

# **ARDSLEY PUBLIC LIBRARY TRUSTEE MANUAL**

**ADOPTED 1971**

**REVISED 2021**

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## Introduction

The Board of Trustees is composed of seven members, appointed by the Village Board and Mayor on the recommendation of the Library Board. Each term of office is five years and trustees may be reappointed for five year terms. Trustees govern according to their own by-laws and regulations in compliance with the Commissioner of Education of the State of New York. Duties and responsibilities of trustees are outlined in the Handbook for Library Trustees of New York State 2018.

<https://www.nysl.nysed.gov/libdev/trustees/handbook/handbook.pdf>

The by-laws of the seven-member board establish the election of officers, duties and responsibilities, and frequency of meetings. Regular meetings are held once a month, no fewer than 10 times per year. All library board meetings are open to the public. Minutes of each meeting are recorded by the Secretary of the Board and kept on file in the library by the Director of the library. These minutes are available to the public and are posted online.

As of 1/1/2023, each member of the Ardsley Public Library Board of Trustees is required to complete a minimum of two hours of trustee education annually.

<https://legislation.nysenate.gov/pdf/bills/2021/S4435B>

*The Library Board voted on June 27, 1996 to amend the 1971 Charter to increase the number of trustees from five to seven. Approval of the New York State Board of Regents is required in order for this change in the Charter to take effect. Approval was granted on September 19, 1996.*

## **TRUSTEE RESPONSIBILITIES**

1. The Library Board of Trustees selects the Library Director, who reports directly to the Board.
2. The Board sets all policies under which the library operates.
3. The Board helps prepare, approve, and present an annual budget to the Village of Ardsley Board of Trustees.
4. The Board approves and monitors expenditure of funds.
5. The Board plans for immediate and long-range operations.
6. The Board acts as public relations representatives and library advocates.

# **BY-LAWS OF THE ARDSLEY PUBLIC LIBRARY**

## **BOARD OF TRUSTEES**

### ARTICLE I – NAME

This organization will be called “The Board of Trustees of the Ardsley Public Library,” existing by virtue of the provisions of the Absolute Charter Number 15,585 granted by the Regents of the University of the State of New York on June 25, 1971, and exercising the powers and authority and assuming the responsibilities delegated to it under said charter.

### ARTICLE II – TRUSTEES

1. The business and affairs of the Ardsley Public Library shall be conducted by a Board of Trustees, seven in number, each appointed by the Village of Ardsley Board of Trustees, upon recommendation of the Library Board.
2. Trustees are appointed for a term of five years, beginning January 1 and ending December 31.
3. Vacancies that occur for reasons other than expiration of term shall be filled for the balance of the unexpired term by the Village of Ardsley Board of Trustees, upon recommendation of the Library Board.

### ARTICLE III – BOARD RESPONSIBILITIES

1. The trustees shall formulate, establish, and review all policy, personnel and fiscal decisions pertaining to the operation and administration of the Ardsley Public Library. They shall have open communication with the Village of Ardsley.
2. The Board shall appoint a qualified Library Director or Librarian who shall be the executive and administrative office of the Ardsley Public Library under the board’s review and direction. The Board will conduct a yearly performance review of the Library Director that includes goal setting and evaluating status of goals established previously.
3. The trustees shall develop and maintain a long-range plan for library service.

## ARTICLE IV – OFFICERS

1. The officers of the Board of Trustees shall be elected at the annual meeting held in December. The officers shall be a President, a Vice President, a Secretary and a Treasurer, elected from among the trustees.
2. Officers shall serve a term of one year beginning January 1 following the annual meeting at which they are elected and ending December 31.
3. The President shall preside at all meetings of the board, authorize calls for any special meetings, appoint all committees, execute all documents authorized by the board, serve as ex-officio voting member of all committees, and generally perform all duties associated with that office.
4. The Vice President, in the event of the absence or disability of the President, shall assume and perform the duties and functions of the President.
5. The Secretary shall keep a true and accurate record of all meetings of the board, shall issue notice of all regular and special meetings, and shall perform such other duties as are generally associated with that office. In the absence or inability of the Secretary, these duties shall be performed by such other members of the board as the President may delegate.
6. The Treasurer shall be the disbursing officer of the board, and shall perform such duties as generally devolved upon the office. In the absence or inability of the Treasurer, these duties shall be performed by such other members of the board as the President may delegate.

## ARTICLE V – MEETINGS

1. Regular meetings will be held at such time and place as designated by a majority of the board. However, the board shall meet not less than ten times a year.
2. Special meetings may be called by the Secretary at the direction of the President, or at the request of at least three trustees, for transaction of business as stated in the call for the special meeting.
3. A quorum for the transaction of business at any meeting shall consist of four members of the board present in person.

4. Trustees shall be required to attend all regular monthly meetings. Absences should be reported in advance to the Board President and the Library Director. Except for extenuating circumstances, more than three absences per calendar year by a Trustee will be reviewed by the entire board, and appropriate action taken.

#### ARTICLE VI – AMENDMENTS

The board may amend these by-laws by a majority vote of all members provided written notice of the amendment has been sent or delivered to each member of the board ten days prior to the meeting. The board may also amend these by-laws without prior notice to members if all seven members (or a quorum) at a meeting agree on a proposed amendment.

**Bylaws revised 2021**

**ARDSLEY PUBLIC LIBRARY BOARD OF TRUSTEES**