

BY-LAWS  
of the  
BOARD OF TRUSTEES of the ISLIP PUBLIC LIBRARY

**Preamble**

This organization is and shall be known as the ISLIP PUBLIC LIBRARY existing by virtue of the provisions in the Absolute Charter Number 4639, granted by the Regents of the University of the State of New York on November 15, 1940, and exercising the powers and authority and assuming the responsibilities delegated to it under the said charter.

**By-Laws**

Article I -

1. The business and affairs of the Islip Public Library shall be governed by the Board of Trustees that shall be five in number, elected by the qualified voters of Islip Union Free School District, for a term of five years.
  
2. Each Trustee shall have one vote, irrespective of the office held.

Article II - Officers -

1. The officers of the Board shall be as follows:  
President, Vice President, Secretary; if so appointed by the Board, the Director shall serve as Secretary to the Board.
  
2. The President and Vice President shall be elected at the Reorganization Board meeting.
  
3. The term of office shall be one year nevertheless; an incumbent shall serve until his successor has qualified.

Article III - Duties of Officers -

1. The President shall preside at meetings of the Board, appoint the members of all committees and shall himself be a member ex-officio of all committees.
2. The Vice President shall perform all the duties of the President in his absence.
3. The Treasurer of this Library is the disbursing officer responsible for signing checks for items that have received Board approval.
4. The Secretary shall have charge of the records of the Library and keep minutes of all meetings. The Minutes shall be the permanent historical record of the Board.
5. The Board shall employ an attorney.

Article IV - The Director -

1. The Director shall be the Chief Executive Officer of the Board; planning, organizing and controlling the operation of the Library and performing such other duties as the Board may direct.
2. The Director shall attend all meetings of the Board and may take part in the deliberations but shall have no vote. The Director shall submit to the Trustees an annual report at the commencement of budget discussions as to the conditions and progress of the Library, together with recommendations and suggestions necessary for the efficient accomplishment of service objectives.

3. The Director shall fill new positions, subject to the prior approval of the Board. The Director may fill vacancies in existing positions subject to subsequent Board approval.
4. The Director shall have first responsibility for settling all personnel problems in an equitable manner. Appeals may be made to the Board in writing.

Article V - Meetings -

1. The regular monthly meeting of the Board shall be a meeting held in public at the Library building on the second Thursday of the month, or at such time and place as may be determined by a majority of the Trustees present at the preceding meeting, except in instances of State Disaster Emergency. No meetings are scheduled for the month of August.
2. A special meeting of the Board may be ordered by any member thereof by written notice received by each Trustee not less than 24 hours prior to the proposed date and time of the meeting.
3. The Director by may also call special meetings by written notice received by each Trustee not less than 24 hours prior to the proposed date and time of the meeting.
4. The Director shall serve notice of any and all meetings on each Trustee no more than five nor less than three days prior to the date of the meeting except as in section 2 above.
5. Notice of all special meetings shall state the business to be transacted.

6. In order to conduct a business meeting a quorum must be present. A quorum shall consist of three Trustees.
7. The annual reorganization of the Board shall be the first order of business at the regular July meeting; followed by a review of the by-laws, establishment of a date and time for the regular monthly meetings of the Board for the upcoming year, and any other business as may be properly considered at a regular meeting.
8. The Director shall prepare the agenda for all regular meetings of the Board of Trustees.
9. The Open Meeting Law does not require a period for public participation or expression. Accordingly, the Board may forgo the option for such. When public expression is allowed, the President of the Board may prescribe a time limitation at the commencement of the public expression segment of the meeting and may limit public expression solely to residents of the Islip School District who identify themselves.
10. The following agenda shall take precedence at regular meetings:
  1. Call to order by the President
  2. Acceptance of the previous minutes
  3. Approval of schedule of bills
  4. Reading of correspondence
  5. Financial Report
  6. Old business
  7. New business
  8. Special announcements
  9. Public participation

10. Time and place of next meeting
11. Executive session
12. Adjournment

Article VI - Committees -

1. The entire Board shall serve in lieu of a standing committee.
2. The President may appoint special committees at any time from among the members of the Board. The Board may appoint special ad-hoc committees from the Library District.
3. All committee appointments expire with the call to order of the July organization meeting or at any other time deemed practical by the Board.

Article VII - Fiscal -

1. The fiscal year shall be from July 1 to June 30.
2. A motion to borrow money requires the affirmative vote of at least two-thirds of the board members present.

Article VIII - Trustees -

1. Candidates for Library Trustees shall reside within the Library District and shall be registered to vote in local Library or school district elections.
2. No salaried employee of the Library or of the Suffolk Cooperative Library System or any member of his family nor any salaried official of any municipal corporation shall be eligible for election or appointment as Library Trustee.
3. Library Trustees shall be elected by public ballot.

4. A Library Trustee shall serve a five-year term of office.
5. If a vacancy shall occur by resignation, death, or otherwise prior to the term of a Library Trustee, the Board, in accordance with Education Law 226, subdivision 4, may elect to function with the deficiency or appoint a temporary Trustee to fill the vacancy until the next public election.
6. Any Library Trustee who fails to attend three consecutive meetings shall be declared to have resigned his or her seat pursuant to Section 2109 of the New York State Education Law unless a majority of the Library Trustees consider the absences excusable after reviewing a written explanation from the absentee Trustee at the next regular board meeting following the third consecutive absence. Such vacancies shall be filled as prescribed under Article VIII, section 5.
7. The duties of the Board of Trustees are as follows:
  - assure the general efficiency and progress of the Library;
  - maintain good relations with local government and secure the interest of the Library in local government planning;
  - weigh the Library's financial needs by various national Library standards and present these needs realistically to the public;
  - appoint and support a competent and qualified director to administer the Library and recommend policy; and
  - enlarge public and official understanding of the Library, its purposes, problems and progress so that public relations may be fruitful.

Article IX - Amendments -

1. Amendments to these By-laws may be made by a majority of the Board at any regular meeting.

Article X - Parliamentary Procedure -

1. In the case of a dispute, Robert's Rules of Order shall prevail.

Article XI - Attendance at Conferences -

1. Staff or Trustees who wish to attend non-local conferences must have their projected expenses approved by Board motion prior to attending the conference.
2. The Library Board may approve the following: registration, reasonable transportation costs to and from the conference, the cost of a room for the duration of the conference, a per-diem allowance for food, and incidental expenses for the employee or Trustee.
3. All conference expenses must be in compliance with New York State law.

Article XII - Indemnification -

1. To the fullest extent now or hereafter permitted by law, hold harmless and indemnify the Board of Trustees and Director for claims brought against them.