

HAMPTON BAYS PUBLIC LIBRARY BOARD OF TRUSTEE BY-LAWS

The Board of Trustees of the Hampton Bays Public Library, hereafter designated as the Board, a corporation created by a charter granted under Section 255 of the New York State Education Law by the Regents of the University of the State of New York, April 28, 1960, hereby enacts the following bylaws below.

The mission of the Hampton Bays Public Library is to provide programs and services that promote literacy, spark curiosity and inspire creativity, while bringing people, information and ideas together to enrich lives and build a strong community.

BOARD OF TRUSTEES

Number and Term of Office

1. The Board of Trustees constitutes the Hampton Bays Library Association.
2. It shall consist of seven members, elected for a three year term to coincide with the calendar year. The current slate of Trustees as of 1/4/22 is considered "grandfathered" in at the five year term, but can voluntarily elect to avail themselves of the shorter three year term, if desired, and can subject themselves to a Board vote on this topic for their individual term limit timing.
3. A Trustee must be an eligible voter residing in the Hampton Bays School District
4. A Trustee newly elected to the Board must complete a NYS Trustee training course within the first twelve months of service- specific course as recommended by the Library Director.
5. No Board member may serve more than three terms consecutively (or two terms for five year Trustees).
 - a) Re-election to the Board may occur after an interval of at least one year.
 - b) Each Board member should conduct and present a brief self-evaluation to highlight contributions at the time of their term renewal.
 - c) A Board Member must be reappointed to the Board at the end of each of their terms by a majority of the currently serving Board. A paper vote will be taken with the Board member up for reappointment abstaining from the vote.

Manner of Selection

1. The President shall appoint a Trustee Nominating Committee consisting of three Board members at the January meeting to serve for the calendar year.
2. The Committee shall prepare a slate of candidates for each vacancy to be submitted to Board members at the September meeting with their applications and recommendations.
3. Election of new trustees shall be held at the December meeting.
4. All new trustees shall receive a complete packet of information, including:
 - a) HBPL Trustee Manual
 - b) NYS Trustee Handbook

Vacancies

1. In the event of a vacancy on the Board, via resignation or term expiration, the Nominating Committee shall submit all candidates' applications, from which the Board shall elect a successor at its next meeting.
2. If there are no candidates, the Board may appoint a trustee to fill the vacancy until the next election, following usual nominating procedure. January meeting confirms the selection.

Officers

1. The officers of the Board shall be a President, Vice-President, Secretary and Treasurer.
2. The Board may appoint an independent Treasurer who does not hold a trustee seat. The individual appointed to this role shall have all duties and responsibilities customarily assigned to a Treasurer, as defined elsewhere in these bylaws and shall serve at the pleasure of the Board.
3. The duties of all officers shall be such as by custom and law and the rules of this Board usually devolve upon such officers.
4. The officers shall be nominated in December by the Nominating Committee.
5. They shall be elected at the January meeting of the Board.
6. Their term of office shall be two years, coinciding with the calendar year. The President and secretary shall be elected to serve two year terms beginning in odd numbered years. The vice-president and treasurer shall be elected for two year terms beginning in even years. The President may not serve more than two consecutive terms.
7. In the event that an office other than the Presidency becomes vacant, the President shall appoint another Trustee to succeed to the office for the remainder of the term.

The **President** shall:

- a) preside at all meetings of the Board.
- b) facilitate the discussion and execution of matters before the Board.
- c) be ex-officio of all committees, except the Nominating Committee.
- d) perform such other duties as are prescribed in the Bylaws.

The **Vice-President** shall:

- a) in the absence of the President, preside at the meetings and perform the duties of the President.
- b) in the event that the Presidency becomes vacant, assume the duties of President until the Board elects a new President to complete the term.

The **Secretary** shall:

- a) oversee the records of the Board.

- b) prepare the minutes of all Board meetings and oversee distribution to all members of the Board one week in advance of the next meeting.
- c) oversee the records of attendance.

The **Treasurer** shall:

- a) oversee the Director in his/her financial responsibilities.
- b) oversee all financial aspects of the library's operations.
- c) oversee that a certified audit be made every three years.

