

Brookhaven Free Library Association Bylaws

ARTICLE I. NAME AND PURPOSE OF THE ASSOCIATION

- Section 1.** This Association shall be known as the Brookhaven Free Library, originally established in 1912 and currently existing by virtue of the provisions in the Absolute Charter Number 6142 granted by the Regents of the University of the State of New York on November 30, 1951, as has been amended from time to time, and exercising the powers and authority and assuming the responsibilities delegated to it under said charter, as amended.
- Section 2.** The purpose of this Association shall be to establish, operate and maintain a free public library for the benefit and use of all residents of the South Country Central School District.

ARTICLE II. MEMBERSHIP

Any person who is a registered voter in the South Country School District shall be considered a voting member of this Association.

ARTICLE III. BOARD OF TRUSTEES

- Section 1.** The management of the affairs of this Association shall be vested in the Board of Trustees (hereafter referred to as "Board of Trustees" or "Board").
- Section 2a. Number of Trustees and Terms of Office:** The Board of Trustees shall consist of seven members who are registered voters and are residents of the South Country Central School District. The term of office shall be five years.
- Section 2b.** Effective for elections occurring during and after the 2022 calendar year, newly elected Trustees shall take office effective July 1 of the year in which they are elected. They shall take the following oath of office: "I do solemnly swear (or affirm) that I will support the constitution of the United States, the constitution and laws of the State of New York, and the policies and Bylaws of the Brookhaven Free Library Association according to the best of my ability."

Elections prior to the 2022 calendar year have commenced at the May board meeting and, therefore, are set to expire the day before the May board meeting five years after such election. For each first election which

occurs in each of the seven seats on the Board of Trustees commencing with the 2022 calendar year, the seat to be filled shall be deemed vacant for the period between the May board meeting and June 30 of that year, provided, however, that the Board of Trustees shall be authorized to fill such temporary vacancy in accordance with the procedures set forth in Section 4 of this Article.

Section 3a. Eligibility. Candidates for election to the Board of Trustees shall be members of the Association in accordance with Article II of the Bylaws and have a strong interest in the Library. Employees of the Library and members of their families are not eligible for election.

Section 3b. Call for Nominations. The Library Director shall set a date for the public announcement that nominations for candidates for election to the Board of Trustees are being sought. The public announcement shall be made in the Library Newsletter and shall include the number of Trustee positions to be voted upon; the eligibility requirements for the candidacy; the required supporting materials to be submitted; where necessary materials can be obtained and where completed nominations are submitted; and dates for the close of nominations and the election. Applicants must sign and print their name when obtaining the necessary materials.

Section 3c. Close of Nominations. In January of 2022 and no later than the regular December meeting of the Board of Trustees for each election year thereafter a date for the close of nomination shall be set at least 21 days following the public announcement of the call for nominations. No nominations shall be accepted after the close of nominations, without exception.

Section 3d. Nomination Procedure.

1. Each candidate or incumbent may submit his/her name on an official nomination form with a minimum of 25 supporting signatures of registered voters in the South Country Central School District.
2. Each candidate or incumbent shall provide a short statement (no more than 350 words) with his/her nomination form, such statement to describe his/her qualifications for membership on the Board of Trustees.

Section 3e. Candidates for election shall be elected at-large from a field of nominees, with the candidates receiving the largest number of votes being declared

elected.

- Section 3f. Election Date and Results.** Trustees shall be elected at the time of the budget vote on a date and time to be determined by the “Common Vote Date” set by the Suffolk Cooperative Library System and approved by the Board of Trustees.
- Section 4. Vacancies.** When a vacancy occurs on the Board, the vacancy may be filled by a majority vote of remaining members of the Board until the next regularly scheduled election. If the Board decides not to fill the vacancy or if no successor can be agreed upon, the Board shall then be comprised of the remaining Trustees until the next election at which time the vacancy or vacancies shall be filled.
- Section 5a. Removal.** As provided in Education Law 226; subdivision 8, the Board may remove a Trustee for misconduct, incapacity, neglect of duty or refusal to carry into effect the Library's educational purpose. The Trustee may be removed by a majority vote of the entire Board (4 of 7) at a regular board meeting.
- Section 5b.** A Library Trustee who has been voted to be removed from the Board is ineligible to run for a position on the Library's Board of Trustees for a period equal to 3 years from the date of their removal.
- Section 6. Collective Authority.** All actions of the Board shall be of the Board as a unit. No Board member shall act on behalf of the Board, on any matter, without prior approval of the Board. No Board member by virtue of his/her office shall exercise any administrative responsibility with respect to the Library nor, as an individual, command the services of any Library employee.

ARTICLE IV. MEETINGS

- Section 1.** The President of the Board of Trustees shall call no fewer than ten (10) regular meetings during the course of the year. An annual organizational meeting shall be held in July of each fiscal year, where the Officers shall be elected and regularly occurring annual appointments shall be conducted.
- Section 2.** In addition to the annual meeting set forth in Section 1, the Trustees shall hold a meeting at least fifteen (15) days prior to each election for the

general membership to present an annual report to the membership, to present candidates for the Board, to review the budget for the coming fiscal year, and to conduct such other business as may be necessary.

Section 3. Special meetings of the Board of Trustees may be called by the President at any time, and shall be called whenever requested in writing by a majority of the Board. The purpose or purposes of any such special meeting shall be stated in the notice of the meeting and no other business shall be transacted.

