

ELLENVILLE PUBLIC LIBRARY & MUSEUM

BOARD OF TRUSTEES BYLAWS

ARTICLE I—NAME

1. This organization is a corporation under the Education Law of New York State and shall be known as the Ellenville Public Library and Museum, existing by virtue of the provisions in the Absolute Charter Number 6693 granted by the Regents of the University of the State of New York on March 25, 1955, subsequently amended by Charter Number 9234 on September 22, 1966 and by Charter Number 25090 on June 22, 2010 and exercising the powers and authority and assuming the responsibilities delegated to it under the said charter.
2. The Mission of Ellenville Public Library & Museum is to provide resources, services and public programming of the highest possible quality to meet the ongoing informational, educational, cultural and recreational needs of our broadly diverse community. Ellenville Public Library and Museum is committed to preserving the past while pursuing technological innovations with which to best serve the current and future needs of our patrons and visitors (adopted by the Board of Trustees on November 10, 1997).
3. The Ellenville Public Library and Museum is also guided by the following Vision, adopted by the Board of Trustees, July 20, 2015: “To be the best library we can be, to inspire and engage our community”.

ARTICLE II—MANAGEMENT

1. The business and affairs of the Ellenville Public Library and Museum shall be managed and conducted by a Board of Trustees that shall be five in number, elected by the voters of the Ellenville Central School District for a term of five years. Trustees shall be voting residents of said School District.
2. The term of members of the Board of Trustees shall end on June 30 of the fifth year following election unless the Trustee shall have resigned or otherwise terminated membership on the Board. Tenure of members of the Board shall be limited to two consecutive full terms of five years each (plus any partial terms by election or appointment due to the resignation or other termination of an elected trustee).
3. The Board of Trustees can choose to fill vacancies that occur for reasons other than expiration of term. The trustees appointed in these cases shall serve until the next annual election of trustees, at which point they are eligible to run.
4. A trustee shall attend at least fifty percent (50%) of all meetings of the Board in order to retain his/her membership on the Board. Should a trustee not attend 50% of all regular and special meetings in any one-year, he/she shall be notified by the Secretary upon instruction by the Board that his/her membership on the Board has been terminated.
5. The Board may remove a Trustee for misconduct, incapacity, neglect of duty, or refusal to carry into effect the library’s educational purpose as provided in Education Law 226; subdivision 8.

6. Affairs shall be conducted on a calendar year basis, but voting for budgets and Trustees shall follow a July 1-June 30 calendar.

ARTICLE III—OFFICERS

1. The officers of the Board of Trustees shall be elected at the July meeting each year and they shall be a President, Vice President, a Second Vice President, a Secretary, and an Auditor of Bills, selected from among the Board of Trustees.
2. Officers shall serve a term of one-year from the meeting at which they are elected and until their successors are duly elected.
3. The President shall preside at all meetings of the Board, authorize calls for any special meetings, appoint all committees, execute all documents authorized by the Board, serve as ex-officio voting member of all committees, and generally perform all duties associated with that office.
4. The Vice President, in the event of the absence or disability of the President, or of a vacancy in that office, shall assume and perform the duties and functions of the President.
5. The Second Vice President, in the event of the absence or disability of the President requiring the Vice President to assume and perform the duties and functions of the President, shall accordingly assume and perform the duties and functions of the Vice President.
6. The Secretary shall keep a true and 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. The Clerk of the Board (not a Trustee) may assist the Secretary in the performance of his/her duties (see Article VII).
7. The Board Auditor of Bills shall be the disbursing officer of the Board for non-public monies, shall be the alternate signatory for public monies, and shall perform such duties as are generally associated with that office. The Library Treasurer (not a Trustee) is selected by the Board on an annual basis to be the disbursing officer for all public monies (see Article VII).

ARTICLE IV—MEETINGS

1. The regular meetings of the Board shall be held on the third Monday of each month as established by the Board at their annual reorganization meeting. Written notice thereof shall be sent to all Trustees by the Secretary with a copy of the minutes, agenda, and any other pertinent information, prior to each regular meeting. Public notice shall be posted at the library and at any other appropriate announcement venues.
2. Special meetings may be called at the direction of the President or at the request of at least two Trustees, for the transaction of business as stated in the call for the special meeting.
3. A quorum for the transaction of business at any meeting shall consists of a majority of the Board, that is, three Trustees, who shall be present in person. Since motions must be approved by a majority of the Board for the valid transaction of business, motions must be approved unanimously if only a quorum is present. Votes by proxy or via email may

occasionally be necessary, and these will be recorded in the regular meeting minutes and maintained as attachments.

4. The order of business for regular meetings shall include, but not be limited to, the following items, which shall be covered in the sequence shown as far as circumstances will permit:

- Call to Order/Roll Call of Members
- Minutes
- Financial Reports
- Petitioners
- Correspondence
- Committee Reports
- Old Business
- New Business
- Director's Report
- Announcements
- Adjournment

5. The Director shall attend all meetings, may participate in the discussion and offer professional advice, but is denied a vote on any question.
6. The annual reorganization meeting of the Board of Trustees shall be held in July. Election of officers, committee assignments and appointments shall be the first order of business at the annual meeting. New officers shall assume their duties immediately.
7. No action may be taken by the Board while it is in executive session.
8. All meetings shall be conducted in accordance with Roberts Rules of Order, the Open Meetings Law, and the Laws of the State of New York.

