

Mission Statement

Harborfields Public Library is dedicated to providing access to information, ideas and knowledge through books, programs, technology and other resources. We welcome and support our community in its pursuit of education, culture and enrichment activities. (11/09)

Bylaws of Harborfields Public Library
(Adopted 1972, Revised 11/1992 and 2/2013)

Article I. Name

This organization is and shall be known as *Harborfields Public Library*, existing by virtue of the provisions set forth in the Absolute Charter No. 11,010 granted by the Regents of the University of the State of New York on June 29, 1973, 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 Harborfields Public Library shall be managed and conducted by a Board of Trustees that shall be five in number, elected by the eligible voters of Harborfields Central School District in Greenlawn.
2. The terms of the original Trustees elected June 10, 1970 by the said electorate, shall expire as follows: N. William Glaser, June 30, 1971; Stephen V. Langer, June 30, 1972; Mary Agosta, June 30, 1973; Eugene J. Levitt, June 30, 1974; Eleanor M. Johnson, June 30, 1975; unless the Trustees shall have resigned or otherwise terminated membership as a Trustee. At the normal expiration of said terms, successors shall be elected for terms of five years.
3. Vacancies which occur for reasons other than expiration of term shall be filled by appointment of the Board of Trustees. The person so appointed to fill any such vacancy shall hold office until the next annual election of Trustee. Any Trustee who shall fail to attend three consecutive regular meetings, or four meetings of the Board within a fiscal year, unless a majority of the Trustees consider the absences excusable, shall be deemed to have resigned as a Trustee and the vacancy shall be filled as expeditiously as possible by a person appointed to serve until the next annual election of Trustee.

Article III. Officers

1. The officers of the Board of Trustees shall be elected at the first regular meeting of each fiscal year, and they shall be a President, a Vice President, a Secretary, and a Change to Finance Officer, elected from among the Board of Trustees. Membership on the Board of Trustees is a prerequisite to holding of any such office except that of Treasurer.
2. Officers shall serve a term of one year from the meeting at which they are elected and until their successors are duly elected. Tenure of the President and Vice President of the Board shall be limited to two consecutive full terms of one year each.
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, co-sign all checks 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 the office of the President, shall assume and perform the duties and functions of the president.
5. The Secretary shall be responsible to see that a true and accurate record of all meetings of the Board shall be kept, shall be responsible for the issue of notice of all regular and special meetings, and shall perform such other duties as are generally associated with that office.
6. The Board shall appoint a Clerk of the Board annually, whose term shall coincide with those of the Board Officers. The responsibilities of the Clerk shall be to accurately record the actions of the Board at meetings and to prepare minutes for the approval and signature of the Secretary.
7. The Treasurer, who shall be compensated by the Library if not a Board member, shall be the disbursing officer of the Board and shall perform such duties as are generally associated with that office. The Treasurer shall be bonded in an amount as may be required by resolution of the Board.
8. The Finance Officer shall perform all of the functions of the Treasurer and shall co-sign all checks. The terms of office and the manner of appointment shall be the same as for the Treasurer.

9. All members of the Board of Trustees will be covered by Public Officials Liability Insurance carried by the Library. If any Board Member is sued for any actions taken within the scope of the duties of a Trustee, the Library will bear the expense for any legal defense or other costs incurred, to the extent that it is not covered by Public Officials Liability Insurance.

Article IV. Meetings

1. Regular meetings shall be held each month, at dates and times to be established by the Board of Trustees at the beginning of the library's fiscal year and shall be open to the public as required by Section 103 of the Open Meetings Law of the State of New York.
2. Special meetings may be called at the request of at least two of the Trustees, with the notification of the president, for the transaction of business as stated in the call for the special meeting. Notice of any special meeting shall be in accordance with Section 104 of the Open Meetings Law of the State of New York. Notice provisions may be waived by a document executed by all members of the Board of Trustees.
3. Within a regular meeting, an Executive Session may be called at the discretion of the Board pursuant to the provisions of the Open Meetings Law of the State of New York.
4. A quorum for the transaction of business at any meeting shall consist of a majority of the entire Board present in person. In the absence of a quorum, the Trustees present may adjourn the meeting to a date determined, and written notice thereof shall be given to all Trustees.
5. The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the proceedings of the Board of Trustees in all cases to which they are applicable and in which they are not inconsistent with these bylaws.
6. The Library Director shall attend all meetings and may participate in the discussion and offer professional advice, but shall not be qualified to vote on any question.

Article V. Committees

1. Standing committees shall be created by the Board of Trustees. The President shall appoint committee members.
2. Special committees for the study and investigation of special problems may be appointed by the President, such committees to serve until the completion of the work for which they were appointed or until the next annual meeting, whichever is earlier.

Article VI. Amendments

1. The Board may amend these by-laws by a majority vote of all members provided notice of the proposed amendment has been given to each member of the Board not less than one week prior to the meeting at which the amendment is proposed.
2. By-laws shall be reviewed annually by the Board of Trustees.