



# **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 MISSION STATEMENT**

The Northport-East Northport Public Library exists to inform, educate and culturally enrich the residents of all ages of the district through the selection, organization, promotion and dissemination of all forms of expression.

### **ARTICLE II PREAMBLE**

1. The Northport-East Northport Public Library is a New York State School District Library, duly incorporated and chartered by the New York State Education Department. First chartered on June 25, 1914 by the Regents of the State of New York, the Library District serves the Northport-East Northport community, with the Library District boundaries being contiguous with that of the Northport-East Northport Union Free School District.
2. The Library currently has two locations: (1) 151 Laurel Avenue, Northport NY 11768, and (2) 185 Larkfield Road, East Northport, NY 11731. The Library maintains library service to all residents of the Library District, subject to the rules and regulations of the Library Board of Trustees. Non-resident use of the Library is established by the Board of Trustees pursuant to the Direct Access Regulations of the Commissioner of Education (8 NYCRR 90.3).
3. Any qualified resident of the Library District, who agrees to comply with all Library rules and regulations shall be entitled to Library privileges. Library privileges may be denied to any patron who does not comply Library rules and policy.

### **ARTICLE III THE BOARD OF TRUSTEES**

1. The Library is governed by a five (5) member publicly elected Board of Trustees (the "Board"). In accordance with the provisions of Education Law, each member is elected for a five-year term, with the term of office of one (1) Trustee expiring each year.
2. When a vacancy on the Board occurs, other than by expiration of the Trustee's term of office, the vacancy may be filled by appointment of the Board until the next regular Library election. (Education Law § 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 governance of the Library, as may be necessary and in conformity with the law, as well as such other powers and duties set forth in Article 5 of the Education Law.
5. Trustees serve without financial compensation or remuneration. 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 IV THE LIBRARY DIRECTOR

1. The Board shall hire a Library Director who shall be considered the executive officer and official spokesperson of the Library, and who shall have sole charge of the administration of the Library, under the direction and review of the Board.
2. The Director shall be responsible for, amongst other things: (i) the care of the Library buildings and equipment, (ii) the screening and recommendation of employment, and subsequent direction of Library staff, (iii) the efficiency of the Library's service to the public, (iv) the operation of the Library under the financial conditions set forth in the annual budget, (v) recommending to the Board ways of providing new Library services, and (vi) assisting in the Board's review of relevant Library issues, for the benefit of the community.

#### ARTICLE V BOARD OFFICERS

1. OFFICERS of the Board shall be nominated and appointed by the Board at the annual reorganization meeting in July, and shall consist of the following appointments: Chairperson, Vice-Chairperson, Secretary, and Financial Secretary. At the annual reorganization meeting, the Board shall also appoint a Library Treasurer who is empowered to sign all checks approved by the Board, or its designated official(s).
2. 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 Board committees, and generally perform all duties associated with that office.
3. The VICE-CHAIRPERSON shall, in the event of the absence or disability of the CHAIRPERSON, or of a vacancy in that office, assume and perform the duties and functions of the CHAIRPERSON.

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

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

## ARTICLE VI MEETINGS

1. With the assistance of the Library Director, the Board shall develop an annual proposed budget, which shall be presented by the Chairperson to the taxpayers of the District. Subject to the requirements of the Education Law, any increase in the Library's annual tax levy shall be subject to Library voter approval at an annual meeting held between March 1 and July 1, the exact date to be set by the Board of Trustees.

2. Regular meetings shall be held by the Board each month. The dates and times of regular Board meetings shall be set by the Board at its annual reorganization meeting in July.

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 Board 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.

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

6. The conduct of Board meetings shall be governed by these By-Laws, the State Open Meetings Law, and State Education Law, where applicable. When a question of parliamentary procedure arises that is not resolved by reference to these authorities, the Board shall consult Robert's Rules of Order.

## ARTICLE VII BOARD COMMITTEES

1. The Chairperson shall appoint Committees of one or more Trustees each for such specific purposes as the business of the Board may require from time to time.
2. Committees shall have only advisory powers, unless, by suitable action of the Board, the Committee is granted specific power to act.

#### ARTICLE VIII AMENDMENTS

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