

## 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.

As created by Chapter 203 of the Laws of 1957, the special district (the "District") consists of the Town of Ballston, excluding the Village of Ballston Spa.

The Library is governed per its charter, relevant laws and regulations, by an independent, elected 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 responsibility and 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 District, shall be elected in the month of November by the qualified voters of the District for terms to be determined per the Enabling Legislation, and thereafter for a term of 3 (three) years. Elected terms shall start on December 1 and end on November 30.
3. Elected 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 three (3) years. Time spent per an appointment to fill a vacancy per paragraph "4", below, shall not count towards this limit.
4. Consistent with Education Law 226, the trustees shall appoint a member to fill a vacancy, and such replacement shall so serve until the November 30th following the next annual election. Appointed trustees may not be re-appointed to a consecutive term but are eligible to be elected to a consecutive term.
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-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.

8. 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 shall be a President, a Vice-President, a Secretary, and a Treasurer. If the Board so determines, the offices of Secretary and Treasurer may be held by individuals who are not members of the Board of Trustees and, in that event, such officer may, if the Board so determines, receive compensation as fixed by resolution of the Board.

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

5. The President shall preside at all meetings, shall have the usual powers of a presiding officer, 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. Unless determined that a different agenda is needed for a regular meeting, the order of business for a regular meeting shall be: Call to order, Minutes of the preceding meeting, Report of special funds, Monthly financial report of expenditures and receipts, Report of Library Director/ Librarians, Reports of committees, Approval of expenditures and receipts, Unfinished business, Privilege of the floor only on items for consideration and action, New business, Privilege of the floor on any topic, Adjournment.

5. The annual meeting shall be held at the time of the regular meeting in the month of December, 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. Standing Committees

The Board shall appoint standing committees to serve one year.

Standing committees and their areas of responsibility shall be:

- a. The Policy Committee shall formulate and revise rules and policy 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.
- b. The Personnel Committee shall address all matters pertaining to personnel, subject to the approval of the Board.
- c. The Building and Grounds Committee shall consider and develop recommendations regarding 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.
- d. The Budget and Finance Committee shall have routinely monitor and develop reports regarding the finances of the Library, shall have the responsibility of presenting an annual budget proposal to the Board, and shall develop fiscal policy for the Library subject to approval by the Board.
- e. The Long-Range Planning Committee shall periodically review and update the Library's long-range plan, including building, finance, program, and mission.
- f. The Election Committee shall ensure orderly preparation for annual elections.

## 2. Ad Hoc Committees

The Board may vote to appoint ad hoc committees for a specific purpose, such as planning an event, or examining an issue. Ad hoc committees may, if warranted by the work, include members who are not trustees, but who have experience or insight that could assist the ad hoc committee's work.

## 3. Board Authority

Other than as determined by a specific resolution, the Board shall not require any committee to act prior to taking action on any matter, and no committee is authorized to take action for the Board.

## 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. BUDGET

1. The first budget to be managed per this version of the bylaws shall be levied upon the District in 2024 as determined by a vote of the voters of the District in the initial election held per the Enabling Legislation.
2. All future budgets that increase the Library's proposed total operating expenditures over the total operating expenditures in the last preceding fiscal year's budget shall be submitted to the residents voting at the annual election of trustees pursuant to Section "2" of the Enabling Legislation.
3. Funds voted for library purposes at the initial election and at all future budget elections shall be considered an annual appropriation therefor and shall be levied and collected yearly in the same manner and at the same time as other taxes in the Town of Ballston.
4. Upon written request from the Board and approval of the qualified voters of the District, the Town Board of Ballston shall authorize and issue such bonds, notes, or other evidences of indebtedness as are necessary to accomplish the improvements specified in the notice.

#### G. 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.

#### H. 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).

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

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

## J. 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.

<b>Task</b>	<b>Timing and frequency</b>	<b>Responsible parties</b>
Policy Review and Updates	Monthly	Policy Committee, Director
Review vouchers, invoices and sign checks	Monthly	All Trustees
Monthly Financials & Reconciled Bank Statements to Town	Monthly	Treasurer, Director
Set Meeting Agenda	Monthly, one week before meeting	President
Confirm annual schedule of Board Meetings	January	President, Director
Current Trustees fill out Conflict of Interest Forms	January [Note: newly elected and appointed trustees must fill out forms prior to the start of their term]	All Trustees
Review Long Range Plan or prepare new one (when applicable)	January	Long Range Plan Committee, Director
Approve Draft NYS Annual Report	February	President, Director
Ensure AUD is filed as required with NYS	February	Director, Treasurer
Review contract with SALS/JA	February	All Trustees [Note: President signs the contract after board approval]
Audit Review	March	Budget & Finance Committee
Director Performance Review	March	Personnel Committee
Confirm trustee and (if applicable) budget vote date	March	Election Committee develops recommendation, Board adopts via resolution
Publish informal notice announcing slots, dates, and process for New Trustees	March	President, working with Director and others as designated
Finalize forms for trustee nominees and guidance on process	June	Election Committee, working with Director and others as designated

Confirm nominees and generate ballot	Based on date of election	Election Committee
Schedule, arrange, and publish required (formal) notice for Trustee election(s)	No later than 30 days before date of election, per governing legislation.	Election Committee
Officer Nominations & Elections	December (for terms starting in January)	Full Board
Begin Budget Discussion	May	Budget & Finance Committee
Annual Meeting	December	All Trustees
Oath of Office (when applicable)	December	All Trustees
Present Preliminary Budget	July	Budget & Finance Committee
Construction Grant Submission (when applicable)	August	Building & Grounds Committee, Director
Budget Vote (only when levy amount changes)	October or November	Budget & Finance Committee
Budget ballot preparation if needed (if no change to levy, amount is recurring)	September	Budget & Finance Committee
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