

**BY-LAWS OF THE BOARD OF TRUSTEES OF THE
NANUET PUBLIC LIBRARY**

ARTICLE 1 – NAME

This organization shall be called “The Board of Trustees of the Nanuet Public Library” existing by virtue of the June 27th, 1904 permanent charter and as amended on June 26, 1959, and granted by the Board of Regents of the State University of New York and by virtue of the provisions of the Education Laws of the State of New York and exercising the powers and authority and assuming the responsibilities delegated to it under the said statutes.

ARTICLE 2 - OBJECTIVES

The article shall implement the educational process of the community young and adult population through the services and resources made available by a professional library staff.

The Library shall maintain and provide reading, informational, and cultural materials without manifest signs or evidence of institutional endorsement or prejudice, according to the tenets of the most recent versions of the *American Library Association Bill of Rights*, the *Freedom to Read Statement* and the *Freedom to View Statement* governing public library operations.

ARTICLE 3 – BOARD MEMBERSHIP

Trusteeship shall be opened to all Nanuet Union Free School District qualified residents duly elected pursuant to the educational laws of the State of New York and the terms as stated in the Charter. The expiration of the term of office of each of the five (5) members of the first Board of the Library was according to statute determined serially, such that the term of office of one member or 1/5 of all the members of the board shall expire annually. The annual election of one Trustee hereafter shall reflect the original sequence established for the expiration date of each Trustee’s term of office.

Board members shall not be salaried. Compensation for the performance of office functions carried out by non-members of the Board shall be determined by the Board of Trustees.

If any member of the Board shall be absent from three (3) consecutive regular meetings of the Library Board without just cause or reasonable excuse, said member may be removed from office by vote of not less than a majority vote passed on a resolution to remove such person from office as a board member and to declare the office of such board member vacant. A member of the Board of Trustees who is the subject of a proposed resolution of the Board for removal from office for failure to attend three (3) consecutive meetings without just cause or reasonable excuse shall be entitled to written notice which shall be delivered at the last known address of such board member by first class mail and also by certified mail return receipt requested not less than seven (7) days prior to the date of the meeting at which such resolution is to be considered. The board member who is the subject of such proposed resolution shall be entitled to present arguments in opposition to the resolution to remove prior to consideration of the resolution by the Board of Trustees.

ARTICLE 4 – VACANCIES

Board vacancies caused by death, resignation, or incapacity shall be filled temporarily by a board appointee until the next School District/Library Trustee annual election. At that time, an individual must be elected to fill the remaining time of the former Trustee’s vacated five (5) year term.

This person must be eligible as described in Article 3 of the By-laws for the Nanuet Board of Trustees.

ARTICLE 5 – OFFICERS, ORGANIZATION AND RESPONSIBILITIES

The statutory officers shall be a President and a Vice President elected annually from among the Trustees at the first monthly meeting of the fiscal year. The Treasurer to the Library Board shall be appointed by the Library Board. The Board may appoint a Secretary.

The President and Vice President shall not serve for more than two (2) consecutive terms in their respective positions. No Trustee who has served as President may be reelected as President until one (1) year has elapsed.

The President - shall preside at all meetings of the Board, authorize calls for any special meetings, appoint all committees, execute all documents authorized by the Board, serve as an ex-officio voting member of all committees, and generally perform all duties associated with that office.

The Vice President- in the event of the absence or disability of the President, or of a vacancy in that office, shall assume or perform the duties and functions of the President.

The Secretary - is responsible for review of an accurate and timely record of all meetings of the Board, shall issue notice at least five days in advance of all regular meetings, shall issue notice of special meetings and shall perform such other duties as are generally associated with that office, or shall delegate such responsibilities to the Board Clerk. In such cases, the Secretary shall work with the Board Clerk on such items as necessary.

The Board Clerk -shall keep a true and accurate record of all meetings of the Board and shall submit such minutes to the Secretary for review before submission to the Board, shall issue notices of all regular and special meetings, and shall perform such other duties as are generally associated with that office. The Board Clerk shall cause notices, copies of minutes of previous meetings and the agenda for the next meeting to be sent to the Board at least five (5) calendar days prior to the meeting. The clerk oversees the annual trustee and budget vote if the library's vote is independent of the school district's vote). Draft copies of minutes must be made available 14 days after the meeting as per Freedom of Information Laws.

ARTICLE 6 – MEETINGS

Board meetings shall be held regularly once each month provided a quorum can be raised. The time and place of each monthly meeting shall be agreed upon at the preceding meeting. During the meetings, “Robert’s Rules of Order” will be used to dictate parliamentary procedures. The President or acting President will act as parliamentary.

