

GREENBURGH PUBLIC LIBRARY – ORGANIZATION & POLICY MANUAL

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	Resolution Number	0310-1	

This organization is and shall be known as the Greenburgh Public Library existing by virtue of the provisions in the Absolute Charter Number 9,575 granted by the Board of Regents for and on behalf of the State Education Department on December 15, 1967 and amended on November 17, 2009 by the Regents and recorded as Number 24,963 and exercising the powers and authority and assuming the responsibilities delegated to it under said charter.

The term “Board” herein shall mean the Board of Trustees of the Greenburgh Public Library.

ARTICLE I

BOARD SERVICE

The Board will consist of no less than seven members, and no more than nine members. Terms of Board Members shall be five years. Board members may serve a maximum of three full terms. At the end of a term the Board will submit a list of recommended candidates to the Town Board. Vacancies created before the expiration of a term will be filled by a majority vote of the Board for the balance of that term. A Trustee who is absent for more than three meetings in a calendar year may be removed from the Board unless a written explanation is offered to and accepted by the Library Board.

ARTICLE II

BOARD RESPONSIBILITIES

- A. Shall formulate, establish and review all policies pertaining to the operation and administration of the Greenburgh Public Library.
- B. Shall appoint and employ a qualified Library Director who shall be the executive and administrative officer of the Library and shall serve under the Board’s review and direction. The Director shall attend Board meetings, be held responsible for the hiring and supervision of the staff, for the care and maintenance of library property, for an adequate and proper selection of materials in keeping with the stated policy of the Board, for the efficiency of library service to the public, for representing the Board’s policies to the public, and for the Library’s financial operation within the limitations of the budgeted appropriation. The Director shall inform the Board of all employee hiring.
- C. Develop and maintain a long range strategic plan for library service.

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- D. Shall follow the bylaws governing the conduct of the Board in the performance of its duties.
- E. Shall abide by the Code of Ethics of the Town of Greenburgh.

ARTICLE III

OFFICERS

The officers of the Board shall be a President, Vice-President, Secretary, and Treasurer. Such officers shall be elected from the appointed Trustees at the regular organizational meeting in January of each year. Officers shall serve a term of one year from their election and shall remain until successors are duly elected.

The President:

1. Appoints all Standing and Ad Hoc committees;
2. Is an ex-officio member of all committees of the Board;
3. Can co-sign all bills submitted to Comptroller of the Town;
4. Executes all documents and contracts authorized by the Board;
5. Presides over all meetings of the Board.

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

The Secretary shall be responsible for the minutes of the Board, keep all approved minutes in a minute book, and distribute copies of the minutes as required.

The Treasurer shall serve on the Finance Committee, review, authorize and submit the bills for payment, keep record of the Library's budget, and prepare financial reports as needed.

ARTICLE IV

COMMITTEES

A. STANDING COMMITTEES

The President shall appoint the Standing Committees at the organizational meeting as follows. A minimum of two members shall serve on each committee.

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- Budget and Finance;
- Personnel;
- Building;
- Policies and Bylaws;
- Advocacy

B. OTHER COMMITTEES

The President shall appoint committees of one or more members each for such specific purpose as the business of the Board requires. The committee shall be discharged upon completion of the purpose for which it was appointed and after its final report is made to the Board.

All committees shall make a progress report to the Board at each of its meetings.

Committees shall only have advisory powers, unless otherwise directed by the Board.

ARTICLE V

MEETINGS

A. REGULAR MEETINGS

The regular meetings shall be held on the 3rd Wednesday of each calendar month at 7:15 PM in the Greenburgh Public Library or at such other time and place as the Board may determine.

The order of business for regular meetings shall include, but not be limited to the following items:

- Call to Order;
- Guest Speakers;
- Public Comment;
- Approval of Minutes;
- Treasurer's Report;
- Approval of Payments;
- Resolutions;
- Committee Reports;
- Accomplishments;
- New Business;

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- Executive Session (if required);
- Adjournment.

