

COPIAGUE MEMORIAL PUBLIC LIBRARY
BYLAWS

Last revision date: December 16, 2020

BYLAWS OF THE COPIAGUE MEMORIAL PUBLIC LIBRARY

Organization and Purpose

The Copiague Memorial Public Library, hereafter referred to as the “Library”, operates under an Absolute Charter granted by the Board of Regents of the Education Department of the University of the State of New York, dated June 25, 1971 and shall be governed by the laws of New York State, the regulation of the Commissioner of Education and by the following bylaws. The mission of the Library is to serve the educational, cultural and civic needs of the patrons of the library district defined by the boundaries of the Copiague Union Free School District.

Board Terms and Composition

The Library shall be governed by a Board of Trustees, hereafter referred to as the “Board”, consisting of five Trustees who shall be qualified to vote and have their primary residence in and be elected by the qualified voters in the Copiague Union Free School District. A Trustee must be a legal resident over the age of eighteen (18) in the Copiague Union Free School District for a period of not less than one year, and have held a Library card for a period of not less than one year in order to be a candidate for election.

The qualified voters of the Copiague Union Free School District shall elect the members of the Board for terms of five (5) years, with terms commencing on July 1 and ending on June 30 (the fiscal year of the Library.)

Vacancies

If a vacancy occurs prior to the expiration of the term of a Trustee, the remaining Trustees possess the authority to make a temporary appointment. This Trustee would serve until the next annual election at which time the seat will be subject to election.

Should there be no qualified candidate following a call for nominations to fill a vacancy, the Board of Trustees shall have the right to appoint a Trustee who will serve until the next annual election at which time the seat will be subject to election.

Any Trustee who fails to attend three consecutive regular Board meetings shall be declared to have vacated his/her seat pursuant to Section 226.4 of New York State Education Law unless a majority of all Trustees considers the absences excusable.

The Board may remove a Trustee for misconduct, incapacity, neglect of duty, or refusal to carry into effect the Library’s educational purposes as outlined in Education Law 226, subdivision 8.

Board Officers

The officers of the Board will be nominated and elected by the Board. These officers shall consist of a President, Vice President, and Secretary/Treasurer.

The President shall conduct meetings, appoint standing committees and direct the prompt performance of all actions rendered by the Board.

The Vice President shall preside in the absence of the President and assume the duties of the latter if necessitated by circumstances.

The Secretary/Treasurer shall be responsible to confirm by signature minutes, notices of all elections, and the due recordings of the Board actions that have been prepared and presented by the Library Secretary.

Each Trustee shall have one vote, irrespective of the office held.

Board Meetings

The Board will hold its regular meeting on the fourth Wednesday of the month, except where special circumstances arise. The regular meeting of the Board will be held at the Library. The schedule of dates and times of the meetings will be approved at the annual reorganization meeting in June each year, or at such other date and time as may be determined by a majority of the Trustees present at any given meeting.

Special meetings of the Board may be called at the President's discretion or upon the written request of at least three Trustees directed to the President.

Written notice of the time, place and purpose of a special meeting will be delivered to each Trustee at least twenty-four hours before the scheduled meeting whenever possible.

The annual reorganization meeting of the Board shall take place directly prior to the regular meeting in June. The reorganizational meeting agenda will include the election of officers, appointments, official actions and a review of the bylaws and policies.

A quorum for both regular and special board meetings will be a majority of the entire Board. No affirmative action will be taken without the approval of the majority of the entire Board.

Order of business at all regular meetings normally will include the following:

1. Call to Order.
2. Reading, Amendment (if necessary), and Approval of Minutes.
3. Approval of Bills.
4. Financial Report.
5. Correspondence.
6. Old Business.
7. New Business.
8. Comments from Visitors.
9. Director's Report
10. Executive Session.
11. Adjournment.

The order of business may be amended at any time, at any meeting, for the duration of that meeting by a majority vote of the members of the Board present at the meeting.

Director's Duties

The Director will be considered the administrative officer for the Board and shall have sole charge of the administration of the Library under the direction and review of the Board.

The Director will be held responsible for the employment and direction of the staff, for the efficiency of the Library's service to the public, and for the care of the building, grounds and equipment.

The Director will render and submit to the Board reports and recommendations of such policies and procedures which shall, in the Director's opinion, improve efficiency and quality of Library service.

The Director will attend all Board meetings and may take part in the deliberations but shall have no vote.

Conflict of Interest

Members of the immediate family (defined as parents or legal guardians, grandparents, children, spouse, brother or sister of employee, mother-in-law, father-in-law, brother-in-law, sister-in-law, grandchildren, daughter-in-law, son-in-law, and anyone permanently residing in the household of employee) of Trustees are not eligible for employment at the Library. Members of the immediate family of staff members are not eligible for employment at the Library unless approved by a majority vote of the Board.

Committees

Special committees for the study and investigation of special issues may be appointed by the President; such committees to serve until the completion of the assignments for which they were appointed.

Amendments

Amendments to these bylaws may be proposed at any regular meeting and shall be voted on at the next regular Board Meeting. Written notice of the proposed amendments shall be sent to all absent members at least ten days prior to the voting session. A simple majority vote of the members of the Board shall be sufficient for adoption of amendments.

Any rule or resolution of the Board, whether contained in these by-laws or otherwise, may be suspended temporarily in case of emergency or in circumstances where the Board is required to perform the business of the Library in an expedited manner.

Parliamentary Authority

Robert's Rules of Order (current edition) shall govern parliamentary procedures of the Board.

Adoption of Policies

The adoption of Board policies shall follow the sequence, detailed below, which will bridge at least two (2) regular or special meetings of the Board.

1. Announcement and distribution of proposed new or revised policies, as an item of information at a regular or special meeting of the Board;
2. Opportunity provided for concerned groups or individuals to react to policy proposals;
3. Discussion and final action by the Board on policy proposals at the next regular or special meeting of the Board.

The final vote, to adopt or not to adopt, shall follow at least three [3] weeks from the meeting at which policy proposals are first placed on the agenda. However, on matters of urgency the Board may waive the time frame. When such immediate action is necessary, the Director shall inform concerned groups or individuals concerning the reason for this action as soon as practicable.

Policies and amendments to policies shall be effective immediately upon adoption unless a specific effective date is provided in the adopted resolution. The Board will expect compliance with its formally adopted policies, and willful noncompliance will be considered cause for appropriate disciplinary action.

Individual Members

All actions of the Board shall be considered as those of the Board as a whole unit. All votes shall be taken when the Board sits in session. No votes shall be taken by an absent Trustee or by proxy. No Board members shall act on behalf of the Board, on any matter, without prior approval of the Board. The Director shall act on emergency matters in consultation with the President, if possible, and immediately inform the Board.

No Board member, by virtue of his/her office, shall exercise any administrative responsibility with respect to the Library nor, as an individual, command the services of any Library employee.

All members of the Board and all employees of the Library are to be governed by these bylaws and policies of the Board, which are to be promulgated on a regular schedule, but at least annually.

Board of Trustees

Adopted: March 25, 1992

Amended: July 11, 2001

Amended: December 16, 2020