webpage.

Officers

1. The officers of the Board shall be a President, Vice-President, and Secretary.
2. The duties of all officers shall be such as by custom and law and the rules of this Board usually devolve upon such officers.
 - a) The **President** shall:
 - i) preside at all meetings of the Board.
 - ii) facilitate the discussion and execution of matters before the Board.

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Officers (cont'd)

iii) be ex-officio of all committees.

iv) perform such other duties as are prescribed in the Bylaws.

b) The **Vice-President** shall:

i) in the absence of the President, preside at the meetings and perform the duties of the President.

ii) in the event that the Presidency becomes vacant, assume the duties of President until the Board elects a new President to complete the term.

c) The **Secretary** shall:

i) have charge of the records of the Board.

ii) prepare the minutes of all Board meetings for distribution to all members of the Board one week in advance of the next meeting.

iii) maintain records of attendance.

3) The officers shall be nominated and elected at the July Re-organizational Meeting by the Nominating Committee.

4) Their term of office shall be one year, coinciding with the fiscal year.

5) In the event that an office other than the Presidency becomes vacant, the President shall appoint another Trustee to succeed to the office for the remainder of the term.

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Library Director

1. The Library Director shall execute the policies adopted by the Board.
2. Their responsibilities shall include:
 - a) direction and supervision of all staff members in the performance of their duties.
 - b) keeping accurate books of accounts, showing receipts, disbursements and circulation; preparing reports for the Board at its regular meetings.
 - c) recommendation of policies and procedures.
 - d) building relationships within the community and working with the friends.
 - e) keeping current in the library field, attending professional conferences.
 - f) serving on committees.
 - g) providing a future vision and goals for the library and staff.

Committees

1. Standing Committees
 - a) shall be formed by the President at the July meeting of the Board.
 - b) shall include: Building & Grounds, Community & Public Relations, Long Range Planning, Nominating, Personnel & Grievance, Policies & Bylaws and Friends of the Library.
2. Special Committees
 - a) may be appointed by the President at any time with the approval of the Board.
 - b) May include non-Board members.
3. The Chairman of all committees shall be appointed by the President.

Budget

1. The fiscal year of the library shall be from July 1st to June 30th.
2. A preliminary budget for the following year shall be approved by the **Board** by the March meeting for submission to the voters in April.

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Rules of Order

1. The order of business at all regular meetings of the Board shall be:
 - a) Roll call
 - b) Disposition of minutes of the previous meeting
 - c) Communications
 - d) Financial report
 - e) Personnel Report (cs-150)
 - f) Report of Library Director
 - g) Report of Committees
 - h) Unfinished business
 - i) New and miscellaneous business
 - j) Public expression
2. Robert's Rules of Order (current edition) shall govern parliamentary procedures of the Board.

Amendments to the Bylaws

1. The Bylaws Review Committee shall conduct an annual review of the Bylaws.
2. The committee shall recommend any amendments to the Board in writing at a regular meeting, and they shall be voted upon at the next regular meeting.
3. Amendments must be approved by a vote of 3 Board members.
4. All Bylaws, including amendments, shall be re-affirmed at the July meeting.