
East Williston Public Library
Board of Trustees Bylaws

Final Version as of 11/26/19
Approved 12/4/19

I. The Library

The East Williston Public Library's (hereinafter referred to as the "Library") provisional charter was officially recognized in the Journal of Regents Meeting of February 11, 1938. This provisional charter was extended on March 19, 1943 and September 17, 1948 and made absolute on February 29, 1952.

A. Mission Statement

To be the focal point of our community; providing our residents with opportunities for growth and lifelong learning while retaining the personal contact with which we have become identified.

Special emphasis is placed on supporting learning at all levels and ages, and on stimulating children's interest in and appreciation for reading.

B. Objectives

- 1) The primary objective of the Library is to provide the residents of East Williston access to a comprehensive collection of print publications, books, audios and visual materials.
- 2) In conjunction therewith, the Library will provide such primary gateways for public access to electronic information as the Board of Trustees (hereinafter referred to as the "Board") may establish.
- 3) Consistent with available financial resources, the Library will add to and upgrade existing and forthcoming library sciences technology.
- 4) Maintain and present quality educational and entertainment programs for children and adults.

II. Organization

A. Fiscal Year

- 1) The fiscal year of the Library shall be as of May 31st.

B. Board of Trustees Composition and Duties:

- 1) The Library is governed by a Board of Trustees (the "Board") comprised of five Trustees appointed by the Village Board of Trustees. The term of office for each Trustee shall be five years. Trustees may be reappointed for further terms except as provided in paragraphs B.(2) and B.(9) below.
- 2) Effective December 4, 2019, no person shall be eligible for appointment to the Board who has been a Member of the Board for two (2) consecutive five-year terms of office. Trustees already on the Board as of December 4, 2019, shall be eligible for one additional appointment at the expiration of their term.
- 3) Eligibility for office shall be limited to adults residing or owning property within the geographical limits of the library district.
- 4) The Board shall establish Library policy; select, appoint, and recommend the salary for the Director(s); approve of all personnel appointments, titles and salaries; promote Library interest; and finalize the budget for approval by the Village Trustees.
- 5) Three Trustees constitutes a quorum in order to conduct business and a vote of the simple majority of

the existing constituted Board is required for any motion to pass, including the election of officers.

- 6) A Trustee must be present at a meeting to have his/ her vote counted.
- 7) Any Trustee who fails to attend three consecutive regular monthly meetings in person, unless excused by the Board, shall be deemed to have resigned and shall be so notified by the President of the Board.
- 8) The Trustees may, by a simple majority vote of the entire Board, remove a Trustee for misconduct, incapacity, or neglect of duty provided that there must be: (a) notice of the proposed action to the Trustee who is subject to removal, as well as all other Trustees, at least one month in advance, (b) submission by one of the Trustees of a written complaint identifying the alleged misconduct, incapacity or neglect of duty, and (c) examination by the Board of the written complaint by which due proof of the complaint is found.
- 9) Any vacancy shall be filled through an appointment by the Village Board of Trustees. A Trustee appointed due to an unplanned vacancy with less than half of the full term left shall be eligible for reappointment to two additional full terms.
- 10) The Board may establish, from time to time, one or more "Emeritus Trustees" having all the privileges of the other Trustees, except that they shall not be counted for "quorum" or have voting privileges.

C. President and Executive Committee

- 1) The Board shall designate a President and there shall also be an Executive Committee which shall include a Secretary and Finance Designee. Each of these positions, including the President¹, shall be filled by election of the Board annually at the June meeting. The President, Secretary, and Finance Designee shall serve for a period of one year or until their successor has been elected.
- 2) The President shall preside at all meetings, authorize calls for any special meetings, appoint all committees, subject to Board's approval, and serve as an ex-officio member therein, and generally perform all duties of a presiding officer.
- 3) In the event of a vacancy in the position of President, the Board shall elect a new President for the balance of the term.
- 4) The Secretary shall keep a true and accurate record of all meetings, and may perform such other duties as are generally associated with that office.
- 5) The Finance Designee shall report at each meeting as to the state of Library funds and budget. Additionally, the Finance Designee shall collaborate with the Library Director on the development of the annual budget to be reviewed, modified and/or approved by the Library Board and submitted for approval by the Village Board of Trustees.
- 6) If so elected through a Board vote, a single Board member may hold a combined position of Finance Designee/ Secretary.
- 7) The Library Board of Trustees shall have no designated Treasurer role. As the Library is a municipal library where tax funds are held and invoices are paid by the municipality, the Village Treasurer, who is not a member of the Library Board, shall perform the function of treasurer.

¹ The President is elected by the Trustees from their own number per Education Law 226 (7).

D. Meetings

- 1) The Board shall meet monthly, September through June, on a date and hour to be set by the Board.
- 2) A special meeting of the Board may be called at any time by the President or upon the request of the quorum for a specific purpose. No business may be transacted at such special meeting except the stated business.
- 3) All meetings shall be open to Village residents, as prescribed by applicable statutes². Executive sessions, convened only as part of a public board meeting and for a limited number of purposes, may exclude the public and news media.
- 4) The Village Liaison to the Library may be present at the meetings of the Board. He/ she does not have any voting authority and only serves in an advisory role and to enhance communication between the Board and the Village.
- 5) The order of business at regular meetings of the Board shall be as follows:
 - Call to order and roll call
 - Approval of minutes
 - Financial report
 - Library Director’s report
 - Unfinished business/ Review of action items from prior meeting(s)
 - New/ Other business
 - Communications/ Correspondence
 - Committee reports
 - Period for public expression
 - Adjournment

E. Financial Support

- 1) The Library is financed primarily from taxes levied by the East Williston Village Board of Trustees.
- 2) The Board shall provide a budget request to the Village Board of Trustees each year at a timeline that aligns with the Village’s budget process.
- 3) Additional sources of funding to support library operations and programming may include government and foundation grants, donations, and fundraising campaigns.

F. Administration

- 1) The Director(s) are the Library's Administration Officers who manage the day-to-day operations and who act as advisors to the Trustees. The Director(s) are not members of the Board and have no voting privileges.
- 2) The Director(s) responsibilities include, but are not limited to:
 - Management of the day-to-day operations of the library;
 - Selection of all library books and materials;
 - Selection and scheduling of all Library staff,
 - Recommendations for promotions and salary adjustments of all staff;
 - Planning of all programming for the library;

² The Open Meetings Law (Education Law Sect. 260-a; and Public Officers Law, Article 7).

- Preparation, in collaboration with the Village Treasurer and the Finance Designee, of the Library budget which is subject to review, modification and/ or approval by the Board;
- Attendance at the monthly library board meetings, with freedom to speak on all matters under discussion;
- Recommendations to the Board on new, or modifications to existing, policies and procedures which, in the Director’s opinion, will improve the efficiency and the quality of library service.

G. Committees

- 1) The Library Board may authorize the creation of committees for specific purposes. Such committees shall serve until the completion of the work for which they were appointed.
- 2) All committees shall make a progress report to the Board at each of its meetings.
- 3) No committee shall have other than advisory powers unless, by suitable action of the Board, it is granted specific powers to act.

H. Bylaw Review/ Amendments

- 1) The Bylaws will be reviewed in their entirety every five years.
- 2) The Bylaws may be amended at any meeting so long as a notice of the proposed amendment is made to all the Trustees before the meeting at which such an amendment shall be considered. A vote by the simple majority of Trustees (including vacancies) is required in order to approve an amendment to the Bylaws.