Growing with Our Community

LEVITTOWN PUBLIC LIBRARY

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Levittown Public Library

TRUSTEES' BYLAWS

ARTICLE I. NAME

The Name of this body, pursuant to the charter granted, is LEVITTOWN PUBLIC LIBRARY.

ARTICLE II. ESTABLISHMENT

The powers, responsibilities and affairs of the Board of Library Trustees are enabled by virtue of the charter granted by the New York State Board of Regents June 25, 1954, and are derived from the Education Law and related laws of the State of New York, and the rules and regulations of the Board of Regents of the University of the State of New York and its agencies. This board, by law, is a continuous corporate entity and the legality of its commitments is not conditioned by the official life of its members.

ARTICLE III. POWERS AND DUTIES

Section 1. Under the law, public libraries, authorized by the action of the voters shall be managed by trustees who shall have all the powers of trustees of other educational institutions of the University of the State of New York, as defined in Section 226 of the Education Law.

Section 2. The Board is the legal entity charged with the governance of the Library. The Board shall establish the objectives of the Library and determine the policy for the development of such objectives. The Board, in turn, shall delegate to the Director the immediate charge of the Library within the framework of the established policy. It shall be the duty of the Board to receive systematically from the Director, and such members of his/her staff as he/she may delegate, reports regarding the functioning of the Library in terms of the stated policy and objectives.

Section 3. Following the consideration of budgetary recommendations from the staff, the Director shall present a proposed annual budget to the Board, for its approval and submission to the taxpayers. A prime obligation of the Board shall be to establish all procedures necessary to fully and properly discharge its responsibility for the sound financial management of the Library.

ARTICLE IV. BOARD OF LIBRARY TRUSTEES

Section 1. The number of trustees of the Board shall be five, as established by virtue of the Board's charter above referred to in Article II. One trustee shall be elected at each annual budget vote to serve for five years. A trustee must be a resident of Levittown Union Free School District, Town of Hempstead.

Section 2. Vacancies in the Board of Library Trustees due to expiration of term shall be filled by election held during the annual budget vote. The term served shall be five years.

Section 3. Vacancies in the Board of Library Trustees due to cause other than expiration of term, shall be filled by appointment by the Board of Trustees until June 30th. At the next election held during the annual budget vote, an election shall take place for the vacated Trustee's remaining term which shall commence at the beginning of the Library Fiscal year on July 1st.

It shall be the policy of the Board to advertise publicly for candidates for such vacancy at least three weeks prior to appointing the replacement and base the selection of the replacement on interviews with the candidates that apply.

ARTICLE V. MEETINGS OF THE BOARD OF LIBRARY TRUSTEES

Section 1. Regular Meetings. Regular meetings of the Board shall be held on the first Wednesday of each month, at the Levittown Public Library, except in the following circumstances.

A. There shall be no regular meeting in the month of August.
B. In the event of a conflict due to a holiday, inclement weather, lack of quorum or other unforeseen circumstances the meeting shall take place the second Wednesday of the month.
C. In the event the Library building is unavailable a suitable location shall be used.

Section 2. Annual Meeting. The Annual Meeting of the Board of Library Trustees shall be held in the month July. The Annual Meeting will be held at the same time and place as the regular July meeting. The meeting shall be an open meeting and shall be publicly announced by a notice posted in the library at least one week in advance of the meeting date.

Section 3. Special Meetings. Special Meetings of the Board may be called by the President or upon the request of three trustees or as scheduled by vote during a Regular Meeting. Notice of such Special Meetings must be given to each trustee at least eight days prior to such Special Meeting and such notice must designate the date, time and place of the meeting and specify the business to be taken up at such Special Meeting unless scheduled by vote during a Regular Meeting.

Section 4. Executive Sessions. Under the law, the Board may hold Executive Sessions for purposes specified in the N.Y. State Freedom of Information Law at which only the members of the Board or the persons invited may attend. The Executive Session is only available for discussion and any formal action shall be taken in open meeting. Persons taking part in an Executive Session shall not disclose the discussion or commentary that took place in said Executive Session.

Section 5. Emergency Meetings. Emergency Meetings of the Board may be called by the President or upon the request of three trustees. Notice of an Emergency Meeting must designate the date, time and place of the meeting and specify the business to be taken up at such Emergency Meeting.