Library Director

The Board shall appoint a Director who shall be the executive officer of the policies of the Board and shall have charge of the administration of the library under the direction and review of the Board. The Director shall be responsible for the care of the buildings and equipment; for the employment and direction of the staff; for the efficiency of the library's service to the public; and for the operation of the library under the financial conditions contained in the annual budget. The Director shall attend all Board meetings except the portion of the meeting at which the director's appointment or salary is to be discussed or decided

Committees

Standing Committees

- 1. shall include Policy/Bylaws, Building & Grounds, Finance/Grants, Fundraising & Community Outreach, Personnel/Nominations, Strategic/Long Range Planning and Liason to the Friends of the Hampton Bays Library.
- 2. shall be formed by the President at the January meeting of the Board.

Special Committees

- 1. may include non-Board members.
- 2. may be appointed by the President at any time with the approval of the Board.

The Chairman of all committees shall be appointed by the President.

Budget

- 1. The fiscal year of the Board shall be from January 1st to December 31st.
- 2. A proposed budget for the following fiscal year shall be approved by the Board for submission to the voters.

Board Meetings

- 1. The regular meetings of the Board shall be held monthly at the library at such dates and times as the Board shall designate.
- 2. Any trustee who fails to attend three (3) Board meetings in one calendar year, in person, without an acceptable excuse (e.g. family/health emergency), shall be deemed to have resigned from the Board.
- 3. Attendance at Board meetings shall be in-person. Participation by telephone is informational and non-participatory only and shall be deemed an absence, unless excused as provided in Section 2 above.

4. Special meetings may be held at any time at the call of the President or Secretary or at the call of any two members of the Board, provided that notice thereof be given to all Trustees at least seventy-two hours in advance of the special meeting.
5. A quorum at any meeting shall consist of four or more Trustees.
6. The Library Director shall attend all meetings of the Board, and shall prepare and distribute the agenda for each meeting one week in advance. The Library Director may also prepare and distribute any other Board meeting documents or hard copy handouts one week in advance, to allow Board members sufficient time to peruse.
7. Notice of regular Board meetings must be posted seventy-two hours in advance in a public place in the library.
8. The order of business at all regular meetings of the Board shall be:
 - a) Pledge of Allegiance
 - b) Adoption of the agenda
 - c) Approval of minutes of the previous meeting
 - d) Period of Public Expression I
 - e) Correspondence
 - f) Treasurer's report
 - g) Director's Report / Personnel Report
 - h) Committee Reports
 - i) Old business
 - j) New business
 - k) Period of Public Expression II
 - l) Executive Session (optional, only if warranted)
 - m) Adjournment
9. Robert's Rules of Order (current edition) shall govern parliamentary procedures of the Board.
10. Guests are welcome to attend any/all monthly Board meetings. Guests are encouraged to sign in and indicate whether they wish to speak at the meeting during the 'public expression period(s)' and are thus limited to 15 minutes in total for all speakers combined at each period. The Board of Trustees is not obligated to respond to questions, comments or statements from the public.

Communication

1. Email Monitoring Requirements: In order to remain an active and functioning member of the Board of Trustees, each trustee is required to check their designated library email account at least every 48 hours.
2. Group Email Responses: When replying to any group email sent to the Board of Trustees, members must use the "Reply All" function. This practice maintains transparency, keeps the conversation cohesive and ensures that all trustees remain equally informed.
3. Compliance: Failure to adhere to these communication requirements may be considered a breach of trustee responsibilities and addressed according to Board governance procedures.

4. To ensure more reliable communication and to support a more sustainable and environmentally conscious approach to conducting library business each Trustee will be issued a tablet/computer. This device shall be used exclusively for official library purposes, including email communications and Board meeting functions. All trustees will adhere to the condition of the policy set forth in the Hampton Bays Public Library Board of Trustees Tablet Policy. A signed policy acknowledgment form is required to be submitted annually.

Amendments to the Bylaws

The Bylaws Review Committee shall conduct an annual review of the Bylaws.

The committee shall recommend any amendments to the Board in writing at a regular meeting, and they shall be voted upon at the next regular meeting.

Amendments must be approved by a vote of 5 Board members.

All Bylaws, including amendments, shall be re-affirmed at the January meeting.

Amended by the Board of Trustees: 2018

Amended by the Board of Trustees: March 3, 2022

Amended by the Board of Trustees: May 10, 2022

Amended by the Board of Trustees: January 13, 2026

Amended by the Board of Trustees: February 10, 2026