

# **BY-LAWS OF THE DOBBS FERRY PUBLIC LIBRARY**

*The Dobbs Ferry Public Library was chartered under the Education law of the State of New York in 1957. All funds necessary to operate and maintain the Library are allotted on a yearly basis. The fiscal year ends on the last day of May.*

## • **ARTICLE I. TENURE OF TRUSTEES**

- By vote of the Dobbs Ferry Library Board of Trustees, the Library Board is officially composed of Nine (9) members. Under New York State Education Law, the Dobbs Ferry Public Library may be managed by no fewer than Seven (7) and no more than Nine (9) Trustees, all of whom must be residents of the Village of Dobbs Ferry. Board members are appointed by the Dobbs Ferry Village Board of Trustees.
- The term of office of Trustees shall be five (5) years and shall be limited to two (2) successive terms. A term shall end on December 31<sup>st</sup>.
- If a vacancy occurs in the office of a Trustee for any reason, the vacancy may be filled by the remaining members of the Board for the remainder of the term of that particular position.
- If any Trustee shall fail to attend three (3) consecutive meetings of the Board, without an excuse, accepted as satisfactory by the Trustees, that Trustee shall be deemed to have resigned and shall be so notified by mail.
- No Trustee shall receive any compensation whatever for his or her services as such.

## • **ARTICLE II: OFFICERS**

- The Officers of the Board shall be a President, a Vice President, a Secretary and a Treasurer.
- The President shall preside at all meetings of the Board, shall appoint all standing committees and be a member ex-officio of all committees of the Board. The President shall be authorized to sign checks in payment of expenses relating to construction of a new library facility and for programming, equipment and operational needs of the library, all as approved by the Board.
- Tenure of office of the President shall be limited to not more than three (3) consecutive terms of one (1) year each.
- *Trustees are able to participate in meetings via Conference Call, Skype, Facetime; and may vote via email.*
- The Vice President shall act in the absence of the President. The Vice President shall be authorized to sign checks in payment of expenses relating to construction of a new library facility and for programming, equipment and operational needs of the library, all as approved by the Board.
- The Secretary shall record and transcribe the minutes of all meetings of the Board.
- The Treasurer shall be authorized to establish bank accounts in which monies raised through fundraising efforts of the Board shall be deposited. The Treasurer shall have

charge of these accounts insofar as may be allowed by law. The Treasurer shall be authorized to sign checks in payment of expenses relating to construction of a new library facility and for programming, equipment and operational needs of the library, all as approved by the Board. The Treasurer shall keep accurate books of accounts, showing receipts and disbursements, and shall make reports to the Board, as may be required from time to time. In any event, if the Treasurer is not a member of the Board, s/he shall, at the request of the Board, attend at least one meeting of the Board per year, at which the Treasurer shall have no vote.

- A nominating committee shall be appointed by the President two (2) months prior to the end of the year.
- The President, Vice President and Secretary shall be elected annually by the Board from its membership at the regular January meeting. The Treasurer shall be appointed by the Board for a one-year term, but need not be a member of the Board.
- Vacancies among officers shall be filled at an election at a regular meeting and a majority vote of the Trustees present shall be necessary.
- Trustees shall approve a current budget, as submitted by the Library Director, at a regularly scheduled meeting.

- **ARTICLE III: MEETINGS**

- Regular meetings shall be held at dates and times to be established by the Board at the first meeting of the library year (January) and shall be open to the public, except when individual personnel issues are being discussed. There shall be no fewer than six (6) meetings per year.
- Special meetings shall be held at the call of the president or any three (3) Trustees.
- A majority of the designated number of the Board shall constitute a quorum.
- The order of business shall be as follows:
  - Review minutes of the previous meeting and action thereon
  - Report of the Board President
  - Report of the Library Director
  - Report of the Librarians (bi-monthly)
  - Budget Report (monthly)
  - Committee Reports (as needed)
  - Report of the Friends of the Library
  - Old business
  - New business
  - Announcements and adjournment

- **ARTICLE IV: COMMITTEES**

- The President of the Board shall appoint committee members as required.
- *Permanent Committees shall consist of:*
  - *Finance*
  - *Personnel*
  - *Policy Compliance*
- Ad hoc committees may be appointed by the President, with the approval of the Board. Non- Board members with special capacities may be appointed to such committees.
- All committee actions are subject to approval by a majority of the Board.

- **ARTICLE V: LIBRARY DIRECTOR**

- The Board shall appoint a qualified Library Director who shall be the executive and administrative officer of the library.
- The Director shall be held responsible for the proper performance of duties spelled out in the job description provided by the Board.
- .It shall be the duty of the Director to attend meetings of the Board, including budget meetings, or public meetings where action may be taken affecting the interests of the Library. The Director shall have the right to speak on all matters under consideration at Board meetings, but shall not have the right to vote thereon.

- **ARTICLE VI: AMMENDMENTS**

- These By-laws may be repealed, amended, or added to by a majority of the whole Board at a regular meeting. Such action may be taken, however, only after the substance of the proposed repeal, amendment, or addition has been presented in writing at a prior or special meeting and notice thereof has been given in the notice of the meeting at which it is to be considered.

*By-laws accepted by the Board 1/27/00*

*Amended at Board meetings on October 23, 2008 & January 21, 2010*

*Amended at Board meeting on May 16, 2017*