

GENERAL OBJECTIVES:

To promote and encourage development and maintenance of library service for free public use by the residents of the Greenwood Lake School District, Greenwood Lake, New York.

ARTICLE 1 - NAME, LOCATION AND OBJECTIVE

- A. The official name of the library shall be The Greenwood Lake Public Library. It shall generally be known as the Greenwood Lake Public Library. It shall be operated under the provisions in the Charter of the University of the State of New York, provisionally granted on September 21, 1934, extended on April 18, 1941, June 20, 1947, June 29, 1951, June 29, 1956, granted on January 22, 1959, and amended on July 19, 2010.
- B. It shall be located in the Village of Greenwood Lake, within the Greenwood Lake School District, County of Orange, and State of New York.
- C. Its objective shall be to provide complete library services for use by the residents of the Greenwood Lake School District.

ARTICLE II - THE BOARD OF TRUSTEES

- A. The number of trustees shall be five (5).
- B. The qualified voters of the Greenwood Lake School District shall elect trustees.
- C. The term of office for each trustee shall be five (5) years, the year beginning July 1st and ending June 30th.
- D. Candidates eligible to run for election to the Board of Trustees shall file with the District Clerk, a petition signed by at least twenty-five (25) qualified voters of the District.
- E. Vacancies, which occur for reasons other than expiration of term, shall be filled, by majority vote of the Board of Trustees at a regular Board meeting, until the next annual election of the Board of Trustees.
- F. Any trustee, who shall fail to attend three (3) consecutive regular board meetings, shall be deemed to have resigned, unless reasonable cause is shown and accepted by a majority vote of the Board. The Board of Trustees, at the next regular meeting, shall fill such vacancy.
- G. The duties of the **Trustees** individually and/or as a group shall be to:
 - 1. Oversee the general management of the Library and its property.
 - 2. Provide suitable rooms, furniture and equipment.
 - 3. Determine the purposes of the Library, and secure adequate funds to carry on the Library's program.

4. With the assistance of the Library Director, prepare, adopt and submit an annual budget to the qualified voters of the District at the Annual Meeting.
5. Determine, adopt and amend (when necessary) written By-Laws and policies to govern the operation of the library.
6. Appoint and fix the salary of library personnel.
7. Set the date and place for election of library Trustees.
8. Establish, support and participate in a planned, public relations program.
9. Represent the library to the public when needed.
10. Have other powers and duties as prescribed for Trustees of the Public Libraries by State Law, School District Ordinances, and by the Ramapo Catskill Library System.
11. Attend all Board Meetings, and see that accurate minutes are kept at the library.
12. Know local and state laws; actively support library legislation in the state and nation.
13. Attend regional, state and national trustee meetings and workshops, and affiliate with the appropriate professional organization(s).
14. Be aware of the services of the New York State Library and Ramapo Catskill Library System.
15. Report regularly to the general public and file System, State and Federal reports as required.
16. Conduct the Library Director's and Assistant Treasurer/Secretary's annual performance evaluations.
17. Act as signatory for all transactions.

ARTICLE III - OFFICERS

- A. The officers of the Board shall be a President, Vice-President, Secretary, Treasurer and Trustee at Large.
- B. The Board of Trustees, from among its members, shall elect all officers at the July Reorganization Meeting.
- C. The designated term for all officers, except Treasurer, shall be for one (1) year, with a maximum of two (2) consecutive years for the office of President. The Treasurer shall serve three (3) consecutive years.
- D. The **President's** duties shall be to:
 1. Preside at all Board of Trustee meetings.
 2. See that the officers, trustees and chairpersons of committees perform their duties.
 3. Appoint all committees and chairpersons.
 4. Oversee all official correspondence of the Board.
 5. Be an ex-officio member of all committees.
 6. Present an annual report of conditions to the voters of the district with a review of work done and recommendations for the future to either appear in the newspaper or the summer newsletter.
 7. Call special meetings as required.
 8. See that the library is represented at community and professional meetings when needed

9. Meet regularly with the Library Director.
10. Oversee all documents authorized by the Board.
11. Act as a voting member of the Board only to break a tie vote.

