

# **Board of Trustees Bylaws**

## **Preamble**

The Patchogue-Medford Public Library is a school district public library established pursuant to the Education Law of the State of New York. The Board of Trustees of the Patchogue- Medford Public Library operates by authority of, in accordance with, and pursuant to Charter No. 1403 granted to the Patchogue-Medford Union Free School District by the Board of Regents of the State of New York, all and any subsequent Charter Amendments, and the Education Law of the State of New York.

## **Article 1 Organization**

### **Section 1:**

The name of the organization shall be the Patchogue-Medford Library.

### **Section 2:**

The purpose of the organization is to provide superior library service to the residents, adults and children, of the communities of the Patchogue-Medford Union Free School District.

### **Section 3:**

The fiscal year of the library shall be July 1 through June 30.

## **Article II Board of Trustees**

### **Section 1:**

- a. The library shall be governed by a Board of Trustees. The Board shall consist of five members, elected for terms of five years each. Newly elected members will take office at the annual meeting.
- b. Members must be able to read and write; must be a citizen of the United States, at least 18 years of age or older; must have been a resident of the district for a continuous and uninterrupted periods of at least thirty days immediately before the election; be a registered voter of the Patchogue-Medford Union Free School District; may not be a current employee of the Library Board.
- c. As per New York State Education Law Section 260 subsection 8, candidates for the office of trustee of a public library shall be nominated by petition which meet the requirements of NY State Education Law Section 2018 subsection a and b.
- d. Absence from three consecutive meetings shall constitute automatic dismissal from the Board unless the Board defers this dismissal by majority vote. The President shall inform the absent Board Member in writing that he/she is no longer on the Board. If dismissal is deferred by Board action the President shall inform the absent Board Member in writing the conditions of this deferral.
- e. Each Trustee shall have one vote, irrespective of office held.
- f. A Trustee must be present at a meeting to have his/her vote counted.
- g. In the event any Trustee should resign or cease to become a qualified voter of the Patchogue-Medford Union Free School District, or in the event of death, his/her office shall be declared vacant. Such a vacancy may be filled by a majority vote of the remaining members of the Board until the next regular election.

### **Section 2:**

- a. The Board shall have a Secretary which shall be the Library Director, unless the Board otherwise designates.
- b. The Board shall appoint a Library Treasurer who may be salaried. The Library Treasurer shall be responsible for the care and custody of all Library funds and for all official financial records of the Library and shall keep an accurate account of the Library funds, of all payments and disbursements there from, and shall provide the Board with such financial reports as it may from time to time require.
- c. The Board shall appoint a Director in accordance with Suffolk County Civil Service Rules and Regulations, who shall be the executive officer of the policies of the Board and shall have 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 and equipment; for the employment and 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 contained in the annual budget. The Director shall render and submit to the Board reports and recommendations of such policies and procedures, which, in the opinion of the Director, will improve efficiency and quality of library service. The Director shall attend all Board meetings except the portion of the meeting at which the director's appointment or salary is to be discussed or decided.

### **Article III Officers**

#### **Section 1:**

- a. The Board of Trustees shall elect one of its members to serve as President.
- b. The President shall assume office as of the date of her/his election and the term shall continue until the end of the fiscal year for which he/she was elected to serve, (or beyond the fiscal year, until such time as another member of the Board were to be elected to the office or the individual serving as President was re-elected).
- c. The Board of Trustees shall elect one of its members to serve as First Vice- President.
- d. The First Vice-President shall assume office as of the date of her/his election and the term shall continue until the end of the fiscal year for which he/she was elected to serve, (or beyond the fiscal year, until such time as another member of the Board were to be elected to the office or the individual serving as First Vice-President was re-elected).
- e. The Board of Trustees shall elect one of its members to serve as Second Vice-President.
- f. The Second Vice-President shall assume office as of the date of her/his election and the term shall continue until the end of the fiscal year for which he/she was elected to serve, (or beyond the fiscal year, until such time as another member of the Board were to be elected to the office or the individual serving as Second Vice-President was re-elected).
- g. The annual election of officers shall take place at the regular July meeting.

#### **Section 2:**

- a. The President shall have the duty and right of presiding at all Board meetings, appointing all committees, ensure certification of all bills and warrants approved for payment by the Board, authorizing the sending of notice for any special meetings and generally performing the duties of a presiding officer.
- b. In the absence of the President, the First Vice-President serves in his/her place.
- c. In the absence of the First Vice-President, the Second Vice-President serves in his/her place.

