



# Northport-East Northport Public Library

151 Laurel Avenue • Northport, NY 11768 • 631-261-6930  
185 Larkfield Road • East Northport, NY 11731 • 631-261-2313  
[www.nenpl.org](http://www.nenpl.org)

## BY-LAWS

### ARTICLE I NAME AND MEMEBERS

1. In accordance with the laws governing school district libraries in New York State (Sect. 255 of the Education Law, amended by chapter 456 of the laws of 1954, and amended by chapter 933 of the laws of 1958), and under the charter granted Northport Public Library on June 25, 2914, by the Regents of the University of New York State, and the May 6, 1913 resolution adopted by the voters of U.F.S.D. #4, the Library Board, as agent for the taxpayers, shall maintain library facilities in said district.
2. These libraries shall maintain free library service to all residents subject to the rules and regulations of the Board of Trustees. Non-resident use of the facilities is established by the Board of Trustees under the guidelines of the Direct Access Regulations (Commissioner's Regulation 90.3(b)).
3. Any qualified person within the District, who agrees to comply with all the rules and regulations, to pay all fines, to make good and loss or injury to library materials, and to give immediate notice of any change of address, shall be entitled to library privileges. These privileges can be denied by the library to any borrower who does not comply with the above rules.

### ARTICLE II OFFICERS

1. The Board shall consist of five members, each elected for a five-year term in accordance with the provisions of Education Law. The term of office of one Trustee shall expire each year.
2. When a vacancy on the Board occurs, other than by expiration of the Trustee's term of office, the vacancy shall be filled by appointment of the Board until the next regular Library election. (Education Law, paragraph 226(4)).
3. The authority of the Board is vested in the Board as an entity.
4. The duties of the Board shall be to adopt such by-laws, rules and regulations for its own guidance and for the government of the Library as may be necessary and in conformity with the law.

5. The Board shall hire a Director who shall be considered the executive officer and official spokesperson of the Board and shall have sole charge of the administration of the library under the direction and review of the Board. The Director shall be responsible for the care of the buildings, the equipment, for the screening and recommendation of employment and subsequent direction of the staff, for the efficiency of the Library's service to the public, and for the operation of the library under the financial conditions set forth in the annual budget. The Director shall recommend to the trustees ways of providing new services, and stimulate their review of problems for the benefit of the community.

6. OFFICERS of the Board shall be elected by the members of the Board at the regular monthly meeting in July, and shall be as follows: Chairperson, Vice-Chairperson, Secretary, and Financial Secretary. The Board shall also at this meeting appoint a library Treasurer who is empowered to sign all checks approved by the Board of Trustees or their designated officials.

7. The CHAIRPERSON shall preside at all meetings of the board, authorize calls for any special meetings, appoint all committees, execute all documents authorized by the Board, serve as an ex-officio voting member of all committees, and generally perform all duties associated with that office.

8. The VICE-CHAIRPERSON, in the event of the absence or disability of the CHAIRPERSON, or of a vacancy in that office, shall assume and perform the duties and functions of the CHAIRPERSON>

9. The SECRETARY shall keep the record of the proceeding of the Board, shall issue notice of all meetings, and shall perform such other duties as may properly be associated with that office. Upon vote of the Board, the Secretary may be empowered to hire a clerk to assist in these duties.

10. The FINANCIAL SECRETARY shall be responsible for the codification of all authorized expenditures.

11. No Trustee may receive payment for goods or services. Trustees may be reimbursed for actual expenses necessarily incurred in performance of official library business.

### ARTICLE III MEETINGS

1. The proposed budget shall be presented by the Chairperson to the taxpayers of the District at the annual meeting held between March 1 and July 1, the exact date to be set by the Board of Trustees.

2. The regular meetings shall be held each month, the date and hour to be set by the Boar at its annual meeting.

3. The order of business for regular meeting shall include, but not be limited to, the following items which shall be covered in the sequence shown so far as circumstances permit:

- a. Approval of agenda
- b. Disposition of minutes of previous meeting and any intervening special meeting
- c. Questions and petitions from the public
- d. Financial Secretary and Treasurer's Report of the Library
- e. Communications
- f. Committee Reports
- g. Old Business
- h. New Business
- i. Adjournment

4. Special meetings may be called by the Chairperson, or Secretary, or at the call of any three members of the Board for the transaction of business as stated in the Call for the Meeting.

5. A quorum for the transaction of business at any meeting shall consist of three members of the Board present in person.

6. Conduct of meetings – Proceedings of all meetings shall be governed by Robert's Rules of Order.

#### ARTICLE IV COMMITTEES

1. The Chairperson shall appoint Committees of one or more members each for such specific purposes as the business of the Board may require from time to time.

2. No Committee will have other than advisory powers unless, by suitable action of the Board, it is granted specific power to act.

#### ARTICLE V AMENDMENTS

1. These By-Laws may be amended by a majority vote at any regular meeting, provided notice of the proposed amendment, and the language thereof, has been given at the last preceding regular meeting.