

## COMSEWOGUE PUBLIC LIBRARY

### BY-LAWS

#### ARTICLE I

The Comsewogue Public Library operates under an absolute charter granted September 26, 1969, by the Board of Regents for and on behalf of the New York State Education Department. (Provisionally granted November 18, 1966, Port Jefferson Station-Terryville Public Library.) The Library is governed under the terms of Article 5 of the New York State Education Law.

#### ARTICLE II

The Comsewogue Public Library's mission statement is to provide high-quality library services at a reasonable cost to community residents.

#### ARTICLE III

The Comsewogue Public Library shall be governed by a Board of Trustees, hereafter referred to as the "Board," consisting of five members, each elected for a five-year term. The term of office of one trustee shall expire each year. A separate petition, signed by at least twenty-five qualified voters of the Comsewogue School District shall be required to nominate a candidate. Said candidate must be a qualified voter of the Comsewogue School District. Each petition shall state the residence of each signer, and shall state the name and residence of the candidate. Each newly elected trustee is required to take office at the regular monthly meeting of the Board, in July. An oath of office will also be administered to a newly elected trustee and filed with the Suffolk County Clerk.

Vacancies due to cause other than expiration of term shall be filled for the balance of the unexpired term by appointment of the Board with the oath of office duly administered.

#### ARTICLE IV

Officers of the Board shall be elected annually by a majority vote of the members of the Board at their organizational meeting in July, and shall be as follows:

President, Vice-President, Secretary, Fiscal Officer

No officer shall serve in the same elective office for more than two consecutive terms. After a lapse of one year a trustee may be elected again to the office he/she already held.

Officers and trustees serve without remuneration.

#### ARTICLE V

The President shall conduct the meetings of the Board and appoint with the approval of the Board committees and committee chairpersons.

The Vice-President shall preside over meetings in the President's absence.

The Secretary shall be responsible for a true and accurate account of all proceedings of Board meetings. The Secretary shall preside over meetings in both the President's and Vice-President's absence.

The Fiscal Officer shall be the financial officer of the Board.

#### ARTICLE VI

The authority of the Board is vested in the Board as an entity. 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. The Board shall hire a Library Director who shall be considered the executive and administrative officer of the library under the direction and review of the Board. The Director shall be held responsible for the care of the library building, grounds, and equipment; for the employment and direction of the staff; for the efficiency of the library's service to the public; for public relations; and for the operation of the library under the financial conditions set forth in the annual budget. The Director attends and participates without vote in all meetings of the Board.

#### ARTICLE VII

1. Regular meetings of the Board shall be held each calendar month at the Library, beginning at 6:00 PM, or at a time and place as the Board determines.
2. The Board's organizational meeting will be in July of each year.
3. The fiscal year of the Comsewogue Public Library shall be July 1 to June 30.
4. The proposed budget may be presented by the President of the Board to the taxpayers prior to each annual library district election.
5. Special meetings may be called by the President, or at the request of any three members of the Board.
6. Three trustees shall constitute a quorum.
7. If any trustee shall fail to attend three consecutive meetings without excuse accepted as satisfactory by the Board, he / she shall be deemed to have resigned.
8. Standing committees shall be a By-Laws committee and a Personnel committee.
9. Robert's Rules of Order shall govern all proceedings of the Board of Trustees.
10. The order of business at the regular meetings of the Board shall be as follows:

Call to Order  
Pledge of Allegiance  
Approval of Minutes of the previous meeting  
Correspondence  
Director's Report  
Questions and Statements from the public  
Financial Report  
Approval of Bills  
Reports from Standing Committees  
Old Business  
New Business  
Questions and Statements from the public  
Adjournment

#### ARTICLE VIII

Amendments to these by-laws may be made by majority vote at any regular meeting at which a quorum is present providing that the changes shall have been submitted in writing at the preceding regular meeting.

Adopted by Board: January 16, 2007