

## **HEMPSTEAD PUBLIC LIBRARY**

### **BY-LAWS**

The name of this organization shall be the Hempstead Public Library. The Library exists by virtue of the Charter of Incorporation granted to it by the Board of Regents in 1913, amended in 1951, and under the applicable provisions of the Education Law of New York. The Library shall be governed by its Board of Trustees, exercising full and independent authority delegated to it.

### **LIBRARY BOARD OF TRUSTEES**

The Library Board of Trustees shall consist of five (5) trustees as appointed by the Mayor and Village Board. The term is five (5) years. A library trustee must reside in the Village of Hempstead during his or her term. Each library trustee shall take and file the Oath of Office as required by law.

If a library trustee position becomes vacant prior to the expiration of a term, the vacancy shall be filled by the Library Board of Trustees in accordance with the Charter issued by the University of the State of New York. The party appointed to fill the vacancy shall serve until the end of the term of the original appointee to the seat. When the term of office of a library trustee expires, he/she shall be eligible for reappointment by the Village Board.

### **CONDUCT OF BOARD OF TRUSTEES**

Trustees shall be appointed to the office of Library Trustee in accordance with the provisions of the Education Law/Municipal Law of the State of New York. As Trustees of the Library, they shall retain their rights as free and individual speakers and writers, however, the authority to act as a trustee is limited to the authority delegated to the Board of Trustees pursuant to the provisions of the Education Law, Municipal Law and other applicable laws of the State of New York. Trustees shall at all times conduct themselves in the best interests of the Library.

Individual Trustees shall have no independent authority to act on behalf of the Board of Trustees other than as a voting member of the Board, unless delegated independent authority by Board of Trustees resolution. Deliberations of the Board of Trustees, both public and in executive session, shall address only matters pertaining to library policy and operations. While

individual Board members may indicate their respective opinions as to matters under consideration by the Board, once a matter has been voted on by the Board, whether carried out or not, there shall be no further public discussions or dissent by individual Board members, and the Board of Trustees will abide by the majority decision of the Board. In accordance with General Municipal Law, Article 19 (Section 805-a), all matters of a confidential nature discussed by the Board of Trustees in executive session shall not be disclosed publicly by any Trustee.

## **MEETINGS**

The regular monthly meetings of the Library Board shall be established by the Library Board at the annual meeting.

The annual meeting shall be held at the time of the regular monthly meeting for the month of January.

A special meeting of the Library Board may be called at any time by the Chairperson, or upon the request of three (3) Board members for a specific purpose. No business may be transacted at such special meeting except the stated business.

Notices of all meetings shall be mailed/e-mailed by the Library Director to all members at least five (5) days before the meeting.

All regular and special meetings shall be open to the public and are subject to the provisions of the New York State Open Meetings Law. Public notices shall be given for all meetings. Virtual meetings, Videoconferencing/Skyping from computers, tablets, mobile devices, shall be made available for Library Board members and the public in accordance with established guidelines and provisions of the Open Meeting Law (Education Law 260a and Public Offices Law Article 7). Governor signed S1150A/A 1228A on October 19, 2021. This change requires that open meeting documents be available upon request or posted to the public library website at least 24 hours prior to the open meeting at which documents will be discussed.

## **QUORUM**

Three members of the Board of Trustees shall constitute a quorum. All business that legally may be considered by the Board shall be passed upon by a quorum. Three “yes” votes shall be required to carry any motion regardless of the number of Trustees present at a meeting.

## **COMMITTEES**

Special committees for the study and investigation of special problems may be appointed by the Chairperson; such committees to serve until the completion of the work for which they were appointed.

All committees shall report to the Board and act only on the Board’s recommendations.

## **VACANCIES AND RESIGNATIONS**

Resignation by a member of the Board of Trustees shall be in writing and delivered to the Board of Trustees. A Trustee may resign at any time. All vacancies shall be filled in accordance with the Absolute Library Charter issued by the University of the State of New York NY State Education Department.

In the event that any Trustee shall fail to attend three (3) consecutive meetings of the Board without any excuse(s) reflected in the minutes of the Board as acceptable, such Trustee shall be deemed to have resigned in accordance with the requirements of the preceding paragraph effective at the time of the adjournment of such third meeting.

## **ORDER OF BUSINESS**

The order of business at regular meetings shall be as follows:

1. Call to order
2. Pledge of Allegiance
3. Approval of prior meeting minutes
4. Financial Report
5. Correspondence

6. Report of Director
7. Reports of Committees
8. Old Business
9. New Business
10. Open Discussion
11. Adjournment

### **AMENDMENTS**

Amendments to these By-Laws may be made by a simple majority of the Board at any regular meeting provided that such change(s) shall have been submitted at the preceding regular meeting and a copy of same has been included in the meeting notice.

### **PARLIAMENTARY AUTHORITY**

The Standard Code of Parliamentary Procedure by Alice Sturgis shall govern the conduct of meetings of the Board of Trustees.

Approved, Library Board of Trustees, January 5, 1995.  
Revised September 5, 1996, September 10, 2015, April 29,  
2024.