

Ballston Community Public Library  
BYLAWS OF THE BOARD OF TRUSTEES

Preamble

The Ballston Community Public Library (the "Library") is a special district public library created by a charter granted by the University of the State of New York June 28, 1963.

The Library is governed per its charter, relevant laws and regulations, by an independent, appointed Board of Trustees (the "Board"), who operate as a body as set forth in the bylaws below ("Bylaws").

Bylaws

A. TRUSTEES

1. Trustees have the authority created by the Education Law Sections 226, 255, 259, and 260, and the Not-for-Profit Corporation Law.
2. Trustees, seven in number, and residents of the Town of Ballston, shall be appointed by the Ballston Town Board for a term of five (5) years.
3. Trustees shall be limited to two (2) consecutive full terms of service. "Trustees who have reached their term limit may return to service after an absence of no less than five (5) years."
4. Consistent with Education Law 226, the trustees shall appoint a member to fill out the unexpired term of a trustee.
5. Consistent with Education Law 226, the Board may remove or suspend from office by vote of a majority of the entire Board any trustee or officer on examination and due proof of the truth of a written complaint by any trustee, of misconduct, incapacity or neglect of duty; provided, that at least one week's previous notice of the proposed action shall have been given to the accused and to each trustee.
6. Consistent with Education Law 226, if any trustee shall fail to attend three consecutive meetings without excuse accepted as satisfactory by the trustees, they shall be deemed to have resigned, and the vacancy shall be filled.
7. Consistent with Education Law 260, no person who is a member of the Town Board shall be eligible for the office of trustee.
8. Consistent with Education Law 260-d, beginning January first, two thousand twenty-three, as required by the New York Education Law, each member of the Board shall be required to complete a minimum of two hours of trustee education annually, and each member shall

demonstrate compliance by filing with the President of the Board of Trustees evidence of completion. Actual and necessary expenses incurred by a member in complying with this section shall be a charge against the Library and the Board may arrange such training.

9. Trustees shall maintain a "Trustees' Annual Calendar", attached to these Bylaws as "A" noting the timing of the Board's routine responsibilities.

## B. OFFICERS

1. The officers of the Board, all of whom shall be trustees, shall be a President, a Vice-President, a Secretary, and a Treasurer.

2. Officers shall be elected yearly by a majority vote of the Board at the time of the regular meeting in the month of June and shall commence their terms July 1.

3. Officers of the Board are eligible to serve no more than four (4) consecutive one-year terms in the same office.

4. If trustees believe that it is in the Library's best interest, they may, by a majority vote, allow an officer to remain in office for longer than otherwise allowed herein, however in no event shall such service exceed that trustees' limit set forth in "A".

5. The President shall preside at all meetings and shall have the usual powers of a presiding officer; shall appoint all committees; and shall authorize calls for any special meetings.

6. The Vice-President shall act as President in the absence or inability of the President.

7. In case both the President and Vice-President are absent from a duly called meeting, any member may call the meeting to order, and the members present (there being a quorum) shall select a Chairman *pro tem*.

8. In case the President resigns or leaves the Board for any reason, the Vice President shall automatically become President.

9. As soon as a Vice-President becomes President, a new Vice-President shall be elected by the Board at its next meeting.

10. The Secretary shall have charge of the records of the Board and shall keep the minutes of its meetings, noting excused and unexcused absences. A copy of the approved minutes shall be kept in the Library and shall be available for public study.

11. The Treasurer shall ensure that a) all moneys received from taxes or other public sources for Library purposes shall be kept as a separate library fund by the treasurer of the municipality or district making the appropriation and shall be expended only under direction of the Library trustees on properly authenticated vouchers, and b) that money taxes and other public sources of

support paid over to the Treasurer upon the written demand of its trustees are deposited and secured in the manner provided by section ten of the general municipal law, and c) may invest such moneys in the manner provided by section eleven of such law and the relevant policy of the Library.

### C. MEETINGS

1. The regular monthly meeting of the Library Board shall be held on the last Wednesday of each month at an hour and place designated by the Board.
2. The President may change the time or day of the regularly scheduled meeting, if necessary, with proper notice (no less than one week) to the Board. Any such change shall be publicly posted in the Library.
3. The Board shall operate in accordance with the Open Meetings Law (New York State Public Officers Law Article 7).
4. The order of business shall be:
  - a. Call to order
  - b. Minutes of the preceding meeting
  - c. Report of special funds
  - d. Monthly financial report of expenditures and receipts
  - e. Report of Library Director/Librarians
  - f. Reports of committees
  - g. Approval of expenditures and receipts
  - h. Unfinished business
  - i. Privilege of the floor only on items for consideration and action
  - j. New business
  - k. Privilege of the floor on any topic
  - l. Adjournment
5. The annual meeting shall be held at the time of the regular meeting in the month of June, and officers for the following year shall be elected.
6. Special meetings may be called by the President or upon the written request of four trustees for the transaction of business stated in the call for the meeting.
7. Unless otherwise required by these Bylaws or a resolution, the vote of a majority of the trustees present at the time of the vote, if a quorum is present at such time, shall be the act of the Board.
8. A majority of the whole number of current trustees shall be a quorum.