E. It shall be the duty of the **Vice-President** to:

1. Assist the President.
2. Assume the responsibilities and perform the duties of the President under the Presidential guidelines in the event of absence or disability of the President or vacancy of that office.
3. Be a voting member of the Board except when acting as the President.

F. It shall be the duty of the **Treasurer** to:

1. Directly supervise the Assistant Treasurer/Secretary.
2. Oversee the accounting of income and expenses of all funds.
3. Report receipts, expenditures and balances at each Board Meeting, or at least quarterly.
4. Submit a Yearly Report to the voters at the Annual School District Library Meeting.
5. Furnish any financial information as requested by the Board for any Federal, State or other agency.
6. Serve as liaison with the Board's approved auditing agency.
7. Oversee annual internal audit of pension/annuity program.
8. Be a voting member of the Board.

G. It shall be the duty of the **Secretary** to:

1. Oversee maintenance of minutes of all Board meetings and present them for approval by the Board at its next meeting.
2. Oversee the maintenance of official books and files of the Board, including files of all correspondence to and from the Board, a minutes' book, and such other records and files as may be required.
3. Apprise the Board on procedural matters and protocol.
4. Be a voting member of the Board.

H. It shall be the duty of the **Trustee at Large** to be a voting member of the Board, and to perform other duties as assigned by the President.

ARTICLE IV - FINANCIAL MANAGEMENT

- A. The fiscal year shall be from July 1st to June 30th inclusive.
- B. The accounting and disbursing of the General Operating Fund, distinct and apart from Capital Funds, shall be approved by the Treasurer.
- C. An independent agency must be appointed to conduct an annual audit and report on the overall financial profile of the library. Said report shall be retained in the library and made available for public inspection upon completion.

D. All real property tax revenue shall be collected through school district channels.

E. Purchase Orders/Invoices/Checks shall be handled as follows:

1. The Library Director or any Board member will sign purchase orders. Any purchase order, which exceeds the line item budget, must go to the Board in order to approve a line item transfer.
2. Invoices require the signature of the internal Claims Auditor to initiate payment. Claims Auditor will refer to budget status reports prior to providing authorization for payment.
3. Two Board signatures are required on all checks issued.
4. At the annual re-organizational meeting, the Treasurer will rotate check signing duties among the Trustees.

ARTICLE V - LIBRARY DIRECTOR

A. The Board shall appoint a qualified Library Director who shall be the executive and administrative officer of the library on behalf of the Board and under its review and direction. The Library Director works directly with the Board and its committees through the Board President.

B. The duties of the **Library Director** shall be to:

1. Carry out the policies of the library as adopted by the Board.
2. Act as technical advisor to the Board; recommend needed policies for Board action.
3. Suggest and carry out plans for extending library services with Board approval.
4. Prepare monthly reports embodying the library's current progress and future needs.
5. Cooperate with the Board to plan and carry out library programs.
6. Prepare an Annual Budget for the library in consultation with the Board.
7. Oversee the selection and ordering of all books and other library materials.
8. Maintain an active program of public relations.
9. Attend all Board Meetings, and Executive Sessions upon request of the Board.
10. Know local and state laws and actively support library legislation in the state and nation.
11. Recommend employment of all personnel and supervise their work.
12. Affiliate with the state and national professional organizations and attend professional meetings and workshops.
13. Make use of the services and consultants of the Ramapo Catskill Library System.
14. Report regularly to the Library Board and the general public.
15. Serve in an advisory capacity to all committees.
16. Annually file any necessary documents for financial aid of any nature in the interest of the library.
17. Sign all purchase orders generated in amounts up to the line item cap for that expense category. Any expenditure over the cap must go to the Board for approval.
18. Perform other duties as detailed in the job description for Library Director as per Civil Service.