### Section 3:

- a. The authority of each Board member is limited to the extent that no member or members shall act for, or on behalf of, the Board without the express authorization of the Board of Trustees.

## Article IV Meetings

### Section 1:

- a. Regular monthly meetings of the Board of Trustees shall be held on the third Tuesday of each month at 5:30 p.m. The Board of Trustees may conduct executive sessions in accordance with the Public Officers Law to discuss confidential matters. Board members and those invited by the Board into an executive session are honor bound to maintain the confidentiality of matters discussed in executive session. Any recordings of executive session proceedings, including but not limited to, audio, video, or written minutes are strictly prohibited.
- b. The July meeting shall be the annual meeting.
- c. The Board of Trustees may establish a Meeting Agenda, which they may, from time to time, amend, or dispense with.
- d. The order of business for regular meetings shall include, but not be limited to, the following items which shall be covered in the following sequence unless circumstances make an altered order more efficient:
  - i. Call to order
  - ii. Executive Session (as necessary)
  - iii. Disposition of minutes of previous regular meeting and any intervening special meetings
  - iv. Treasurer's report
  - v. Financial Report
  - vi. Budget Report
  - vii. Disposition of the Bills
  - viii. Report of the Library Director (includes circulation reports, patron usage reports,)
  - ix. Committee reports (as necessary)
  - x. Old Business
  - xi. New business
  - xii. Personnel Report
  - xiii. Period for Public Expression
  - xiv. Adjournment

### Section 2:

Other meetings may be called by the President or as provided by the Education Law of the State of New York.

### Section 3:

A quorum shall consist of three members of the Board. A concurring vote of at least three members shall be required on all actions taken.

### Section 4:

Notices shall be sent as required by law.

## Section 5:

- a. The Director, when preparing the agenda for meetings of the Board pursuant to Board Policy, may place items in a consent agenda format. By using a consent agenda, the Board has consented to the consideration of certain items as a group in one motion.
- b. Consent items are those which usually do not require discussion or explanation prior to Board action, are noncontroversial and/or similar in content, or are those items which have already been discussed and/or explained and do not require further discussion or explanation. Such agenda items might include tasks such as, but not limited to, the approval of the agenda, approval of previous minutes, approval of bills, approval of reports, personnel items. These items might also include similar groups of decisions such as, but not limited to, approval of contracts, finance items or policies.
- c. Items shall be removed from the consent agenda for independent consideration by a request by an individual Board Member. Every effort will be made by Board Members to request the removal of items from the consent agenda by notifying the Director and Board President no later than forty-eight (48) hours prior to the scheduled meeting. However, a request for removal shall be honored if made prior to the vote on the consent agenda. The request does not have to be seconded or voted on by the Board. An item removed for the consent agenda will then be discussed and acted on separately following the consideration of the consent agenda.

## Section V Committees

There shall be no standing committees of the Board. Special committees for the study or consideration of designated topics may be appointed by the President, such committees to serve until the completion of the work for which they were appointed.

## Article VI Library Rules

Rules for the operation of the Library shall be made for the convenience and in the best interest of the public (residents of the Patchogue-Medford Union Free School District, Town of Brookhaven) and in accordance with the laws of the State of New York.

## Article VII Bylaws

These By-Laws may be amended at any regular or special meetings of the Board by a vote of four of the five Trustees, provided that specific notice of any proposed change shall have been given in writing to all members prior to the date of meetings; or by unanimous vote of all Trustees in the absence of such a prior notice.

## Article VIII Miscellaneous

### Section 1: Ethics

- a. Trustees must promote a high level of library service while observing ethical standards.
- b. Trustees must avoid situations in which personal interests might be served or financial benefits gained at the expense of library users, colleagues, or the institution.
- c. It is incumbent upon any trustee to disqualify himself or herself immediately whenever the appearance of a conflict of interest exists.

- d. Trustees must distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of the institution, acknowledging the formal position of the board even if they personally disagree.
- e. A Trustee must respect the confidential nature of library business while being aware of and in compliance with applicable laws governing freedom of information.
- f. Trustees must be prepared to support to the fullest the efforts of librarians in resisting censorship of library materials by groups or individuals.
- g. Trustees who accept appointment to a library board are expected to perform all the functions of library trustees.

## Section 2:

Roberts Rules of Order, revised, shall be the authority for all questions involving parliamentary procedure.

Approved and Adopted by the Board of Trustees March 18, 1987; Revised July 15, 2025.