

FINKELSTEIN MEMORIAL LIBRARY BY LAWS

1. NAME - The name of this East Ramapo School District Public Library shall be the FINKELSTEIN MEMORIAL LIBRARY as chartered by the New York State Regents Authority, August 24, 1962.

2. PRINCIPAL PLACE OF BUSINESS - The principal place of business of the library, which is chartered to serve the East Ramapo Central School District, shall be located in Spring Valley, Rockland County, New York.

3. OBJECT- The purpose of this library shall be to serve all of the people in the area that is taxed for its support; to provide materials for loan, to provide information, reference and research assistance and guidance through the library's multiple resources; and to conduct programs of an educational, cultural, informational and recreational nature that will provide both enjoyment and enrichment to its patrons. The library will strive for the provision of maximum library services and shall promote the use of the library as a cultural center of the community.

4. BOARD OF TRUSTEES - The Board of Trustees of the library shall consist of seven elected, non-salaried members, four of whom shall constitute a quorum for voting purposes. To be qualified to be a trustee, one must be a citizen of the United States, a resident of the district for thirty days prior to the annual election and eighteen years of age or older as of the date of the annual election.

5. ELECTION OF TRUSTEES AND BUDGET VOTE - The election of trustees shall be held each year at the same time as the proposed budget vote is placed before the voters of the district. Said vote shall take place between April 1 and June 30th. If no library budget is to be voted upon, the trustee vote will be at a date set by the Board of Trustees and, in the absence of any designated date by the Board of Trustees, as a separate proposition at the time of the school district budget and Board of Education vote. The term of a trustee shall commence on the first day of July, next following the annual library district vote at which the trustee is elected.

6. VACANCY IN BOARD - Should a vacancy occur in the Board of Trustees during the term of a trustee, the Board of Trustees shall appoint someone to fill the seat until the next election is held at which time a candidate shall run for the unexpired term of office.

TERM OF TRUSTEES - Each elected board member shall serve for a five-year term of office. One or two seats shall become vacant each year.

8. POWERS AND DUTIES OF BOARD OF TRUSTEES - The Board of Trustees shall have all powers and duties as given to trustees of educational institutions by the Education Law of the State of New York.

9. ANNUAL MEETING - The annual meeting of the library Board shall be held concurrently with the first meeting in July.

10. OFFICERS OF THE LIBRARY - The library shall have a President of the Board of Trustees, a Vice President of the Board of Trustees, a Clerk to the Board of Trustees and a Treasurer, all of whom shall be appointed by the Board of Trustees at the annual meeting.

11. MEETINGS - The regular meetings of the Board shall be on the fourth Wednesday of each month at 6:30 P.M. at the principal office of the library, unless otherwise changed by the Board. Special meetings shall be called by the President, upon his own initiative or at the written request of four members of the Board. Written notice of each special meeting shall be given at least five days prior to the date of such special meeting, which notice shall set forth the purpose of the special meeting. All meetings of the Board are open to the public in conformance with the "open meeting" and "Sunshine Laws" of the State of New York.

12. COMMITTEES - At the annual meeting, the President shall appoint the members of the standing committees on Budget, Personnel and Building. From time to time, the President shall appoint the members of any additional committees deemed necessary by the President.

13. CLERK TO THE BOARD - The Clerk to the Board shall keep a true and accurate record of all meetings of the Board, shall issue all notices required by law and shall perform such other duties as are generally associated with that office.

14. TREASURER - The Treasurer shall have the powers and duties of treasurers of educational institutions as set forth in the education Law of the State of New York. More particularly, he shall receive all funds belonging to the library, deposit said funds in the depository bank or banks designated by the Board, keep an accurate account of every receipt and expenditure and pay out funds in accordance with the Board of Trustees.

15. LIBRARY DIRECTOR - The Library Director shall be appointed by the Board at a salary and term to be determined by the Board. The Library Director shall be charged with the responsibility for the daily operation of the library and shall serve as the executive and Administrative Officer of the library on behalf of the Board and under the review and direction of the Board. The director shall recommend to the Board the appointment and specify the duties of all other employees and shall be held responsible for the proper direction and supervision of the staff, for the care and maintenance of the library property, for an adequate and proper selection of library materials, for the financial operation within the limitations of the budgeted appropriations and for the efficiency of library service to the public. The Library Director shall also have such other and further duties as directed by the Board of Trustees.

16. AMENDMENT - These By-Laws may be amended, from time to time, by the vote of at least four (4) members of the Board.

Approved at the _____ Meeting of the Board of Trustees