Dates of the regular meetings shall be determined by majority vote of the Board at the November meeting. Meeting dates may be changed by a majority vote of the Board.

A quorum shall consist of a majority of the currently appointed members.

B. SPECIAL MEETINGS

Special meetings may be held at any time at the call of the President or at the call of any two (2) members of the Board, provided that written notice thereof be given to all Trustees and the public at least three (3) days before the special meeting.

C. EXECUTIVE SESSIONS

1. Executive sessions may be called at an open meeting by a majority vote of the Board.
2. The agenda for the Executive Session shall be subject to the limitations of the "Open Meetings Law".
3. Summary of the Executive Session will be included in the Library Minutes, if the Board makes a final determination or takes action during the Executive Session.

ARTICLE VI

CONDUCT OF BUSINESS

A. "OPEN MEETINGS LAW"

All Board meetings shall be conducted in compliance with the NYS Open Meetings Law. See text of law at end of By-laws document.

B. PUBLIC COMMENT

Members of the public will have an opportunity to address the Board after the meeting is called to order, and guest speakers have ended their presentations. Thirty minutes will be allotted to public comment. Speakers will be limited to five minutes each; if more than six individuals wish to speak time will be prorated.

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If there are questions, the Board may or may not choose to answer them at the time of the Board meeting. The Board may respond to questions submitted in writing at a later date; whether or not and when to answer any written or oral question is the sole and absolute discretion of the Board.

Disruption of a meeting of the Board is not permitted. Individuals responsible for such misconduct will, after appropriate warning, be removed from the meeting. Each speaker shall be limited to a period of five minutes.

C. AGENDA

Preceding each regular Board Meeting, an itemized agenda and the minutes of the previous meeting shall be distributed to each Trustee. Any resident of the library district wishing to place an item on the agenda should make that request in writing to the Library Director or the President of the Board at least 10 (ten) days preceding the scheduled meeting.

D. PUBLICITY

1. The Regular Meetings of the Board shall be announced at least seventy-two (72) hours in advance of the meetings in at least one well circulated local newspaper, in the Library's lobby, and on the Library's internet web site. The local paper shall be designated at the annual Organizational Meeting held in January.
2. Special Meetings shall be announced as practicable.
3. No member of the Board shall have the power to act in the name of the Board outside of the Board Meetings, unless authorized by these Bylaws or by formal Board motion to carry out a specific action.

E. MEETINGS – PARLIAMENTARY PROCEDURE

"Robert's Rules of Order, Newly Revised" 10th edition shall be the parliamentary authority for all matters of procedure not specifically covered by the Bylaws.

ARTICLE VII

REVISIONS

Provisions of these Bylaws shall supersede any and all prior Bylaws, rules or regulations.

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Amendments to these rules and Bylaws may be proposed at any regular meeting but may become effective only after a favorable vote at the next regular meeting.

Original Bylaws	Adopted	February 13, 1964
Revision 1	Adopted	December 21, 1994
Revision 2	Adopted	July 22, 2004
Revision 3	Adopted	September 22, 2005
Revision 4	Adopted	September 28, 2006
Revision 5	Adopted	March 17, 2010

ARTICLE VIII

DISSOLUTION

Dissolution of this organization and distribution of its assets will be done in accordance with Section 220 of New York Education Law and appropriate sections of the Internal Revenue Code.

ADDENDUM

“OPEN MEETINGS LAW”

1. All Regular and Special meetings shall be open to the public.
2. Legislative Declaration –
 “It is essential to the maintenance of a democratic society that the public business be performed in an open and public manner and that the citizens of this state be fully aware of and able to observe the performance of public officials and attend and listen to the deliberations and decisions that go into making of public policy. The people must be able to remain informed if they are to retain control over those who are their public servants. It is the only climate under which the commonwealth will prosper and enable the governmental process to operate for the benefit of those who created it.”

Effective Date January 1, 1977

This policy is issued by the Library Board of Trustees and is subject to periodic review and/or revision at the sole discretion of the Board. Appeals must be submitted to the Board in writing.