

BY - LAWS

BOARD OF TRUSTEES of the EAST ISLIP PUBLIC LIBRARY

June 1976(Rev.6/94, 11/00)

ARTICLE I - NAME

1. This organization is and shall be know as THE EAST ISLIP PUBLIC LIBRARY existing by virtue of the provisions in the Absolute Charter Number 10,067, granted by the Regents of the University of the State of New York on October 24, 1969, and exercising the powers and authority and assuming the responsibilities delegated to it under the said charter.

ARTICLE II - MANAGEMENT

1. The business and affairs of the East Islip Public Library shall be managed and conducted by the Board of Trustees that shall be five in number, elected by the qualified voters of Union Free School District #3, for a term of five years.

2. The term of members of the Board of Trustees shall end on June 30th of the fifth year following appointment unless the Trustees shall have resigned or otherwise terminated membership on the Board.

3. An unexpired term of office shall be filled until the next public election, by an appointee of the Board of Trustees. Such appointee may file a 25-name petition to run for the remainder of the unexpired term on the next election date.

4. Any Trustee who shall fail to attend three consecutive regular meetings of the Board without reason, or notification, shall be deemed to have resigned as a Trustee. Such a Trustee shall, after due notice from the Board, be replaced as soon, thereafter, as possible.

ARTICLE III - OFFICERS

1. The Officers of the Board of Trustees shall be elected at the Annual Meeting of first regular meeting each year and they shall be a President, a Vice-President. A Secretary maybe appointed from outside the Board of Trustees.

2. Officers shall serve a term of one year from the Annual Meeting at which they are elected and until their successors are duly elected. Tenure of President of the Board shall be limited to two consecutive full terms of one year each.

3. 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 ex-officio voting member of all committees, and generally perform all duties associated with that office.

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

5. The Secretary shall keep a true and accurate record of all meetings of the Board and shall perform such other duties as are generally associated with that office. An Assistant Secretary who need not be a Trustee maybe selected by the Board to assist the Secretary in the performance of these duties.

6. The Treasurer of this library shall be appointed from outside the Board of Trustees and is the disbursing officer responsible for signing checks for items that have received Board approval.

ARTICLE IV - MEETINGS

1. There shall be at least 10 meetings per year. Such meetings shall be held at the discretion of the Board. Written notice thereof shall be sent to all trustees at least one week prior to such regular meeting and a public notice shall be posted on the Library Bulletin Board.

2. Special meetings may be called at the direction of the President, or at the request of at least one third of the Trustees, for the transaction of business as stated in the call for the special meeting.

3. A quorum for the transaction of business at any meeting shall consist of a majority of the entire Board, who shall be present in person. In the absence of a quorum, the Trustees present may adjourn the meeting to a date determined, and written notice thereof sent to all Trustees.

4. The order of business for regular meetings shall include, but not be limited to, the following items which shall be covered in the sequence shown as far as circumstances will permit:

Roll call of members

Discussion with public, employee(s), official library organizations and visitors.

Disposition of minutes of previous meeting

Action upon bills received

Report of the Director

Committee reports

Communications

Unfinished business (old business)

New business

Announcements and adjournment

5. The Director shall attend all meetings, may participate in the discussion and offer professional advice, but is denied a vote upon any question.

ARTICLE V - COMMITTEES

1. The President shall appoint a Building Committee, a Finance Committee, a Personnel Committee, and such other committees as the business of the Board may require from time to time. These committees shall consist of one or more members and shall be considered to be discharged upon completion of the term of office of the President.

A. The Building Committee shall periodically inspect the physical plant of the Library and report important matters to the Board with recommendations for improvements or correction of any faults found.

B. The Finance Committee shall have general supervision over the financial affairs of the Library and shall make policy recommendations to the Board concerning investment of permanent funds received. This committee in conjunction with the Library Director shall prepare the Annual Budget for the maintenance and operation of the Library for consideration by the Board at the time specified by the President.

C. The Personnel Committee shall consist of a Board of Trustee member, assisted by the Director and outside counsel if necessary, in any formal collective bargaining negotiations with the representatives of the employees, if so recognized by the Board, and recommend the form of agreement for approval by the Board.

All committees shall make a progress report as necessary to the Board. No committee shall have other than advisory powers unless the Board has delegated specific power to act upon its behalf pending a subsequent meeting of the Board for confirmation.

ARTICLE VI - DIRECTOR

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

2. The Director shall recommend the creation or elimination of positions to the Board and specify the duties of such positions. Appointments, promotions, or dismissals shall be recommended to the Board of Trustees by the Administrator.

3. The Administrator shall have interim authority to appoint part-time or temporary employees without prior approval of the Board provided such appointments are reported at the next regular board meeting.

4. The Director shall assist the Board in any collective bargaining negotiations with representatives of employees, if so recognized by the Board, and shall recommend the form and substance of agreement to the Personnel Committee for action by the Board.

5. The Administrator is responsible for the proper direction and supervision of the staff, for the care and maintenance of library property, for an adequate and proper selection of books in keeping with the stated policy of the

Board, for the efficiency of service to the public, and for operation within the budgeted appropriation.

ARTICLE VII - AMENDMENTS

1. The Board may amend these By-Laws by a majority vote of all members provided notice of the amendment has been sent or delivered to each member of the Board thirty days prior to the meeting.

ARTICLE VIII - POLICIES

The Board shall establish policies governing the operation of the Library in the following areas and such others as may be deemed necessary.

- (a) Library materials selection
- (b) Hours of operation
- (c) Annual calendar of closing dates - Closing dates shall be approved annually at the October meeting to the ensuing year.
- (d) Use of premises
- (e) Fines and Fees
- (f) Displays and exhibits
- (g) Personnel policies
- (h) Gifts and special collections
- (i) Staff and Trustee development
- (j) Citizen complaints
- (k) Suffolk Cooperative Library System membership