

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 exercising the powers and authority and assuming the responsibilities delegated to it under the said charter.

ARTICLE II—MANAGEMENT

1. The business and affairs of the Ellenville Public Library & 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.
2. The term 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. Vacancies which occur for reasons other than expiration of term shall be filled until the next annual election of trustees by the Board of Trustees.
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.

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 a Treasurer elected 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 may assist the Secretary in the performance of his/her duties.
7. The Board Treasurer shall be the disbursing officer of the Board for non-public monies, shall be the alternate signator 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.

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 prior to each regular meeting, and a public notice shall be posted on the Library Bulletin Board.
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 consist 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.
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:
 - Roll call of members
 - Minutes
 - Financial reports
 - Treasurer's report
 - Bills to be approved for payment
 - Discussion with public or employee visitors
 - Communications
 - Committee reports
 - Director's report
 - Unfinished business
 - New business

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.

ARTICLE V—COMMITTEES

1. Standing committees appointed by the President shall be a Building Committee, a Personnel Committee, a Museum Committee, and a Fine Arts 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 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 review hours, approve procedures, and handle such matters as referred to it by the Director or Board of Trustees.
5. The Fine Arts Committee shall work with the staff member assigned to determine the changing art exhibitions in the gallery, seek new exhibitors, and handle such related matters as referred by the Director, the staff member or Board of Trustees.
6. 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. Selection and acquisition of all library materials in accordance with the selection policy established by the Board of Trustees. Responsibility for 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 properly an administrative function, as assigned by the Board.
3. The Assistant Director shall be responsible for administrative duties delegated by the Director, and other professional duties as necessary. In the temporary absence of the Director, the Assistant Director shall assume the duties of the Director. Should the position of the Director be vacated for any cause, the Board of Trustees shall appoint a temporary or permanent replacement.
4. The Assistant Director shall be a professional librarian who shall meet all State and County Civil Service criteria in education and experience.

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 any 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 is an independent contractor on annual retainer, paid monthly, at a rate established by the Board of Trustees. 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.
4. The library accountant is an independent contractor on annual retainer. 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 or the library treasurer on questions referred by either person or the Board of Trustees. The library accountant's retainer shall be 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 VII—ENDORSEMENTS OF AMERICAN LIBRARY ASSOCIATION STATEMENTS

1. The Board of Trustees of the Ellenville Public Library and Museum endorses the Library Bill of Rights, the Freedom to Read Statement of the American Library Association, and its Statement on Professional Ethics, copies of the Library Bill of Rights and Freedom to Read are attached to the official copy of these bylaws, as is the Book Selection Policy of the Ellenville Public Library and Museum
2. **CODE OF ETHICS:**

Librarians must provide the highest level of service through appropriate and usefully organized collections, fair and equitable circulation and service policies, and skillful, accurate, unbiased, and courteous responses to all requests for assistance

Librarians must resist all efforts by groups of individuals to censor library materials.

Librarians must protect each user's right to privacy with respect to information sought or received, and materials consulted, borrowed or acquired.

Librarians must adhere to the principles of due process and equality of opportunity in peer relationships and personnel actions.

Librarians must distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of an institution or professional body.

Librarians must avoid situations in which personal interests might be served or financial benefits gained at the expense of library users, colleagues, or the employing institution.
3. **CONFIDENTIALITY OF LIBRARY RECORDS:**

All circulation records, registration files, and other records identifying the names of library users are confidential in nature. Any information included in those records is for the business use of the library only, and not to be released to any other individual or agency. Such records shall not be made available to any agency of state, federal, or local government except pursuant to such process, order, or subpoena as may be authorized under the authority of, and pursuant to, federal, state, or local law relating to civil, criminal or administrative discovery procedures or legislative investigative power. Upon receipt of such process, order, or subpoena, the Director or his/her delegate shall consult with the library's legal counsel to determine if such process, order, or subpoena is in proper form and if there is a showing of good cause for its issuance. If the process, order, or subpoena is not in proper form or if good cause has not been shown, legal counsel will insist that such defects be cured.

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