ARTICLE VI - MEETINGS

- A. Regular Board meetings shall be held in the library on the fourth Thursday of the month, at a time to be published at least one (1) week in advance. There will be at least three (3) meetings per year adhering to this schedule. By law, the Board must convene a minimum of six (6) times per year.
- B. The Annual Meeting (budget vote and trustee election) of the Greenwood Lake Public Library will be held the third Thursday of May from 2-8 pm at the Library.
- C. The Annual Reorganization Meeting of the Board of Trustees must be held on the third Thursday in July according to State law, unless it is a legal holiday, in which case the meeting will be held on the fourth Thursday in July.
- D. Special meetings, workshops or executive sessions may be called at the request of the President, Vice-President or three (3) members of the Board.
- E. At any meeting or workshops called for the transaction of special business, the object of the meeting shall be clearly stated in the notice of such meeting.
- F. Meetings and workshops shall be conducted in accordance with Robert's Rules of order.
- G. A majority of the full Board is necessary for a quorum. A majority is three (3) members.
- H. It shall be the responsibility of each board member to notify the President or the secretary to the Board if unable to attend a regular or special meeting or workshop.
- I. All meetings and workshops of the Board shall be open to the public except for Executive Sessions.

ARTICLE VII - COMMITTEES

The President may appoint such other committees as the business of the Board may require from time to time. Each committee shall consist of no more than two (2) Board members and may include non-Board members. The President, at the Annual Reorganization Meeting, shall appoint committee chairpersons. All standing committee terms shall expire immediately prior to the annual reorganization meeting. All committees are non-dictum.

Standing Committees

Audit & Finance
Human Resources/By-Laws/Administrative Documents
Property

Legislative/Grant

- A. It shall be the duty of the **Audit & Finance Committee**, which shall be chaired by the Treasurer, to:
1. Have general supervision over the financial affairs of the library and make policy recommendations to the Board concerning investment of funds received.
 2. Have supervision over the Capital Fund as well as Special Fund accounts of the Library.
 3. Review annual budget with the Library Director.
 4. Assure that a comprehensive and current inventory of the fixed assets of the Library is maintained.
 5. Present a financial report at each Board Meeting, or at least quarterly.
 6. Assure that an annual rotation of individual Board Members to review and sign checks as presented by the Library Director is followed.
 7. Be available for consultation with the auditing firm of record.
- B. It shall be the duty of the **Human Resources & By-Laws Committee** to:
1. Review in conjunction with the Library Director:
 - a. Job descriptions for all library employees in compliance with Civil Service guidelines.
 - b. Employee benefits.
 - c. Personnel policies.
 - d. All documents concerning operational and procedural policies.
 - e. Conduct an annual review of the By-Laws
 2. Act as a channel of communication between the library personnel and the Board when:
 - a. The Library Director wishes additional input or clarification before making a decision, with regard to library personnel.
 - b. A staff member wishes to appeal a decision made by the Library Director.
- C. It shall be the duty of the **Property Committee** to make recommendations to the Board as to construction, renovation, and maintenance of the existing property.
- D. It shall be the duty of the **Legislative/Grant Committee** to maintain adequate library representation to appropriate legislators, and pursue available funding avenues.
- E. Other **Ad Hoc Committees**

The President may appoint, from time to time, such other committees as the business of the Board may require.

ARTICLE VIII - AMENDMENTS

Amendments to the Greenwood Lake Public Library By-laws, Personnel Policies and Policy Manual shall be proposed at a regular meeting of the Board of Trustees and voted upon at that meeting of the Board. Such revisions require a majority vote.

ARTICLE IX - PARLIAMENTARY AUTHORITY

Robert's Rules of Order, the latest revised edition, shall govern procedures of the Board of Trustees, and shall be the responsibility of the Secretary.

ARTICLE X - NEWSPAPERS OF RECORD

For the purpose of legal notices, **The Warwick Valley Dispatch** and **The Times Herald Record** shall be the official newspapers of the Greenwood Lake Public Library.

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Amended 10/17/96; 7/17/97; 3/19/98; 1/21/99; 2/01/00; 4/24/01; 2/26/02; 11/19/02;
12/06/04; 3/22/05; 10/20/06; 9/27/07; 9/23/08; 1/28/10; 5/19/11; 2/28/13.