## D. BOARD COMMITTEES

1. The Board may consider and act on any matter before it with or without recommendations from a committee. The President shall appoint standing committees, to serve one year, and may appoint ad hoc committees, as described herein. Each committee chairperson shall be responsible for periodic meetings of the committee and shall have an opportunity to report at each regular meeting of the Board. A chairperson and committee members shall be assigned annually by the President. The President shall be a member, ex-officio, of all committees except nomination committees.

2. Standing committees shall include

- a. Policy committee
- b. Building and grounds committee
- c. Budget and finance committee
- d. Personnel committee
- e. Long-range planning committee
- f. Nominating committee

3. All committees shall consist of the President (ex-officio), and trustees appointed by the President and subject to the approval of the Board.

4. The Policy Committee shall formulate and revise rules pertaining to the Library and the procedures of the Board. All committee recommendations shall be submitted to the Board for review and approval at a subsequent meeting.

5. The Personnel Committee shall have general management of all matters pertaining to personnel, subject to the approval of the Board.

6. The Building and Grounds Committee shall consider and determine all matters relative to the physical condition of the building and grounds and to the occupancy and maintenance thereof, subject to the approval of the Board.

7. The Budget and Finance Committee shall have general management of the finances of the Library, subject to the approval of the Board, and shall have the responsibility of presenting an annual budget proposal to the Board.

8. The Long-Range Planning Committee shall periodically review and update the Library's long-range plan, including building, finance, program and mission.

9. The Nominating Committee shall present the full slate of officers to the Board for the Board's approval at the annual meeting in June.

## E. LIBRARY DIRECTOR

1. Per Education Law 226(7), the Board shall appoint and fix the salary of a qualified library director who shall be the executive and administrative officer of the Library.
2. The Director shall be held responsible for the proper performance of duties as set forth in the job description provided by the Board.
3. It shall be the duty of the Director to attend all meetings of the Board, including budget meetings, or public meetings where action may be taken affecting the interests of the Library.
4. The Director shall have the right to speak on all matters under the discussion at Board meetings, but shall not have the right to vote thereon.

#### F. AMENDMENTS to the BYLAWS

After presentation of proposed changes at a previous Board meeting, these Bylaws may be amended at any regular meeting of the Board at which a quorum is present.

#### G. FREEDOM OF INFORMATION LAW

The Library will respond to all requests for information in compliance with the Freedom of Information Law (New York State Public Officers Law Article 6).

#### H. ROBERT'S RULES OF ORDER

Unless otherwise specified, the latest edition of ROBERT'S RULES OF ORDER will be the governing manual.

#### I. CONFLICT OF INTEREST

The Board shall adopt, and oversee the implementation of, and compliance with, a conflict of interest policy to ensure that its directors, officers and key persons act in the Library's best interest and comply with applicable legal requirements, including but not limited to the requirements set forth in section seven hundred fifteen of the Not-for-Profit Corporation Law.

#### Schedule A: Trustees' Annual Calendar

The routine responsibilities of the Board shall include:

<b>Task</b>	<b>Timing and frequency</b>	<b>Responsible parties</b>
Policy Review and Updates	Monthly	Policy Committee, Director
Town Board Updates	Monthly	President, Director
Review vouchers, invoices and sign checks	Monthly	All Trustees
Monthly Financials & Reconciled Bank Statements to Town	Monthly	Treasurer, Director
Set Meeting Agenda	Monthly	President
Confirm annual schedule of Board Meetings	January	President, Director
Conflict of Interest Forms	January	All Trustees
Review Long Range Plan or prepare new one (when applicable)	January	Long Range Plan Committee, Director
Approve NYS Annual Report	February	President, Director
File AUD with NYS	February	Director, Treasurer
Contract with SALS/JA	February	President
Audit Review	March	Budget & Finance Committee
Director Performance Review	March	Personnel Committee
Advertise for New Trustees	March	President, Director
Distribution of Annual Report to Public	April	President, Director
Trustee Candidate List to Town	May	President, Director
Officer Nominations & Elections	May	Nominating Committee
Begin Budget Discussion	May	Budget & Finance Committee
Annual Meeting	June	All Trustees
Oath of Office (when applicable)	July	All Trustees
Present Preliminary Budget	July	Budget & Finance Committee
Construction Grant Submission (when applicable)	August	Building & Grounds Committee, Director
Budget Vote	August	Budget & Finance Committee
Budget Submission to Towns	September	Budget & Finance Committee

Town Budget Workshops	September	Budget & Finance Committee, Director
Approve Holiday Schedule	September	All Trustees
Benefits Review	October	Personnel Committee
Employee Handbook Review	October	Personnel Committee
Review Upcoming Year Insurance Coverage	November	All Trustees
File Proofs of Mandatory Trustee Training (2 hours annually)	December	President, Director