Section 4. At all meetings of the Board of Trustees, 4 shall constitute a quorum. A majority of the whole Board (including vacancies and/or absent members) is required for any motion to pass.

Section 4. All meetings will be open to the public, except in those circumstances where an executive session is convened at the discretion of the Board pursuant to the provisions of the Open Meetings Law of the State of New York.

Section 5. All meetings shall be conducted according to Robert's Rules of Order and the Open Meetings Law of the State of New York.

ARTICLE V. OFFICERS

Section 1. The Officers of the Board of Trustees shall be: President, Vice President, Secretary, and Treasurer.

Section 2. The Officers shall be elected at the July Board meeting from a slate presented by the Nominating Committee. The term of office shall be for only one year until the next election of officers, provided that a Trustee can be elected to serve in the same Officer position for as many terms as the Board so desires.

Section 3. The **President** shall preside at all meetings of the Board, authorize calls for any special meetings, appoint all committees, and is a voting member of all committees and generally performs all duties associated with that office.

Section 4. The **Vice President** in the event of the absence or disability or the President, or of a vacancy in that office, shall perform the duties of the President.

Section 5. The **Secretary** shall keep true an accurate record of all meetings of the Board, shall issue notice of all regular and special meetings and shall perform such other duties as are generally associated with that office.

Section 6. The **Treasurer** shall be the disbursing officer of the Board, and see that the Library maintains adequate and appropriate financial records. In the absence or inability of the Treasurer, these duties shall be performed by such other members of the Board as the Board may designate.

Section 7. Officer Vacancies. A vacancy in any Officer's position shall be filled by election by the Board of Trustees, and the elected Officer shall take office immediately and serve until the next election of Officers.

ARTICLE VI. COMMITTEES

Section 1. Standing Committees. The President shall appoint the Standing Committees. The members of the Committee shall elect their Chairperson, with the exception of the Finance Committee which shall be chaired by the Treasurer, and they shall serve at the pleasure of the President.

- A. **Finance Committee** shall consist of the Treasurer as Chairperson and at least two other members. It shall supervise the finances of the Association, and shall assist the Director in preparing the annual budget and in the preparation of such reports as may be required by the Board of Trustees.
- B. **Building and Grounds Committee** shall oversee the care and upkeep of the Library buildings and grounds.
- C. **Administration Committee** is concerned with Library policy and personnel matters of the Library staff.
- D. **Nominating Committee** shall prepare a slate of nominees for the officers of the Board of Trustees to be voted upon at the July meeting following the Trustee elections in April.
- E. **Technology Committee** shall consider the impacts and opportunities presented by technology, to review the technology and innovations currently offered by the Library to its membership and to recommend, when appropriate, other technology services

to be provided to its membership.

Section 3. General. All committees shall make a report to the Board after each of its meetings. No committee will have other than advisory powers unless, by suitable action of the Board, it is granted specific power to act. The President shall appoint members to all committees each year in July. The President shall be, Ex officio, a member of all committees.

Section 4. Ad Hoc Committees. The President may establish ad hoc committees at any time and dissolve them at his/her pleasure.

ARTICLE VII. DIRECTOR

The Board shall appoint a qualified Library Director who shall be the executive and administrative officer of the Library on behalf of the Board and under its review and direction. The Director is responsible for the proper direction and supervision of the staff, for the care and maintenance of the Library property, for an adequate and proper selection of materials in keeping with stated policy of the Board, for the efficiency of serving to the public, for operation with the budget appropriation, and for other duties typically associated with the Library Director position.

ARTICLE VIII. SIGNING OF OBLIGATIONS

All contracts of the Association, all checks, drafts and other orders for the payment of money out of the funds of the Association, and all promissory notes and other evidence of indebtedness of the Association shall be signed on behalf of the Association by such Officer or Officers, agent or agents, and in such a manner as shall from time to time be determined by resolution of the Board of Trustees.

ARTICLE IX. FINANCIAL ADMINISTRATION

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

Section 2. A proposed budget for the ensuing year shall be approved by the Board of Trustees at least 45 days prior to the budget vote date. The proposed budget shall be on file at the Library for public inspection during Library hours.

Section 3. All financial records of the Association shall be the subject of a yearly independent audit, conducted by an auditor chosen by the Trustees.

ARTICLE X. AMENDMENTS

Section 1. The Bylaws of the Association may be amended or repealed at any Meeting of the Board of Trustees, provided notice of the proposed amendment(s) has been given in the notice of the meeting. A concurring vote of two-thirds of the Board of Trustees present at the meeting shall be necessary for the adoption of any amendments(s) or for the repeal of the Bylaws. A copy of the proposed amendment(s) shall be posted in the Library at least seven days prior to the meeting at which the amendment shall be considered.

Section 2. In accordance with the Minimum Standards for library services as set forth in Section 90.2 of the Regulations of the Commissioner of Education, the Board of Trustees shall review and re-approve these Bylaws at least once every five years or earlier if required by law.

ARTICLE XI. PERIOD OF PUBLIC EXPRESSION

The Board may, in its discretion, allow for public expression during meetings of the Board. During any such period of public expression, comments from the audience are welcome, but are limited to five minutes per person.

Adopted: 01/18/2022