

Ossining Public Library
Special Meeting of the Board of Trustees
June 8, 2011

In Attendance: Trustees: ~~Jaime Aguirre~~ Arthur Jay
~~Samantha Brail~~ Mirla Morrison
Reginald Bush Tom Staudter
Peter Capek
OPL Staff: James Farrell, Director

The meeting was called to order by Board President, Tom Staudter at 7:42

Public Comment: Art & Karen Sullivan

- Village Fair: The library along with the Friends of OPL will participate in the Village Fair on June 11. There will be a book sale run by the Friends and Technology Sand Box where people can try out new reading technologies. As usual there will be library literature and applications for library cards.
- The new hours of operation are being coordinated with the civil service requirements and the union requirements. Everything, including work assignments will be ready by June 20 the date of our next regular board meeting. The new hours and assignments take effect July 1.
- The Annual Report to the Community (formerly the Annual Meeting) will take place on June 20 at 7 p.m. At this event we will honor Marion Schneckner, who retired after 30 years of service to the library.

Long Range Plan

Jim Farrell presented a rough draft of an action plan which may begin the discussion of the three-year plan the board is committed to developing over the next few months. Board members will review the basic points in the documents by next meeting.

Nominating Committee report

The nominating committee has presented the following slate to be voted upon at the June 20 meeting.

President: Art Jay
Vice President: Samantha Brail
Secretary: Jamie Aguirre

Communications

A discussion followed focusing on the need for internal and external communications within the organization. Such communication can lead to better understanding among all members of the staff and board as well as serve as a source of positive PR material.

The website remains a source of frustration for the Board. It was suggested that the library explore DRUPAL, a program which can create a website that can be updated on site. This would need the support of WLS.

Resolution #43

Be it resolved, that the Board of Trustees approves the Ossining Public Library Bylaws as revised. A copy of the bylaws will be included in the official minutes of these minutes. (BOT June 8, 2011)

The resolution was passed unanimously.

The board entered into Executive Session at 9:20 with unanimous support

The board left Executive Session at 9:40 with unanimous support.

Adjournment was at 9:43.

Respectfully submitted,

Art Jay, Secretary

Ossining Public Library

PREAMBLE

The Board of Trustees (hereinafter designated as the “Board”) of The Ossining Public Library, 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 February 9, 1893, shall 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

The name of the organization is the Ossining Public Library.

2. PURPOSE

The purpose of the organization is to provide easy and equal access to the broadest range of information and ideas of humanity in order to meet the educational and intellectual needs of the diverse members of our community, while enriching their social and cultural lives.

3. FISCAL YEAR

The fiscal year of the library shall be July 1 – June 30.

4. BOARD OF TRUSTEES

- a. The library shall be governed by a Board of Trustees consisting of five to nine Trustees, with the current number being seven (7). Trustees are elected by the voters of the Ossining School District for a term of three (3) years. The candidate(s) with the highest number of votes will fill the seats. Changes in the number of Trustees will take effect by a certified copy of a Board resolution. Newly elected Trustees will take office at the first meeting of the new fiscal year.
- b. Trustees must be residents of the Ossining Public Library’s chartered service area and be at least eighteen (18) years of age as of the date of appointment.
- c. The absence of a Trustee from three consecutive meetings or from 4 of any 12 consecutive regular meetings shall constitute automatic dismissal from the Board. The President shall inform the absent Trustee in writing that he/she is no longer on the Board.
- d. Any vacancy caused by an unfinished term may be filled by election by the Board until the next regular election, at which time the remainder of the term shall be filled by public vote.

- e. Each trustee shall have one vote, irrespective of office held.
- f. Only Trustees who are present at a meeting may vote.
- g. All actions of the Board shall be of the Board as a unit. No Trustee shall act on behalf of the Board on any matter without prior approval of the Board. No Trustee by virtue of his/her office shall exercise any administrative authority with respect to the library nor, as an individual, command the services of any library employee.
- h. A Trustee may resign at any time by giving written notice of resignation to the President of the Board of Trustees. If the President resigns, written notice will be given to the Vice President of the Board of Trustees. Unless otherwise specified in the notice, the resignation shall take effect upon its receipt, and the acceptance of the resignation shall not be necessary to make it effective.

