

BRONXVILLE PUBLIC LIBRARY BY-LAWS

ARTICLE I – Name and Organization

This organization shall be called the “Bronxville Public Library” and is hereinafter referred to as the “Library.” The Library exists by virtue of the Charter of Incorporation granted to it by the Board of Regents in 1906, as amended in 1907, 2007, and 2010, and under the applicable provisions of the Education Law of New York. The Library shall be governed by its Board of Trustees, exercising the full and independent authority delegated to it.

ARTICLE II – Board of Trustees of the Library

Section 1. The Board of Trustees of the Library (the “Board”) shall consist of a minimum of seven (7) and a maximum of eleven (11) Trustees, as appointed by the Mayor and the Board of Trustees of the Village of Bronxville (collectively the “Village Board”).

Section 2. A Library Trustee must reside within the Village of Bronxville during his or her term.

Section 3. The term of office for each Library Trustee seat shall be three Official Village Years (see definition of Official Village Year in New York State Village Law section 3-302.1). If a Library Trustee is appointed after the first date the Village Board could have appointed him/her, he/she shall fill out the unexpired portion of the three year term for his/her seat. If a Library Trustee seat becomes vacant prior to the expiration of a term, the vacancy shall be filled by appointment of the Village Board. The party appointed to fill the vacancy shall serve until the end of the term of the original appointee to the seat. When the term of office of a Library Trustee expires, if he/she is so willing, he/she shall be eligible for reappointment by the Village Board.

Section 4. Each Library Trustee shall take and file the oath of office as required by law.

Section 5. The Annual Meeting of the Board shall be held at the regular April meeting of the Board.

ARTICLE III – Officers

Section 1. The officers of the Library Board shall be a President, a Vice President, and a Secretary, comprising the Executive Committee and elected from among the Library Trustees at the Annual Meeting of the Board.

Section 2. Each officer shall serve a one-year term, renewable at the Annual Meeting to a maximum of three consecutive terms in any given office.

Section 3. The President shall preside at all meetings of the Board, appoint all committees, execute all documents authorized by the Board, serve as an ex-officio voting member of all committees, and perform all duties generally associated with the office of President.

Section 4. The Vice President shall preside at regular and special Board meetings if the President is unable and, during those times, perform all the duties of the President.

Section 5. The Secretary shall issue notice to the public of all regular and special meetings of the Board and shall perform all duties generally associated with the office of Secretary. The Secretary or a delegate of the Secretary shall keep a record of all Board meetings.

Section 6. The President and the Vice President shall be the disbursing officers of the Board.

ARTICLE IV - Meetings

Section 1. Regular Board meetings shall be held each month in the Library, except for the month of August, the date and hour to be set at the Annual Meeting by the Board on a schedule that aspires to consistency (e.g., "the second Wednesday of the month at 7PM"), acknowledging that the regular meeting may occasionally need to be scheduled off its typical pattern.

Section 2. Special meetings of the Board shall be called by the Secretary at the direction of the President or any three other Library Trustees. Notice of special meetings, if practicable, shall be given to the Board in writing (e.g., via email) at least 72 hours prior to the meeting and shall state the purpose or purposes of such special meeting. A Library Trustee's absence from a special meeting shall not be deemed as unexcused.

Section 3. A quorum for the transaction of business at any meeting shall consist of the presence of a majority of the Board.

Section 4. The rules of procedure for the conduct of all meetings shall be as established from time to time by majority vote of the Board.

Section 5. An affirmative vote of the majority of all members of the Board present at the time shall be necessary to approve any action before the Board. The President may vote upon and may move or second a proposal before the Board.

Section 6. Meetings of the Board shall be open to the public. Public notice of the time and place of a Board meeting scheduled at least one week prior thereto shall be given to the news media and shall be conspicuously posted on the Library's website and in one or more designated public locations at least seventy-two hours before such a meeting. Public notice of the time and place of all other meetings shall be given to the extent practicable to the news media and shall be conspicuously posted on the Library's website and in one or more designated public locations at a reasonable time prior thereto.

Section 7. If any Library Trustee shall have failed to attend three regular meetings within a term year without having been excused in each instance by the Executive Committee, the Executive Committee will evaluate such Trustee's attendance and may determine that the Trustee is deemed to have resigned.

ARTICLE V – Professional Staff

The Board shall appoint a qualified Director who shall be the executive and administrative officer of the Library on behalf of the Board and under its review and direction. The Director shall recommend to the Board the appointment and specify the duties of other employees and shall be held 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 and other Library materials in keeping with the stated policy of the Board, for the efficiency of Library service to the public, and for its financial operation within the limitations of its budget. The Director shall have such other duties as the Board may specify from time to time.

ARTICLE VI – Committees

Section 1. The President shall appoint the following standing oversight committees of one or more members each: Facilities, Finance, Personnel, and Publicity/Information Technology. Each committee shall review its respective area of oversight with the Director. The Facilities Committee shall review the condition and maintenance of the Library's physical plant and grounds, and its furnishings. The Finance Committee shall review the financial condition of the Library with respect to the budgets and trust funds and shall recommend the annual operating and capital budgets to the Board and to the Village Board. The Personnel Committee shall review Board policy respecting Library staff and shall make recommendations to the Board regarding the annual performance evaluation and salary review of the Director. The Publicity/Information Technology Committee shall review the Library's dispersal of information.

In addition, the President may appoint ad-hoc committees of one or more members each for such specific purposes as the business of the Board may require from time to time. An ad-hoc committee shall be considered to be discharged after its final report is made to the Board or upon discharge by the Executive Committee.

Section 2. Oversight committees shall meet as necessary and report on their meetings to the Board at the next regular meeting.

Section 3. No committee will have other than advisory powers unless by action of the Board it is granted specific power to act.

ARTICLE VII – Amendment

These By-Laws may be amended by the majority vote of all members of the Board provided written notice of the proposed amendment with the proposed text therein has been mailed or emailed to all Library Trustees at least one week prior to the meeting at which such amendment is to be considered.

Passed by the Board of Trustees of the Bronxville Public Library, April 12, 2016. A copy of the RESOLUTION adopting these By-Laws is attached hereto.