

PLAINEDGE PUBLIC LIBRARY BYLAWS

Adopted by the Board of Trustees March 6, 1967, Amended June 26, 1969, September 17, 1970, March 20, 1975, February 15, 1989, April 22, 1993, Amended March 16, 2005 Amended March 21, 2007, Amended April 20, 2011 May 18, 2011, September 19, 2012, Reviewed and Amended September 13, 2021 Reviewed and Amended July 6, 2022

I. Membership on the Board of Trustees

The Board of Trustees of the Plainedge Public Library shall consist of five voting members chosen by the qualified voters of the Plainedge School District. One member shall be elected each year for a five year term. The Trustees shall be governed by the applicable provisions of the Education Law of the State of New York.

II. Officers

- A. The officers of the Board of Trustees shall be the President, who will serve as presiding officer and the Vice President, who will serve as a presiding officer in the absence of the president.
- B. The election of the officers of the Board shall be held at the annual reorganization meeting.

III. Vacancies on the Board of Trustees

- A. A member of the Board of Trustees may vacate his or her office through death, incapacity, resignation, removal from office, establishment of a residence outside the Plainedge School District, or declaration by the Board due to excessive absence.
- B. In accordance with New York State Education Law 226, any Trustee who fails to attend three consecutive regular monthly meetings of the Board, without an excuse accepted as satisfactory by the Trustees, he/she shall be deemed to have resigned.
- C. In the event the office of President becomes vacant, the Vice President will automatically assume the office of the President for the remainder of the vacant term.
- D. In the event that the position of Vice President becomes vacant, the Board will choose a successor by election at first scheduled meeting after the occurrence of the vacancy.
- E. In the event that the Office of any Trustee, other than President or Vice President, becomes vacant, such vacancy shall be filled by appointment of a qualified Plainedge School District resident by the remaining members of the Board as prescribed by law. As an amendment to the Plainedge Public Library's Provisional Charter, the vacancy will be filled until the next election.

IV. Duties of the Officers of the Board

- A. The President shall preside at all Board meetings, appoint Committees, certify all warrants approved for payment by the Board, authorize calls for special meetings and serve as ex-official member of all committees.
- B. The Vice President shall assist the President and, in the absence of the President, act as presiding officer of the meeting.
- C. In the absence of both the President and Vice President the three Trustees present shall elect one member to serve as President at that meeting.

V. **MEETINGS**

- A. The regular monthly meeting of the Board shall be held on the third Monday of each month from September through June at 7:00 PM. Any change from the regular Board meeting schedule will be published and proper public notice given to the date and time of the next meeting. One monthly meeting shall be held during July or August.
- B. The annual reorganization meeting shall be held on or about July 2 at which time the officers will be elected for the coming fiscal year.
- C. Special meetings may be held at any time at the request of the President or any three (3) members of the Board with proper notice being given to the public. A quorum of the transaction of business shall consist of three members of the Board. A unanimous vote of a quorum shall constitute a legal vote.
- D. Under New York State Open Meetings Law (see Education Law 260-a; and Public Officers Law, Article 7), the Board of Trustees may, upon a majority vote of its membership, conduct an executive session in which matters allowed under law may be discussed. Minutes will not be taken and attendance by the general public shall not be permitted unless authorized by the Board of Trustees. No action will be taken during an executive session which is to be reserved for discussion only.
- E. The Board of Trustees hereby authorizes the use of videoconferencing to conduct Board of Trustee meetings, as per the Library's Videoconferencing Policy.

VI. **LIBRARY DIRECTOR**

The Library Director, appointed by the Trustees, serves as chief executive of the Library and as such is responsible for the administration of the Library and its personnel under the general policies approved by the Board, including the "Policy Statement Governing Board-Director relations of the Plainedge Public Library" dated May 17, 1963. The Library Director is directly responsible to the Board and through the Board to the community and shall attend all meetings of the Board.

The Board of Trustees will conduct an annual review of the performance of the Director at the May Board of Trustees Meeting.

VII. **SECRETARY TO BOARD**

Secretary, other than a Board member, shall be appointed annually by the Board of Trustees to be responsible for maintaining an accurate account of all proceedings at Board meetings. The Secretary shall be responsible for issuing notices for all regular and special meetings.

VIII. **PARLIAMENTARY PROCEDURE**

The current edition of Roberts Rules of Order Newly Revised shall govern in the parliamentary procedure of the Board.

IX. **AMENDMENTS TO BYLAWS**

These bylaws may be amended at any meeting of the Board by an affirmative vote of at least three Trustees provided that the amendment was stated on the agenda for that meeting.

X. **POLICIES**

The administration of the Library shall be governed by the policies and procedures adopted by the Board of Trustees.

XI. **CODE OF ETHICS**

All members of the Plainedge Public Library Board of Trustees in the capacity to which they are elected, shall operate under the highest ethical standards and in accordance with the "Ethics Statement for Public Library Trustees" of the American Library Association.