

The Bylaws of the Board of Trustees of the Mount Kisco Public Library

Approved & Adopted December 17, 2019

Mission Statement

The Mount Kisco Public Library exists to promote a love of reading and a sense of wonder and discovery among our patrons.

Preamble

The Mount Kisco Public Library Trustees (hereinafter designated as the "Board") a corporation created under a charter granted under Section 253 of the New York State Education Law by the Board of Regents (or Secretary of State) of the State of New York, dated March 10, 1910, will be governed by the laws of New York State, the regulations of the Commissioner of Education and by the following Bylaws.

Bylaws

1. NAME OF ORGANIZATION

a. The name of the organization is The Mount Kisco Public Library Trustees.

2. PURPOSE

The purpose of the organization is to provide superior library service to the residents of Mount Kisco, New York.

3. FISCAL YEAR

The fiscal year of the Library is June 1 through May 31 to coincide with the Mount Kisco Village fiscal year.

4. BOARD OF TRUSTEES

The Library is governed by a Board of Trustees. The Board consists of a minimum of (5) members and a maximum of (7) members elected at general town elections for terms of (3) years. In the case of the resignation, death or removal of a trustee who has six months or more left on his/her term, an Interim Trustee will be appointed by a majority of the Board. Interim Trustee(s) will serve until the next general election date at which a new trustee will be elected to a full three-year term. Newly elected members will take office after being sworn in by the Mayor. In governing the Library, which is a municipal library chartered by the New York State Board of Regents and primarily funded by the Village of Mount Kisco, the Board and Library Director will communicate, coordinate, and work closely with the Village Board and management to ensure effective management of the Library, the Library building, and the Library finances.

a. Eligibility for office is limited to adults residing or owning property within the geographical limits of the Library district.

b. Absence from (3) consecutive meetings could result in dismissal, at the discretion of the Board.

The Board may also remove a Trustee for misconduct, incapacity, or neglect of duty by a majority vote.

c. Any vacancies will be filled at the next general election, or, when there are vacancies lasting for at least six months until the end of the term, by appointment of a majority vote of the remaining members of the Board.

- d. Each Trustee has one vote, irrespective of office held.
- e. A Trustee must be present at a meeting to have his/her vote counted. Meetings via conference call are permitted, including voting. Voting via electronic means or other Board-approved means between meetings is permitted for matters not pertaining to taxpayer funds.
- f. All actions of the Board are of the Board as a unit. No Board member will act on behalf of the Board, on any matter, without prior approval of the Board. No Board member will exercise any administrative authority with respect to the Library, nor, as an individual, command the services of any Library employee.
- g. The Bylaws will be reviewed at the January meeting and stand until amended.

5. OFFICERS

The officers of the Board are the President, Vice President, Secretary and Treasurer. These officers are elected annually by the Board at the Annual Meeting and serve for one year or until their successors are duly elected.

- a. The duties of such officers are as follows:
 - i. The **President** presides at all meetings of the Board, appoints all committees, executes all documents authorized by the Board, serves as an ex officio voting member of all committees, and generally performs all duties associated with the office.
 - ii. The **Vice President**, in the event of the absence of the **President**, or of a vacancy in that office, assumes and performs the duties and functions of the President, and performs all duties of the **President** when the **President** is not available to perform these duties.
 - iii. The **Secretary** keeps an accurate record of all meetings of the Board, including any official votes that take place outside of a meeting, and performs such other duties as are generally associated with the office.
 - iv. The **Treasurer** shall be the disbursing officer of the Board and shall perform such duties as generally devolve upon the office. In the absence or inability of the **Treasurer**, his/her duties shall be performed by the **President** and any Board member(s) to whom the **President** delegates.

6. LIBRARY DIRECTOR

The Board appoints a Library Director who is the executive officer and implements the policies of the Board and is responsible for the administration of the Library under the direction and review of the Board.

- a. The Library Director is responsible for the care of the buildings and equipment, the employment and direction of the staff, the efficiency of the Library's service to the public, and the operation of the Library under the financial conditions outlined in the annual budget.
- b. The Library Director submits to the Board reports and recommendations of such policies and procedures, which, in the opinion of the Library Director, will improve the efficiency and quality of Library service.
- c. The Library Director attends all Board meetings except the portion of the meeting at which the Library Director's appointment or salary is discussed or decided.

7. COMMITTEES

The President may appoint committees for specific purposes, including planning.

- a. Such committees will serve until the completion of the work for which they were appointed.
- b. All committees must make a progress report to the Board at each of its meetings.

- c. No committee will have other than advisory powers unless, by suitable action of the Board, it is granted specific power to act.
- d. The President is ex officio, a member of all committees.

8. MEETINGS

Meetings will be held each month, the date and hour to be set by the Board. Written notice of all meetings will be mailed or emailed with a confirmation request by the Secretary to each member at least five days prior to the meeting.

- a. A special meeting of the Board may be called at any time by the President or upon the request of 3 members for a specific purpose. No business may be transacted at such special meetings except the stated business.
- b. The Annual Meeting will be held in January of each year. New trustees elected at the November general election will be sworn in by the Mayor at a date prior to the Annual Meeting. The business transacted at the Annual Meeting will include the election of new trustees if there is a vacancy to be filled.
- c. The operating and financial reports for the previous year will be presented at the first meeting that they are available, but no later than two months after the end of the fiscal year.
- d. The Library budget for the subsequent fiscal year will be presented and voted on at the regular meeting in January or at a special meeting for that purpose. The Board will continuously review the Library's financial performance against the approved budget throughout the year.
- e. A simple majority of the existing Board will constitute a quorum for the conducting of all business. If a quorum is not present at a regular meeting, the attending members may set a date for another meeting to be held within two weeks, and the presiding officer will notify the absent members of this specially called meeting.
- f. The order of business for regular meetings will include, but not be limited to, the following items which should be covered in the sequence shown unless circumstances make an altered order more efficient:
 - i. Pledge of Allegiance
 - ii. Adoption of Agenda
 - iii. Approval of Prior Meeting Minutes
 - iv. President's Report and Communications
 - v. Director's and Department Heads' Reports
 - vi. Business Manager's Report
 - vii. Treasurer's Report
 - viii. Committee Reports
 - ix. Old Business
 - x. New Business
 - xi. Dates of future Board meetings
 - xii. Other Business
 - xiii. Period for public expression (speakers limited to three minutes.)
 - xiv. Adjournment

9. AMENDMENTS

Amendments to these Bylaws may be proposed at any regular meeting and must be voted upon at the next regular meeting. Written notice of the proposed amendment or amendments will be sent to all absent members at least ten days prior to the voting session. A two-thirds majority (5/7) of the Board will be required for adoption of an amendment.

- a. Any rule or resolution of the Board, whether contained in these Bylaws or otherwise, may be suspended temporarily in connection with the business at hand, but such suspension, to be valid, may be taken only at a meeting at which a quorum is present and two-thirds of those present approve.

10. PROCEDURE

All procedures not specified herein must be in accord with Robert's Rules of Order, Revised.

Approved by the Mount Kisco Public Library Board of Trustees

Dated: _____