



14 South 20th Street * Wyandanch, NY 11798
(631) 643-4848 / Fax (631) 643-9664

Board of Trustees

Katrina N. Crawford, President
Norman Sellers, Vice President
Kisha Carter, Trustee
Cindy Paschall, Trustee

Dr. Shell Lambert, Director

BY-LAWS

The Wyandanch Public Library, established on April 24, 1974 by a vote of the taxpayers of the Wyandanch Union Free School District shall provide free public library service to the inhabitants of this district, and said board shall be governed by the following articles.

- Section 1.** The duties of a library board are simple but comprehensive to decide on the general policy of the institution, to see that this policy is carried out, employing for this purpose an expert staff and leaving methods and details to it. The authority of the Board is vested in the Board as an entity.
- Section 2.** In accordance with the laws governing school district public libraries in New York State, the Library Board of Trustees of the Wyandanch Public Library shall consist of five members, one member to be elected annually by the legal voters of the district to serve for a period of five years.
- Section 3.** Trustee vacancy: When a vacancy on the Board of Trustees occurs other than by expiration of Trustee's term of office, said vacancy shall be filled by appointment of the Board until the next annual school library district election DELETED (At that time) DELETED. Nominations and election of a Trustee to fill this unexpired term shall take place in line with usual requirement for election of a member of this Board of Trustees as established by the Education Law.

ARTICLE II-MEETINGS

- Section 1.** The regular monthly meeting of the Library Board of Trustees shall be held on the fourth Wednesday of each month from (7:00-9:30 p.m. revised 1/2/81)6:00 p.m.-9:00p.m. in the library unless the said Board shall at its annual reorganization meeting designate a different day, time or place for same: (thereafter, said say , time or place shall be changed during the fiscal year only upon a majority vote of said Board at a regular or special meeting and shall become effective only upon the mail or delivery of notice to any trustee wo was not present at the meet at which said vote was taken DELETED
- Section 1a.** (Whenever a regular meeting lacks a quorum, the Board authorized the Director to reschedule that meeting for a time no less that ten (10)working days from the regular meeting date. Said rescheduled meeting notice shall be posted on the library Bulletin board, post office an in the office of the school district clerk.
- Section 2** The annual reorganization meeting shall be held at the first meeting of the Board of Trustees, in the new fiscal year.
- Section 3** Special Meetings: Addition meetings, other than regular monthly board meetings shall be called by the President at his/her option or upon the written request of tat least two trustees directed to the President for transaction of specified business. Notice of the time and place of every special meeting shall be mailed no less than three (3) or more than ten (10) days before the meeting to the usual address of each Trustee. (no less than five(5) -- revised (2/27/91).
- Section 4.** Meeting Absences: If any trustee shall fail to attend three consecutive regular meetings without excused accepted as satisfactory by the Trustee, he/she shall be deemed to have resigned, and the vacancy shall be filled.

Article III – OFFICERS

- Section 1.** The officers of the Board shall be elected by (ballot of – DELETED) the Trustee at the annual (reorganization ADDED) meeting of the Board and shall be as follows: President and Vice President. (Terms of office will run until the next reorganization Meeting – ADDED)
- Section 2.** (Said officers, President and Vice-President to be indemnified by the Board while acting within the scope of their suited as a Library Trustee. – ADDED)
- Section 3.** The President of the Board shall preside at all meetings, appoint all committees, authorize calls for special meetings and generally perform the duties of a presiding officer.
- Section 4.** The Vice-President of the Board shall preside over meetings and shall perform all duties of the President, in the absence of the President
- Section 5.** The Secretary of the Board shall be appointed and will be responsible for a true and accurate account of all proceed of the Board meeting. In the absence of the President and Vice President, the Secretary, if an elected trustee, shall preside over meetings and perform all duties of the President.
- Section 6.** The Treasurer of the Board shall be appointed and shall keep an accurate accounting of Library funds and those funds required by law to be administered through the Treasurer of the School district.
- Section 7.** In the absence of the President and Vice President, the senior trustee shall preside over the meeting and perform all duties of the President.

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- Section 2.** Special committees (ad hos – ADDED) for the study and investigation of special problems may be appointed by the President; such committees to serve until the completion of the work for which they were appointed or until the next annual meeting whichever is earlier.

ARTICLE V- QUORUM

- Section 1.** A quorum for the transaction of business shall consist of three (3) members of the Board. No affirmative action shall be taken without the approval of the majority for the entire board. (If there are only three (3) trustees at a meeting, then those trustees must all vote affirmative on any motion to be approved. ADDED (1/28/81)
- Section 2.** In case of a tie vote, each member present at a duly called meeting of the Board of Trustees shall be considered to have cast an affirmative vote unless he/she stipulates a negative vote or abstention.
- Section 3.** During the Board meeting Proxy votes can only be accepted through a telephonic communication system –ADDED 1/18/81 – DELETED PER NYS EDUCATION LAW.

