

# HALF HOLLOW HILLS COMMUNITY LIBRARY

## BY-LAWS

The Half Hollow Hills Community Public Library, established on June 22, 1960 by a vote of the taxpayers of Central School District No. 5, shall provide free public library service to the inhabitants of this district, and said Board shall be governed by the following articles.

### ARTICLE I. – TRUSTEES

Section 1. The duties of a Library Board are simple but comprehensive – to decide on the general policy of the institution, to see that this policy is carried out, employing for the purpose an expert staff, and leaving methods and details to it. The authority of the Board is vested in the Board as an entity.

Section 2. In accordance with the laws governing school district public libraries in New York State, the Library Board of Trustees of the Half Hollow Hills Community Library shall consist of five members, one member to be elected annually by the legal voters of the district to serve for a period of five years.

Section 3. Trustee vacancy: When a vacancy on the Board of Trustees occurs, other than by expiration of a Trustees' term of office, said vacancy shall be filled by appointment of the Board until the next annual school district election. At that time, nominations and election of a Trustee to fill this unexpired term shall take place, in line with the usual requirements for election of a member of this Board of Trustees as established by the Education Law.

### ARTICLE II. – MEETINGS

Section 1. The regular monthly meeting of the Library Board of Trustees shall be held on the second Tuesday of each month at 8:30 p.m. in the Library unless the said Board shall at its reorganization meeting designate a different day, time or place for same; thereafter, said day, time or place shall be changed during the fiscal year only upon a majority vote of said Board at a regular or special meeting and shall become effective only upon the mailing or delivery of notice to any Trustee who was not present at the meeting of which said vote was taken.

Section 2. The annual reorganization meeting shall be held at the time of the first meeting of the Board of Trustees during the month of July, whether such meeting be a regular or special meeting.

Section 3. Special meetings: Additional meetings, other than regular monthly Board meetings, shall be called by the President at his option or upon the written request of at least two Trustees directed to the President for the transaction of specified business. Notice of the time and place of every special meeting shall be mailed no less than five (5) nor more than ten (10) days before the meeting to the usual address of each Trustee. Notice of any special meeting may be waived by any Trustee, either by written waiver or by personal attendance thereat. Notwithstanding the foregoing, the President, or in the absence of the

President, the Vice President, or in the absence of the President and Vice President, the Secretary, may, in circumstances wherein said officer in his or her sole discretion is of the opinion that Board action is required prior to the regular monthly meeting or prior to the time at which a special meeting could be called on the five-day notice aforesaid, call a special meeting to be held at such time and place designated by written, oral or telephoned notice to those Trustees who can with normal diligence be contacted; any Trustee who has not waived notice of said meeting in writing and who did not attend said meeting may request reconsideration of any action of the Board taken at said meeting provided that the request for reconsideration is made at the next meeting of the Board of Trustees, whether special meeting or regular meeting; if such a request for reconsideration is made, a majority vote of the Board of Trustees shall be necessary to affirm the action being reconsidered.

Section 4. Meeting absences: If any Trustee shall fail to attend three (3) consecutive regular monthly meetings without excuse accepted as satisfactory by the Trustees, he shall be deemed to have resigned, and the vacancy shall be filled.

### ARTICLE III. – OFFICERS

Section 1. The officers of the Board shall be elected by ballot of the Trustees at the annual meeting of the Board and shall be as follows: President, Vice President, Secretary and Financial Secretary.

Section 2. The President of the Board shall preside at all meetings, appoint all committees, authorize calls for special meetings and generally perform the duties of a presiding officer.

Section 3. The Vice President of the Board shall preside over meetings and perform all duties of the President in the absence of the President.

Section 4. The Secretary of the Board shall be responsible for a true and accurate account of all proceedings of the Board meetings. In the absence of the President and the Vice President, the Secretary shall preside over meetings and perform all duties of the President.

Section 5. The Financial Secretary of the Board shall keep an accounting of special library funds, other than those funds required by law to be administered by the Treasurer of the School District.

### ARTICLE IV. – COMMITTEES

Section 1. Standing committees shall be created by the Board of Trustees. The President shall appoint committee members. The President shall be, ex-officio, a member of all standing committees.

Section 2. Special committees for the study and investigation of special problems may be appointed by the President, such committees to serve until the completion of the work for which they were appointed or until the next annual meeting, whichever is earlier.

## ARTICLE V. – QUORUM

Section 1. A quorum for the transaction of business shall consist of three (3) members of the Board. No affirmative action shall be taken without the approval of the majority of the entire Board.

Section 2. In case of a tie vote, each member present at a duly called meeting of the Board of Trustees shall be considered to have cast an affirmative vote unless he stipulates a negative vote.

## ARTICLE VI. – LIBRARY DIRECTOR

The Library Director shall be the executive officer of the policies adopted by the Board of Trustees and shall have sole charge of the administration of the Library under the direction and review of the Board. The Library Director shall be responsible for the care of the buildings and equipment, for the employment and direction of the staff and for the efficiency of the Library's service to the people in the community. He shall render and submit to the Board monthly and annual reports and recommendations to the Board of such policies and procedures which, in the opinion of the Library Director, will promote the cause and improve efficiency and quality of library service in this community. The Library Director will attend all meetings of the Board of Trustees.

## ARTICLE VII. – ORDER OF BUSINESS

The usual order of business at all regular meetings of the Board shall be as follows:

1. Call to order
2. Reading, amendment, if necessary, and approval of minutes (either read of previously received)
3. Approval of Bills
4. Financial Report
5. Statistical Report
6. Committee Reports
7. Communications
8. Old Business
9. New Business
10. Adjournment

The order of business may be added to or amended from time to time, as needs of the Board may indicate. Such amendment or addition to be made at the direction of the President of the Board.

## ARTICLE VIII. – AMENDMENTS

These By-Laws may be amended at any meeting of the Board by a majority vote of the members of the Board, providing the notice for such meeting shall have indicated that such action or the substance thereof which is to be taken up and considered. Amendment of these By-Laws may also be accomplished by unanimous vote of the entire Board of Trustees in those instances where prior written notice had not been given. Failing a unanimous vote, then action on an amendment must be put off to the subsequent meeting.

## ARTICLE IX. – PARLIAMENTARY PROCEDURE

For those circumstances not covered in the above By-Laws, "Robert's Rules of Orders" shall be adopted to govern matters of parliamentary procedure of this Board of Trustees.

Adopted: 4/5/66  
Amended: 4/14/71  
Amended: 6/17/92