OYSTER BAY-EAST NORWICH PUBLIC LIBRARY
BY-LAWS

ARTICLE I

Section 1

This organization is and shall be known as the Oyster Bay-East Norwich Public Library existing by virtue of provisions in the Absolute Charter Number 9464 granted by the Regents of the University of the State of New York on June 23, 1967, and exercising the powers and authority and assuming the responsibilities delegated to it under said charter.

ARTICLE II

Section 1

The business and affairs of the Oyster Bay-East Norwich Public Library shall be managed and conducted by a Board of Trustees that shall be five (5) in number. The election of members of the Board shall be governed by the applicable provision of the Education Law of the State of New York. One Trustee shall be elected annually for a term of five (5) years. Any vacancy occurring on the Board may be filled by appointment by the remaining members of the Board until the next annual election.

Section 2

Any Trustee who shall fail to attend three consecutive regular meetings of the Board without excuse accepted as satisfactory by majority vote of the Board, shall be notified in writing that a formal vote will be taken at the next meeting requesting his/her resignation, or such other action as authorized by law.

Section 3

The terms of members of the Board of Trustees shall expire at the conclusion of the fifth year following appointment and a successor Trustee assumes office, unless the Trustee shall have resigned or otherwise terminated membership on the Board.

ARTICLE III

Section 1

The Officers of the Board of Trustees shall be elected at the Reorganization Meeting each year and there shall be a Chairman and Vice-Chairman. The Board will appoint a Library Treasurer and a Recording Secretary who are not members of the Board.
ARTICLE III cont.

Section 2

Officers shall serve a term of one year from the Reorganization Meeting at which they are elected and until their successors are duly elected.

Section 3

The Chairman 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.

Section 4

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

Section 5

The Recording Secretary shall keep a true and accurate record of all meetings of the Board, shall issue notice of all regular and special meetings, and shall perform such other duties as are generally associated with that position.

Section 6

The Library Treasurer shall be disbursing agent of the Board, shall co-sign all checks and shall perform such duties as are generally associated with that position. In the absence of the Treasurer, checks may be signed by two Trustees.

ARTICLE IV

Section 1

A minimum of four meetings a year shall be held. A public notice shall be posted on the Library Bulletin Board, as well as notice given in a newspaper of widespread circulation within the area served by the Library, announcing the meetings. The Library Annual Reorganization Meeting will be held in July of each year.

Section 2

Special meetings may be called by the Director at the direction of the Chairman, 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.
ARTICLE IV cont.

Section 3

A quorum for the transaction of business at any meeting shall consist of three Trustees present and in person. In the absence of a quorum, the Trustees present will re-schedule the meeting.

Section 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
Correspondence
Comments from the Public
Disposition of Minutes of Previous Meetings
Treasurer’s Report
Action upon Bills Received
Report of the Director
Old Business
New Business
Announcements and Adjournments

ARTICLE V

Section 1

The Chairman may 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 of the Board and the Director and shall be considered to be discharged at the conclusion of the fiscal year in which appointed.

Section 2

Committees shall make a report to the Board when necessary to keep the Trustees informed of any progress.
ARTICLE VI

Section 1

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

Section 2

The Director shall attend all meetings unless otherwise excused by the Board. He/she may participate in the discussion and offer professional advice, but is denied a vote upon any question.

Section 3

The Library Director shall recommend to the Board the appointment and specify the duties of the Library employees.

Section 4

The Library Director 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 and other library materials in keeping with the stated policy of the Board, for the efficiency of service to the public, and for library operations within the budgeted appropriation.

ARTICLE VII

Section 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.

Section 2

These By-Laws should be reviewed every three years.

APPROVED: April 25, 1985
Revised: March 24, 2003
Reviewed by Board: November 9, 2015
Revised: December 19, 2019