

# **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.

### **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. Each trustee has one vote, irrespective of the office held, and must be present in person or on camera when participating virtually to have their vote counted.

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 March 1 and June 30.

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. The elected trustee must take the oath of office and it must be filed with the county clerk within the first 30 days of the term, by July 31.

#### **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 of the seat that was vacated. A trustee appointed to the board must take the oath of office and it must be filed with the county clerk within the first 30 days of the term.

a. Absence from three consecutive meetings and/or fifty percent (50%) of meetings in a fiscal year shall constitute automatic dismissal from the Board unless the Board defers this dismissal by majority vote. The President shall inform the absent Board Member in writing that he/she is no longer on the Board. If dismissal is deferred by Board action, the President shall notify the absent Board Member in writing of the conditions of this deferral.

b. The Board may remove a Trustee by majority vote for misconduct, incapacity, ineligibility, neglect of duty, or refusal to carry into effect the library's educational purpose as provided in Education Law 226; subdivision 8.

#### **7. TERM OF TRUSTEES**

Each elected board member shall serve for a five-year term of office, unless amended by resolution. 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.

No Board member by virtue of his/her office shall exercise any administrative responsibility concerning the Library nor, as an individual, command the services of any library employee.

#### **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, and a Secretary, 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, and on videoconferencing software, unless otherwise changed by the Board. There must be an in-person quorum in order to hold the meeting. There will be at least 10 meetings per year.

Special meetings shall be called by the President, upon his/her own initiative or at the written request of four members of the Board, who may schedule the board meeting and proceed. Written notice of each special meeting shall be given at least three 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 and Finance, Personnel, Advocacy and Fundraising, By-Laws and Policy, Strategic Planning, and Buildings and Grounds.

From time to time, the President shall appoint the members of any additional committees deemed necessary by the President or majority vote of the board.

## **13. CLERK TO THE BOARD**

The Clerk to the Board shall oversee the annual trustee election and budget vote, keep a true and accurate record of all meetings of the Board, 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.

The Treasurer must prepare a report of receipts and disbursements along with a statement of bank account reconciliations. The Treasurer is not required to attend the Board meeting, but certainly may do so at the pleasure of the Board.

## **15. LIBRARY DIRECTOR**

The Library Director shall be appointed by the Board at a salary 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 by the vote of at least four (4) members of the Board.

Approved at the March 26, 2025 Meeting of the Board of Trustees