The annual public meeting, which shall be for the purpose of the presentation and public voting on the annual budget and the adoption of an annual report, shall be held annually, at a time and place designated by the Library Board in compliance with the New York State Education Law.

Special meetings shall be called by the President upon the request of any Board member and provision of a statement of the purpose of the meeting. Written notice of such a meeting must be received three (3) days prior to such meeting if time permits.

ARTICLE 7 – QUORUM

The quorum of a meeting for the legal transaction of business shall be the presence of three (3) of the five (5) Board members duly informed about the purpose, time and place of the meeting call.

ARTICLE 8 – ORDER OF BUSINESS

Meeting order shall be as follows:

1. Call to Order
2. Pledge of Allegiance to the Flag of the United States of America
3. Roll Call
4. Approval of Minutes
5. Public Forum
6. Financial Reports
7. Sub-Committee Reports
8. Director’s report
9. Old Business
10. New Business
11. Public Forum

Order of business may be altered to accommodate special reports (i.e. engineers, V.I.P.s, etc...) so that meetings can be conducted in a reasonable amount of time.

ARTICLE 9 – COMMITTEES

Committees shall be appointed by the President of the Board and will consist of only 2 board members and the Director of the Library or His/her staff designee. These committees will meet when necessary and give a report to the Board at the next regular board meeting if possible. Committees can be added or deleted as deemed necessary by the President and the Board of Trustees. All committee meetings should be announced whenever possible.

Current Committees are as follows:

- Audit Committee
- Long Term Planning Committee
- Policy Committee
- Contract Committee
- Safety & Security Committee
- Negotiations Committee

ARTICLE 10 – LIBRARY DIRECTOR

The Board shall appoint a qualified Library Director who shall be the executive and administrative officer of the Library on behalf of the Board and under its review and direction.

The Library Director shall be the executive officer of the Nanuet Public Library and shall administer and supervise the Library within the body of standard approved policies set by the Board.

The Director shall recommend to the Board the appointment and specify the duties of all employees of the Nanuet Public Library; shall be held responsible for the hiring, proper direction and supervision of the staff; shall be responsible for an adequate and proper selection of books and materials in keeping with the stated policy of the Board; shall be responsible for the efficiency of library service to the public and for the Library's financial operation within the limitations of the budgeted appropriation.

The Director shall be responsible for the Library's public relations and for communications with schools, civic and local organizations and the news media.

The Director shall normally attend all board meetings.

ARTICLE 11 – ACCOUNTANT

The Board shall appoint a qualified Accountant to attend to the finances of the Library, to assist the Director in the financial operation of the Library and the Treasurer in his or her duties.

ARTICLE 12 – LEGAL COUNSEL

A legal counsel for the provision of legal advice and conduct of litigation shall be retained, as the Board may deem necessary.

ARTICLE 13 – TREASURER

The Board shall appoint a qualified treasurer.

The Treasurer shall cause to have prepared a monthly report to the Board of all receipts and disbursements and shall have submitted at the annual meeting of the Board a detailed statement showing all receipts and disbursements during the preceding year.

ARTICLE 14 – AMENDMENT OF THE BY-LAWS

The by-laws may be amended by the majority vote of Trustees present provided written notice of the proposed amendment shall have been presented at a meeting and recorded in the minutes one month prior to the meeting at which such proposed action is to be taken.

By-laws may be amended at a regular or a special meeting called for that purpose.

Amendments shall be adopted by a majority vote of the five (5) Trustees present at the meeting.

ARTICLE 15 – CONSTITUTIONALITY

If any part or parts of the by-laws shall be held to be unconstitutional, such constitutionality shall not affect the validity of the remaining parts of the by-laws. The board of Trustees hereby declares that it would have passed the remaining parts of the by-laws if they had known that such other part or parts thereof would be declared unconstitutional.

These By-Laws for the Nanuet Public library were **ORIGINALLY APPROVED BY THE** board of Trustees 1/5/60

Amended 1/22/73

Date of revision 12/17/73

Date of approval 2/23/74


Date of revision 2/27/89

Date of revision 5/22/07

Date of revision 4/22/2014

Date of revision 6/24/14

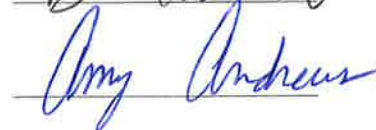
Revised and approved September 24, 2018

 Michelle Mattei, President

 Sheila O'Brien, Vice-President

 Jean Cappiello, Secretary

 Daniel Lombardo

 Amy Andrews