

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 by the Village Board of Dobbs Ferry. Pursuant to New York State Education Law Sec. 259(1)(a), all Library funds are to be utilized by the Library at the Library's discretion. 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 between seven (7) and nine (9) members. Under New York State Education Law, the Dobbs Ferry Public Library may be managed by no fewer than five (5) and no more than eleven (11) 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.
- Effective January 2022, the term of office of newly appointed Trustees shall be three (3) years and shall be limited to three (3) successive terms, or nine years of service. A term shall end on December 31st. Incumbent trustees as of January 2022 will serve the remainder of their original terms of office.
- After serving a first term, if a Trustee wishes to serve an additional term, the Board must take a vote in order to accept the additional term.
- Trustee vacancies shall be filled by the formation of a Trustee Search Committee. The Trustee Search Committee shall conduct interviews of trustee applicants and make a recommendation to the full Board on which candidates should be invited to apply for a trustee position. Members of the Board will be invited to interview the applicants prior to a vote being taken. The Board will vote on whether or not to recommend each applicant to the Village Nominating Committee. Upon approval by the Village Nominating Committee, the applicant will be voted on by the Village Board of Trustees and will be given the oath of office by the Village Clerk.
- Effective January 2018, 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.
- 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 whatsoever 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 Finance Officer.
- 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.
- The Vice President shall act in the absence of the President. The Vice President shall be authorized to sign checks in payment of library expenses including programming, equipment, library facility maintenance, and operational needs of the library, all as approved by the Board.
- The Secretary is responsible for the recording and transcription of the minutes of all meetings of the Board.
- The Finance Officer shall approve all expenditures as designated by the Spending Policy, review bank statements, expense, and revenue reports and report their findings to the Board, and act as the head of the Finance Committee.
- The Village Treasurer shall be authorized by the Board to establish bank accounts in which monies shall be deposited and shall have charge of these accounts insofar as may be allowed by law. The Village Treasurer shall be authorized to sign checks in payment of expenses relating to the maintenance, upkeep, repair and function of the library facility, the construction of a new library facility, and for the programming, equipment and operational needs of the library, all as approved by the Board. The Village 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. At the request of the Board, the Village Treasurer shall attend at least one meeting of the Board per year, at which the Village Treasurer shall have no vote.
- An executive committee nominating committee shall be appointed by the President two (2) months prior to the end of the year. The nominations will be announced at the November meeting.
- The President, Vice President, Secretary, and Finance Officer shall be elected annually by the Board from its membership at the regular December meeting,
- 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
 - Community comments
 - 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
- Executive session if needed to discuss specific confidential matters
- Announcements and adjournment

ARTICLE IV: COMMITTEES

- The President of the Board shall appoint committee members as required.
- 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.
- The Director is responsible for conducting a search for, interviewing and hiring all Library employees.
- The Director shall develop a plan for all Library positions and their salaries. The Board must vote to approve the plan, and the budget for that plan must be approved each year by the Dobbs Ferry Village Board. .

ARTICLE VI: AMENDMENTS

- 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 & June 21, 2023