

# WEST ISLIP PUBLIC LIBRARY

## By-Laws of the

### BOARD OF TRUSTEES

Firstly, in accordance with Sec. 260, Par. 2 of the New York State Education Law, trustees of the West Islip Public Library are elected by the residents of Union Free School District #9 to serve for five years. It is the trustees' function to assume responsibilities and obligations, predicated on sections of the New York State Education Law, as pertains to that office of Public Library Trustee.

Secondly, where no provision shall be made in the By-Laws, strict adherence to the New York State Education Laws shall be assumed.

Also, in the event a forthcoming section(s) of these By-Laws is discovered to be inconsonant with present legislation or is seen outdated as a result of subsequent legal enactment, the law of the State of New York shall negate such section(s) or any part of such section(s).

Furthermore, as unanimously agreed this day, October 22, 1962, the trustees recognize general American Library Association principles as stated for trustee responsibility, obligation, duty and function as basic constructive guidelines.

#### **Section I**

##### **A. Officers**

- a) Two board members shall serve as officers. Namely: President and Vice President.
- b) They shall be elected annually by the trustees at the Annual Reorganization Meeting.
- c) In event of any vacancy in the office of President and/or Vice President, an emergency election shall take place during the next regularly scheduled meeting.

##### **B. Duties**

- a) President
  1. Shall preside at regular and special board meetings.
  2. For regular meetings, shall prepare, with the assistance of the Director, an agenda to be sent to each trustee in advance of meeting, agenda to include call to order, approval of minutes, correspondence and announcements, donations, discards and withdrawals, bills for approval, present financial report, Director's report, old business, new business, adjournment, and other items as seen fit.
  3. For special meetings, shall reserve right to exercise judgment regarding advance notice.
  4. Shall have authority to call special meetings, as necessary.
  5. Shall be requested to resign as president if absent from three consecutive meetings without excuse acceptable as satisfying to the trustees.
- b) Vice President
  1. Shall perform duties of president in the absence of the president.
  2. In the absence of president and vice president, the board members present shall name a temporary chairman for that particular meeting.
- c) Secretary to the Board
  1. Shall be hired by the Board from outside its members.
  2. Shall keep a true and accurate account of the proceedings of all board meetings.
  3. Shall send notices and handle correspondence at the direction of the Board.
- d) Treasurer
  1. Shall be hired by the Board from outside its members.
  2. Shall keep a true and accurate account of all checks and bank statements.

## **Section II**

### **A. Meetings**

1. Regular meetings will be held each month. Such other meetings shall be held as deemed necessary for conducting library business; subject to the right of the president of the board to waive any particular meeting.
2. Notice for all Board meetings (Board Notes) shall be mailed at least six to ten days in advance of meeting to each trustee and to the library administrator, as necessary.
3. Other meetings shall be called at the discretion of the president, or called by the president upon reasonable request of library administrator. In matters of urgency, a special meeting may be called by any three trustees, with prior notification directed to the president and the vice president.
4. If any trustee shall fail to attend three consecutive meetings without excuse accepted as satisfactory by the trustees, exception being illness, he shall be deemed to have resigned. This vacancy shall be filled at the next regularly scheduled meeting by a vote.  
(Sec. 226, Par. 4)

### **B. Audit**

The board shall require an annual audit performed by a licensed independent accountant/external auditor to audit the financial records of the library and deliver an annual report to the trustees.

### **C. Quorum**

A quorum to transact business shall consist of three (3) board members.

## **Section III**

### **A. Amendments**

An amendment to these By-Laws may be proposed by any Board member. Enactment of amendment shall be valid by a majority vote at a full board meeting only.

amended 12/16/68; 1/24/77; 11/28/77; 6/21/88; 8/1/2001; 7/17/2013; 7/19/2017;  
approved 7/18/2018; Revised and approved 7/17/2019, Approved 7/22/2020; **Approved 7/21/2021**