5. OFFICERS

The officers of the Board shall be the President, Vice President, and Secretary. They shall be elected by secret ballot by the Trustees at the last regular meeting of the fiscal year to take office for the following fiscal year. Officers shall serve for a period of one year or until their successors shall have been duly elected. The Treasurer shall be appointed by the Board of Trustees. No Trustee may be appointed Treasurer. The duties of such officers shall be as follows:

- a. 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 an *ex officio* voting member of all committees, and generally perform all duties associated with that office. The President shall act as Parliamentarian should any procedural issues need to be addressed during a meeting.
- b. 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.
- c. The **Secretary** shall keep a true and accurate record of all meetings of the Board, and shall perform such other duties as are generally associated with that office.
- d. The **Treasurer** shall be the disbursing officer of the Board and shall perform such duties as generally devolve upon the office.

6. VACANCIES AND REMOVALS

Should a Trustee resign or become incapable of performing his or her duties, the vacancy will be filled in accordance with the provisions of 4(d).

The Board may remove a trustee for misconduct, incapacity, neglect of duty or refusal or failure to carry into effect the library's educational purpose in accordance with Title 8, Chapter 1, Section 3.31 of the Rules of the Board of Regents.

7. DIRECTOR

The Board shall appoint a Director who shall be the executive officer charged with carrying out the policies of the Board. The Director shall be responsible for the services provided to the public, including for their efficiency; for the care of the buildings and equipment; for the employment and direction of the staff; for adherence to all relevant laws and regulations, and for the operation of the library in accordance with the annual budget. The Director shall keep the Board informed about all matters needing the Board's attention or action, and including the state of financial matters. He or she shall also recommend such policies and procedures, which, in the opinion of the Director, will improve the efficiency and quality of library service.

8. COMMITTEES

- a. There shall be four (4) standing committees: Finance Committee, Personnel Committee, Policy and Bylaws Committee, Building and Grounds Committee.
- b. *Ad hoc* committees for specific purposes may be appointed by the President. Such committees shall serve until the completion of the work for which they were appointed.
- c. All committees shall make a report to the Board at each of its regular meetings.
- d. No committee shall have other than advisory powers unless, by suitable action of the Board, it is granted specific power to act.

9. MEETINGS

- a. Meetings shall be held each month, the date and time to be set by the Board and announced on the library's web site.
- b. A special meeting of the Board may be called at any time by the President, and must be called upon the request of three Trustees. A special meeting must be announced to the Board and to the public, and such announcement must state the purpose of the special meeting. No business may be transacted at such special meeting except the stated business.
- c. The Reorganization Meeting shall be the first regular meeting held after the start of each fiscal year. The business transacted at this meeting shall include administering the Oath of Office to new Trustees, and setting the dates on which:
 - Board Meetings will occur through the first meeting of the following fiscal year
 - Budget vote and election of Trustees will take place
 - The preliminary budget will be presented to the Board of Trustees
 - Trustee vacancies are announced to the public
 - Trustee candidates' petitions are due
 - The final budget is to be adopted by the Board
 - The budget and candidates are presented to the public, and public may question the Board and the candidates.
- d. The President shall keep a calendar of recurring events and use this in planning the agenda for meetings.
- e. A simple majority of the existing Board shall constitute a quorum for the

conducting of all business. If a quorum is not present at a regular meeting, the attending Trustees may set a date for another meeting to be held within one week, and the presiding officer shall notify the absent Trustees of this specially called meeting.

- f. 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 unless circumstances make an altered order desirable:

- Call to Order
- Pledge of Allegiance
- Adoption of Agenda
- Approval of Prior Meeting Minutes
- Public Comment
- Director's Report and Personnel Report
- Treasurer's Report
 - Report of receipts and disbursements
 - Warrants
- Committee Reports
 - President's Report
 - Policy and Bylaws Committee
 - Finance Committee
 - Personnel Committee
 - Building and Grounds Committee
- Old Business
- New Business
- Public Comment
- Executive Session
- Adjournment

10. AMENDMENTS

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 Trustees at least ten days prior to the meeting at which the vote will be taken. A two-thirds vote of the entire Board shall be required for adoption of an amendment.

11. PROCEDURE

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

Approved by the Ossining Public Library Board of Trustees, 53 Croton Avenue, Ossining, NY
First Reading: May 16, 2011
Second Reading: June 8, 2011