Section 6. Minutes. Minutes of all Annual, Regular and Special Board Meetings shall be taken and, upon approval, one copy, signed by the Secretary of the Board, shall be maintained in the Library to be available to the public upon request.

Section 7. An annual calendar of Meetings shall be approved by vote at the July meeting.

ARTICLE VI. QUORUM

A majority of the entire Board constitutes a quorum.

ARTICLE VII. OFFICERS

The Trustees, at the Annual Meeting, shall elect from among the members of the Board a President, Vice-President, Secretary, Financial Officer and Treasurer to hold office until the next Annual Meeting. If any office shall become vacant, the trustees shall fill the vacancy by election from among the members of the Board until the Annual Meeting.

The President shall serve for no more than two successive terms. However, an intervening term restores eligibility. The president shall perform the usual duties of a presiding officer; appoint all committees; call special meetings; serve as ex-officio member of all committees; inform the other trustees of matters brought directly and properly to his/her attention.

The Vice-President shall preside in the absence of the President and shall assist the President as requested.

The Treasurer shall study the bills and cash balance prior to the regular monthly meeting and recommend by suitable motion the acceptance or rejection of same. He/she will also sign official documents as specified by State Law.

The Financial Officer *shall oversee the regular audit of claims and report any discrepancies. The Financial officer shall also be designated as co-signer on accounts.*

The Secretary shall sign official documents required by State Law. The Secretary shall sign all minutes of regular and Annual meetings.

The Treasurer is an independent officer and shall be appointed by the Board who will act in compliance of in accordance with New York State Education Law. The Treasurer will be responsible for the receipt and distribution of tax monies after board approval. The Treasurer shall maintain appropriate accounting records and provide a monthly Treasurers Report to the Board. Additional duties may be assigned from time to time.

ARTICLE VIII. COMMITTEES

The Board President shall appoint chairperson and members of Standing Committees at the first meeting of the new fiscal year. He/she shall appoint chairperson and members of Special Committees throughout his/her term of office as the need may arise.

ARTICLE IX. ORDER OF BUSINESS

1. The Director shall prepare an Agenda of Business for each meeting of the Library Board. In preparing the Agenda, the Director shall consult with the President of the Library Board.

2. The Agenda of Business shall include the following items and any other items deemed of importance:

PLEDGE OF ALLEGIANCE
Call to Order and Roll Call of Members
Approval of Minutes
Financial Report of the Library
Personnel Changes
Period for Public Expression
Director's Progress and Service Report
Communications
Meetings and Conferences
Committee Reports
Unfinished Business
New Business
Adjournment

ARTICLE X. ANNUAL REPORT

The Board shall present at the Annual Meeting a report, verified by the President and Treasurer or by a majority of the trustees or certified by an independent public or certified accountant or a firm of such accountants selected by the Board, giving the information required under Subdivisions 1,2,3 and 4 of Section 519 of the Not-For-Profit Corporation Law of the State of New York.

ARTICLE XI. CORPORATE SEAL

The Levittown Public Library shall have a corporate seal which shall read "Levittown Public Library, New York, 1951 - Corporate Seal."

ARTICLE XII. AMENDMENT TO BYLAWS

These Bylaws may be amended by a majority of the entire Board provided written notice of proposed amendment is given to each trustee at least 14 days prior to such meeting.

ARTICLE XIII. CONDUCT OF MEETINGS

Meetings shall be conducted according to the latest edition of Robert's Rules of Order.

ARTICLE XIV. INDEMNIFICATION

The Levittown Public Library will indemnify its Trustees and defend them for the defense of any civil or criminal action or proceeding to the full extent provided by law.

Adopted July 11, 1973
Article V, Section 1 - Amended 6/12/74
Article V, Section 1 - Amended 6/10/76
Article V, Section 1 - Amended 11/7/79
Article V, Sections 4, 5 - Amended 12/1/77
Article XIV, (new) - Adopted 12/1/77
Article XV, (new)
These Bylaws supersede and replace the most recent Bylaws; adopted February 28, 1963.
These bylaws supersede and replace the most recent Bylaws; adopted on August 17, 2006.
These bylaws supersede and replace the most recent Bylaws; adopted on December 3, 2014.
These bylaws supersede and replace the most recent Bylaws; adopted on November 6, 2019.
These bylaws supersede and replace the most recent Bylaws; adopted on April 2, 2025.