

# **BY-LAWS OF THE JERICHO PUBLIC LIBRARY**

## **ARTICLE I - BOARD MEMBERSHIP, ELECTION OF OFFICERS, AND ATTENDANCE**

### **Section 1.**

The Jericho Public Library of Jericho Union Free School District (U.S.F.D. #15) shall be administered by a Board of Trustees consisting of five (5) members. The election of members of the Board shall be governed by the applicable provision of the Education Law of the State of New York. One trustee shall be elected annually for a term of five (5) years. The unexpired term of any vacancy occurring on the Board shall be filled by appointment by the remaining members of the Board until the next public election. Members of the Board of Trustees must possess a valid Jericho Public Library card.

### **Section 2.**

In the event that a position as officer of the Board (other than president) becomes vacant, the Board will choose a successor by election. In the event the office of president is vacated, the vice president will automatically assume the office of president. No trustee may hold two offices on the Board simultaneously.

### **Section 3.**

If any trustee shall fail to attend three (3) regular meetings in any fiscal year, the Board will consider that trustee to have resigned. The Board will meet with that member to determine if the resignation is in the best interest of the business of the Board and Library or if the trustee's circumstances warrant reinstatement to the Board.

## **ARTICLE II - DUTIES OF OFFICERS**

### **Section 1.**

The officers of the Board of Trustees shall be: president, vice president, second vice president, secretary, and finance officer. Officers of the Library Board shall be elected annually, by a majority of the members, at the annual organizational meeting which is the first regularly scheduled meeting following July 1st. No trustee may hold the same office for more than two (2) consecutive years unless by a unanimous vote of the entire Board.

The President of the Board shall preside at all meetings and perform the normal duties of a presiding officer. He/She shall certify all bills approved by the Board, appoint committees, and authorize calls for special meetings. He/She shall be a member ex officio of all committees.

The Vice President shall assist the President and, in the absence or disability of the President, shall perform the duties and exercise the powers of the President. He/She shall assume the office of the President should it become vacant.

The second Vice President, in the absence of the President and Vice President, shall assume the duties and responsibility of the President. He/She shall also assume any special duties designated to him/her by the President.

The Secretary shall be responsible for maintaining an accurate account of all proceedings at Board meetings. He/She shall be responsible for issuing notices for all regular and special meetings, and shall have custody of the official minutes and other records of the Board. The official minutes shall be kept for safekeeping at the Jericho Public Library and shall be available upon request to any resident of the Jericho Union Free School District.

The Finance Officer shall keep account of the Library funds and shall have custody of gifts and property other than tax monies. He/She shall prepare and submit a financial report to the Board of Trustees at each regular meeting. He/She shall, on approval of the Board, approve bills for payment, countersign with the President the Authorization for Payment of the month's bills, and work closely with the Director to insure proper expenditure of Library funds, and in the preparation of the preliminary budget.

### ARTICLE III - ETHICS AND COMMITTEES

#### Section 1.

No trustee may receive payment for goods or services while serving on the Board.

#### Section 2.

The Board has the power to create or dissolve committees when necessary. The Board shall supervise the functions of each committee.

### ARTICLE IV - BOARD OF TRUSTEES MEETINGS

#### Section 1.

The regular meetings of the Board shall be determined at the annual organizational meeting in June by a majority of the Board.

#### Section 2.

Special meetings may be called by the President, or by a written request of one trustee to the Secretary. The notice of such meeting shall state the purpose for which the meeting is called, and such notices shall be distributed to the trustees five (5) days in advance of the scheduled meeting date.

#### Section 3.

A quorum for the transaction of business shall consist of three (3) members of the Board. All official action of the Board must be approved by at least three (3) Board members, present and voting. A Board member must be physically present in order to vote.

#### Section 4.

The order of business at all regular Board of Trustees meetings shall normally include the following:

- I. Call to Order.
- II. Approval of Prior Month's Minutes.
- III. Public Hearing.
- IV. Director's Report.
- V. Department Head Report. (as needed)
- VI. Communications.
- VII. Financial Report.
- VIII. Committee Reports. (as needed)
- IX. Unfinished Business.
- X. Executive Session. (as needed)
- XI. Personnel. (as needed)
- XII. New Business.
- XIII. Second Public Hearing.
- XIV. Adjournment.

#### ARTICLE V - EXHIBITS AND DISPLAYS

##### Section 1.

The following statements represent the policies adopted relating to material, exhibits, and displays:

- a) Displays or material will be accepted with the understanding that the Library cannot assume responsibility for the loss or damage to any exhibit material, nor can it guarantee its return.
- b) Commercial materials not acceptable. The Director's approval is necessary for the display of any material.
- c) All exhibits must be of an educational or cultural nature, or must be of general community-wide interest.
- d) An exhibit of a commercial kind or which involves fund-raising of a non-philanthropic nature, or the sale of tickets or memberships relating to activities of a non-educational or non-cultural nature will not be approved.
- e) Exhibits or displays of an individual will be accepted if the sponsor agrees that his name will appear only as a signature or as a small typed notice on the work. The Director will determine what additional identification is appropriate to the exhibit. In any event, group exhibits must take precedence over individual displays.
- f) The Library may not be used to display or exhibit any material, leaflets or posters which advocate the election or defeat of a candidate for public office.
- g) No organization or individual shall be permitted to place in the Library any receptacle which solicits donations, or sale of any product or item by any commercial or charitable enterprise. However, announcements of events or programs sponsored by local educational, religious, civic or fraternal organizations may be displayed if there is room for such displays.

ARTICLE VI - CONFIDENTIALITY OF CIRCULATION AND OFFICIAL RECORDS

Section 1.

The Board of Trustees officially and specifically recognizes its circulation records and other records identifying the name of library users with specific materials to be confidential in nature. The rights of an individual to the use of the Jericho Library shall not be compromised or inhibited because of his/her age, race religion, national origins or social or political views.

Section 2.

The Director and all members of the Jericho Public Library staff are hereby advised that such circulation records shall not be made available to any agency of the local, state, or federal 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 or legislative investigatory power.

Section 3.

Upon receipt of such process, order or subpoena, which instrument must specifically indentify the person or book in question, the Library's Board of Trustees will 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, the Board of Trustees will insist that such defects be cured.

Section 4.

In consultation with legal counsel the Library Director and Library Board of Trustees will resist the issuance or enforcement of any such process, order, or subpoena until such time as a proper showing of good cause has been made in a court of competent jurisdiction.

ARTICLE VII - REVISION OF BY-LAWS

The BY-LAWS may be amended at any regular meeting of the trustees on one (1) week's prior written notice of proposed amendment.

Revised by the Board of Trustees of the	
Jericho Public Library	July 13, 1976
Revised	August 10, 1992
Revised	October 7, 1997
Revised	February 10, 1998
Revised	December 8, 2014