



## **North Castle Public Library Bylaws**

### **Mission Statement**

The North Castle Public Library exists to provide a wide range of superior educational and cultural services to the residents of North Castle in an open and non-judgmental environment.

### **Preamble**

The North Castle Public Library is managed by a Board of Trustees (hereinafter designated as the "Board") as defined in the provisional charter No. 8314, dated January 24, 1963. Absolute charter No. 9741 was granted by the Regents of the State of New York on September 27, 1968. The Board of the North Castle Public Library is responsible for ensuring that our library provides the services described in our mission statement to the residents of the Town of North Castle.

The Board is governed by the laws of New York State, the regulations of the Commissioner of Education and by the following bylaws.

### **Bylaws**

#### **Article I. Name**

- a. The name of the organization shall be the North Castle Public Library.
- b. Our library provides services from two facilities – (1) in Armonk at 19 Whippoorwill Road East and (2) in North White Plains at 10 Clove Road and a wide range of digital services through the support of the Westchester Library System and other partners.

#### **Article II. Purpose**

- a. The purpose of the organization is to provide superior educational and cultural services to all residents, youth through adult, of the Town of North Castle.

#### **Article III. Fiscal**

- a. The fiscal year of the library shall commence on the first day of January and end on the thirty-first day of December each year.

#### **Article IV. Board of Trustees**

- a. The library shall be governed by a Board of Trustees. The Board shall consist of five to nine members appointed by the Town Board of the incorporated Town of North Castle for a term of five years. A trustee can serve a maximum of two consecutive full terms.

- b. Eligibility for office shall be limited to individuals residing or owning property within the geographical limits of the North Castle Public Library district.
- c. The term of office shall end on December 31<sup>st</sup> of the fifth year following appointment, unless the office falls vacant prior to the expiration of the term.
- d. In the case of a trustee appointed to fill an unexpired term, the interim appointment shall end on December 31<sup>st</sup> of the fifth year following the date of appointment of the member whose withdrawal resulted in the vacancy.
- e. Each trustee shall have one vote, irrespective of office held.
- f. A trustee must be present at a meeting to have his/her vote counted.
- g. All trustees must abide by the Code of Ethics established by the Town of North Castle.
- h. All actions of the Board shall be of the Board as a unit. No Board member shall act on behalf of the Board, on any matter, without the prior approval of the Board to carry out a specific action or public statement.
- i. If any trustee shall fail to comply with the duties defined in g and h above, the Board shall take under advisement the extent of the infraction and make appropriate recommendation, if necessary, to the North Castle Town Board.
- j. If any trustee shall fail to attend three consecutive meetings without excuse accepted as satisfactory by the Board, he/she shall be deemed to have resigned and the vacancy shall be filled.
- k. Responsibilities of the Board include:
  - i. Define and maintain the long term strategy of the library.
  - ii. Select, hire and regularly evaluate a qualified library director/assistant director.
  - iii. Ensure long term financial viability of the library. Exercise fiduciary responsibility for the use of public and private funds.
  - iv. Adopt required policies and rules regarding library governance and use.
  - v. Ensure required performance improvement of the library to meet the needs of the citizens of North Castle.
  - vi. Maintain facilities that meet the library's and community's needs.
  - vii. Promote the library in the local community and beyond.
  - viii. Conduct the business of the library in an open and ethical manner in compliance with all applicable laws and regulations and with respect for the institution, staff and public.

#### **Article V. Officers**

- a. The officers of the Board shall be the President, Vice-President, Secretary and Treasurer, elected annually by the Board at an annual organizational meeting in January of each year.

- b. The duties of the officers shall be as follows:
- i. The **President** shall preside at all meetings of the Board, appoint all committees, authorize calls for any special meetings, execute all documents authorized by the board and generally perform the duties of a presiding officer. The president shall be an ex-officio member of all committees of the Board.
  - ii. The **Vice President**, in the event of the absence or a disability of the president, or of the vacancy of that office, shall assume and perform the duties and functions of the president.
  - iii. The **Secretary** shall keep a true and accurate record of all meetings of the Board, ensure public notice of all regular and special meetings and shall assume and perform such other duties as are generally associated with that office.
  - iv. The **Treasurer** shall be responsible for handling financial matters as delegated by the Board.
  - v. In the case of the absence of any officer of the Board, or committee chairperson, the powers and duties of such officer or committee chairperson may be delegated, on a temporary basis, to any other member of the Board upon majority vote of the trustees present at the meeting.

#### **Article VI. Director and Assistant Director**

- a. The Board shall appoint a **Director** who shall be the executive officer of the policies of the Board and shall have charge of the administration of the library under the direction of the Board. The director shall be responsible for the employment and direction of the staff, for the efficiency of the library's service to the public, for the care of buildings and equipment, and for the operation of the library in a financially responsible manner. The Director shall attend all Board meetings.
- b. The Board may appoint an **Assistant Director** and define specific leadership responsibilities for that position. The Assistant Director shall attend all Board meetings.
- c. The Director and/or Assistant Director shall render and submit to the Board reports and recommendations of such policies and procedures, which will improve the efficiency and quality of library service.

#### **Article VII. Committees**

- a. All committees shall be appointed by the president.
- b. No committee shall have anything other than advisory powers unless, by action of the Board, granted with the specific power to act.
- c. The president shall be, ex officio, a member of all committees.

### **Article VIII. Meetings**

- a. Meetings of the Board shall be held in compliance with New York State Open Meetings Law. Notice of, and the agenda for, all meetings shall be posted on the library's website at least five days before each meeting. The Board welcomes resident attendance at Board meetings.
- b. The public shall be given opportunity to address the Board. All public comment must be limited to 5 minutes and must not be personally directed, abusive, obscene or irrelevant. The Board will listen to public comments and may ask questions for clarification, but will not engage in discussion or debate. If there is a need for response from the Board, it may come at a later time.
- c. Regular meetings of the Board shall be held monthly, with a minimum of ten meetings per year.
- d. A special meeting of the Board may be called at any time by the president or upon the request of five members for a specific purpose. No business may be transacted at such special meeting except the stated business.
- e. The annual organizational meeting of the Board shall be held at the regular meeting for the month of January. The business transacted at this meeting shall include the election of officers for the year. Election of officers can be done by secret ballot upon demand by any member of the board.
- f. A simple majority of the existing Board shall constitute a quorum for the conducting of business. If a quorum is not present at a regular meeting, no business may be transacted and the attending trustees may set a new date for a rescheduled meeting.
- g. The budget for the subsequent calendar year shall be approved by the Board at a regular Board meeting. This should precede review of the library's budget with the Town Board and will typically occur in the fourth quarter of each year.
- h. All regular meetings shall include, but not be limited to, approval of the prior meeting's minutes and a financial report of receipts and disbursements and approval of the monthly warrant(s).
- i. All meetings shall be conducted in accord with Robert's Rules of Order, Revised.

### **Article IX. Amendments**

- a. Amendments to these Bylaws may be proposed at any regular meeting and shall be voted on at the next regular meeting. Written notice of the proposed amendment or amendments shall be sent to all absent trustees at least ten days prior to the voting session. A simple majority of the Board is required for adoption of an amendment.

Approved by the North Castle Public Library Board of Trustees at their meeting of January 13, 2020.