ARTICLE VI – LIBRARY DIRECTOR

The library Director shall be executive, officer of polices adopted by the Board of Trustees and shall have sole charge of the administration of the library under direction and review of the board. The Library Director shall be responsible for the care of the building and equipment, for the employment and direction of the staff and for the efficiency of the library's service to the people in the community with the approval of a majority vote of the Board of Trustee. He/she shall render and submit to the board monthly and annual reports which include long and short term goals and recommendations to the Board of such policies and procedures which, in the opinion of the Library Director, will promote the cause and improve efficiency and quality of library services in this community. The Library Director will attend all (duly called – ADDED meetings of- the Board of Trustees.

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4. Financial Report
5. Director & Librarian reports
6. Committee reports
7. Commination
8. Old Business
9. New business
10. Community in (added 2/27/91)
11. Adjournment

ARTICLE VIII AMENDMENTS

(These By-Laws may be amended at any meeting of the Board by majority vote of the member of the Board, providing the substance thereof which is to be taken up and considered. DELETED 1/213/81)

(After review by an ad hoc committee by the President _ ADDED) these By-laws may be amended by the majority vote of all members of the Board provided written notice of the proposed amendment shall have been mailed to all member have been mailed to all members at least ten (10) days prior to the meeting at which such action proposed will be taken.

Amendments of these By-Laws may also be accomplished by unanimous vote of the entire Board of Trustees in those instances where prior written notice had not been given. Failing a unanimous vote of the entire Board of Trustees in those instances where prior written notice had not been approved.

Failing a unanimous vote, then action on an amendment must be put off to the subsequent meeting. (failure to obtain a unanimous vote after tow presentations, the amendment shall be deemed defeated – ADDED)

ARTICLE IX PARLIMENTARY RODEDURES

For those circumstances not covered in the above By Laws,“ Roberts’s rules for order” shall be adopted to govern matters of parliamentary procedure of this Board of Trustees. (New York State Education Law pertaining to Public to Public Libraries – ADDED)

Revised and approved at Board of Trustees meeting August 29, 1979
Revised and approved at Board of Trustees meeting January 28, 1981
Revised and approved at Board of Trustees meeting February 27, 1991
Revised and approved at Board of Trustees meeting July 7, 1999
Revised and approved at Board of Trustees meeting March 22, 2006
Revised and approved at Board of Trustees meeting September 28, 2011

WYANDANCH PUBLIC LIBRARY

14 South 20th Street, Wyandanch, New York 11798
(631) 643-4848

Board of Trustees
Nancy Holliday, President
Hector Burgos, Vice-President
Ghenya Grant, Trustee
Clarence Holloway, Trustee
Stephanie Williams, Trustee

Corcy Fleming, Director

BY-LAWS

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ARTICLE I - TRUSTEES

- Section 1. The duties of a library board are simple but comprehensive---to decide on the general policy of the institution, to see that this policy is carried out, employing for this purpose an expert staff, and leaving methods and details to it. The authority of the Board is vested in the Board as an entity.
- Section 2. In accordance with the laws governing school district public libraries in New York State, the library Board of Trustees of the Wyandanch Public Library shall consist of five members, one member to be elected annually by the legal voters of the district to serve for a period of five years.
- Section 3. **Trustee Vacancy:** When a vacancy on the Board of Trustees occurs other than by expiration of a Trustee's term of office, said vacancy shall be filled by appointment of a majority of the Board until the next annual (school) library district election. ~~DELETED~~ (At that time) ~~DELETED~~. Nominations and election of a Trustee to fill this unexpired term shall take place, in line with the usual requirements for election of a member of this Board of Trustees as established by the Education Law.

ARTICLE II - MEETINGS

- Section 1. The regular monthly meeting of the Library Board of Trustees shall be held on the fourth Wednesday of each month from (7:00-9:30 pm-revised 1/28/81) 6:00 - 9:00 pm in the library unless the said Board shall at its annual reorganization meeting designate a different day, time or place for same; (thereafter, said day, time or place shall be changed during the fiscal year only upon a majority vote of said Board at a regular or special meeting and shall become effective only upon the mailing or delivery of notice to any trustee who was not present at the meeting at which said vote was taken) DELETED
- Section 1a. (Whenever a regular meeting lacks a quorum, the Board authorized the Director to reschedule that meeting for a time no less that ten (10) working days from the regular meeting date. Said rescheduled meeting notice shall be posted on the Library Bulletin Board, Post Office and in the Office of the School District Clerk.) ADDED
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Erskine Trotman, Vice-President
Ghenya B. Grant Esq., Trustee
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Timur A. Davis, Director

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