ARTICLE V—COMMITTEES

1. Standing committees appointed by the President shall be a Building Committee, a Personnel Committee, and a Museum Committee. The President shall appoint such other committees as the business of the Board may require from time to time. All committees shall consist of one or more members who shall be Trustees, and who shall be considered to be discharged upon completion of the term of office of the President. Individuals who are not Trustees but who have expertise necessary for the conduct of the committee's business may be invited to join a committee at the discretion of the President. Special committees, upon completion of their assignments, may be discharged at the discretion of the President.
2. The Building Committee shall periodically inspect the physical plant of the Library and report important matters to the Board with recommendations for improvements or correction of any faults found.
3. The Personnel Committee shall handle all formal collective bargaining negotiations with the recognized representative of the Ellenville Library Staff Association, management staff, and all other employees of the library. The Personnel Committee shall be assisted by the Director in negotiations and personnel questions referred to the Committee for

evaluation and recommendation. The Personnel Committee shall recommend the form of agreement for approval by the Board.

4. The Museum Committee shall be responsible for evaluation of the local history museum operation and shall meet periodically to discuss matters relative to the museum, making recommendations on such to the Board of Trustees.
5. All committees shall make a progress report to the Board at each of its regular meetings. No committee shall have other than advisory powers unless the Board has delegated specific power to act upon its behalf pending a subsequent meeting of the Board for confirmation.

ARTICLE VI—ADMINISTRATION

1. The administrative officer of the Board is the Library Director, who shall meet all State and County Civil Service criteria in education and experience.
2. The duties of the Director shall include, but not be limited to:
 - Supervision of all other employees
 - Selections and acquisition of all library materials in accordance with the selection policy established by the Board of Trustees
 - Responsibility of all library property except real estate and bank accounts
 - Maintenance of all statistical records required by New York State and its appropriate authorities
 - Release of periodic information to area news media
 - Monthly report to the Board of Trustees
 - Other duties of an administrative function, or as assigned by the Board

ARTICLE VII-APPOINTMENTS

1. At the annual reorganization meeting of the Board of Trustees, the Board shall appoint the Library Treasurer, the Library Attorney, the Library Accountant, the Clerk of the Board, and other special personnel not on regular staff.
2. The Library Treasurer is responsible for the disbursement of public money in accordance with approval by the Board of Trustees, submission of a monthly report to the Board of Trustees, and compliance with such regulations as established by the Board of Trustees, the New York State Department of Audit and Control, or the New York State Department of Education, as may be applicable. The Library Treasurer is an independent contractor on annual retainer, paid monthly, at a rate established by the Board of Trustees.
3. The Library Attorney shall advise the Board in legal matters, draft such documents as shall be necessary, and perform such duties generally associated with the office. The Library Attorney is an independent contractor on annual retainer, paid monthly, at a rate established by the Board of Trustees.
4. The Library Accountant shall audit the receipts and disbursements of all funds, prepare the annual school district fiscal report to the Office of the State Comptroller, and be available to advise the Director, the Board Auditor of Bills, or the Library Treasurer on questions referred by either person or the Board of Trustees. The Library Accountant is an independent contractor on annual retainer, as established by the Board of Trustees.

5. The Clerk of the Board shall be responsible for the proper conduct of the annual election and budget vote of the Ellenville Public Library and Museum. The Clerk of the Board may be the Director or other administrative employee.

ARTICLE VIII—ENDORSEMENTS AND CONFIDENTIALITY

1. The board of Trustees of the Ellenville Public Library and Museum has adopted the Statement on Professional Ethics of the American Library Association (adopted by the Board of Trustees on August 17, 2015). A copy of this document is attached to the official copy of these bylaws, as is the Book Selection Policy of the Ellenville Public Library and Museum.
2. The Ellenville Public Library and Museum recognizes the NYS Confidentiality of Records Law, Section 4509, as it relates to library circulation records. The Board reserves the right to adopt amendments to this law, as allowed by law, where necessary.

ARTICLE IX—AMMENDMENTS

1. Amendments to these Bylaws may be proposed at any regular meeting and shall be voted upon at the next regular meeting. Written notice of the proposed amendment or amendments shall be sent to all absent members at least ten days prior to the voting session. A simple majority of the whole Board (including vacancies) shall be sufficient for adoption of an amendment.
2. Any rule or resolution of the Board, whether contained in these Bylaws or otherwise, may be suspended temporarily in connection with business at hand, but such suspension, to be valid, may be taken only at a meeting at which two-thirds of the members of the Board shall be present and two-thirds of those present shall so approve.

Revised by the Board of Trustees

July 21, 2025