

**GOLD COAST PUBLIC LIBRARY DISTRICT**  
**BOARD OF TRUSTEES BYLAWS**

**Article I**  
**Name and Location**

This special district library shall be known as the Gold Coast Public Library District, being its name as stated in the Charter # 23,429 granted by the Board of Regents of the University of the State of New York on behalf of the State Education Department, September 13, 2002. The Gold Coast Public Library District shall operate under a charter dated December 14, 2007 and the Education Law and related laws governing public libraries in the State of New York. The designated area of service is the North Shore School District in the towns of Oyster Bay and North Hempstead, Nassau County, exclusive of the portion thereof within the Incorporated Village of Sea Cliff. The principal office of the Library district shall be located at 50 Railroad Avenue, Glen Head, New York.

**Article II**  
**Purpose**

**Section 1.** The purpose of the Gold Coast Public Library District shall be to provide library service to residents within the designated area.

**Section 2.** The government of the Gold Coast Public Library District is vested in a Board of Trustees functioning pursuant to the provisions of the Education Law and the Not For Profit Corporation Law of the State of New York.

**Article III**  
**Trustees and Attendance**

**Section 1.** The Board of Trustees of the Gold Coast Public Library District hereinafter called the Board, shall consist of nine (9) members all of who must be residents of the district. In accordance with the provisions of the enabling legislation, (Law 2000, Chapter 233), three members shall be elected at each annual election of the Board. The election shall be held in sufficient time to submit the next year's budget to the Town of Oyster Bay.

Candidates for the office of member of the Board of Trustees shall be nominated by petition. A separate petition shall be required to nominate each candidate for a vacancy on the Board. Each petition shall state the name and residence of the candidate and shall include the residence of each signer; be signed by at least fifty (50) qualified voters of the district; then each petition shall be filed with the Clerk of the Election as appointed by

the Board of Trustees no later than the 13th day preceding the election, at which time the candidates nominated are to be elected.

**Section 2.** Trustees shall be elected at large by public election for a term of three (3) years. Trustee terms begin and end at the Organizational meeting in January. Upon taking office, Board members and officers will take and sign an Oath of Office for the State of New York, a copy of which will be forwarded to the Nassau County Clerk and a copy of which shall be maintained with the Library's records.

In the event of vacancy other than expiration of term, the Board President may appoint an ad-hoc committee to review the nominations and a majority of the remaining members of the Board shall appoint a replacement within sixty (60) days. If the remainder of the term is less than one year, the appointed Trustee shall serve until the Organizational meeting whereby the newly elected Trustees are sworn in.

If the remainder of the term is greater than one year, the appointed Trustee shall serve until the Organizational meeting following the next regularly scheduled election. At such Organizational meeting, the successful candidate with lowest vote total shall complete the shortest remaining term on the Board.\*

In the alternative, a special election to fill a vacancy may be held for the remainder of the unexpired term.

**Section 3.** The Board shall have full power and authority over the rules, regulations, policies and affairs governing the library and must comply with these bylaws and the Education Law of the State of New York.

**Section 4.** In accordance with the Regulations of the Commissioner of Education and Education Law 226(4), if any trustee shall fail to attend three (3), consecutive meetings without excuse accepted as satisfactory by the trustees, that trustee shall be deemed to have resigned and the vacancy shall be filled. Accordingly, the secretary shall include excused absences when recording the minutes.

**Section 5.** No member or members of the Board shall act for or on behalf of the Library without express authorization therefrom.

**Section 6.** No trustee may receive payment for goods or services while serving on the Board, excluding reimbursement for documented expenditures made on behalf of the library. (See Gold Coast Public Library Procurement Policy)

**Section 7.** A trustee must reveal any conflict of interest in transacting library business.

Such trustee may not vote in matters where a conflict exists nor serve on a committee that informs the board or recommends action to the Board.

## **Article IV**

### **Officers**

**Section 1.** The Officers of the Board shall be: President, Vice President, Secretary and Treasurer. The Library Director is an ex-officio member of the Board and to all Board Committees.

**Section 2.** The election of Officers of the Board shall be by secret ballot at the Organizational meeting of the Board in January of each year. Each of the officers of the Board shall be elected annually by the majority of the Board.

**Section 3.** On the expiration of the term of office, each officer shall turn over books and records, including electronic records, to his/her successor.

## **Article V**

### **Duties of Officers**

a) The President of the Board shall preside at all meetings and perform the duties of a presiding officer including recognizing those entitled to the floor, resolving issues of order, putting to vote all questions which are regularly moved and expediting the conduct of business. The President appoints committees and committee members with ratification by the Board, and shall authorize calls for special meetings as hereinafter provided. The President shall be an ex-officio member of all committees with no vote. The president, together with the Library Director, shall participate in developing the agenda for meetings of the Board.

b) The Vice President shall assist the President and, in the absence or disability of the President, shall perform the duties and exercise the powers of the President. He/she shall assume the office of the President should it become vacant.

c) In the absence of both the President and Vice President, either the Secretary or Treasurer will serve as President of the meeting.

d) The Treasurer, shall present a financial report at each regular meeting of the Board. All checks must be signed by two Officers of the Board.

e) The Secretary shall be responsible for maintaining an accurate account of all proceedings at Board meetings. He/she shall be responsible for issuing notices for all regular and special meetings, and shall have custody of the official minutes, correspondence and other records of the Board. The official minutes shall be available upon request by any resident and can be accessed through the Library website.

f) Duties not conveyed to officers by the bylaws or any special rules of order the Board may adopt are reserved to the Board.

## **Article VI Meetings**

a) Regular meetings of the Board shall be held monthly, the date of each meeting for the months of February through December of a given year to be determined by the Board at its Organizational meeting in January. The date of the Organizational meeting shall be determined by the Board at the preceding December's regular meeting. Due notice will be given to the public of meetings in accordance with the Open Meetings Law. Meeting agendas shall include provision for public comment.

b) A special meeting may be held at any time at the call of the President with the concurrence of a majority of the Board or at the request of any five (5) members of the Board provided that written notice thereof shall be given to all Trustees at least 24 hours in advance of a special meeting

c) A quorum for the transaction of business at a regular or special meeting shall consist of five (5) trustees.

d) The order of business at regular meetings shall be as follows:

- Call to order
- Pledge of Allegiance
- Approval of minutes
- Approval of Treasurer's report
- Report of Director/President and other Officers
- Report of Committees
- Public Comment
- Old Business
- New Business
- Adjournment

In addition, the Board may conduct executive sessions at any regular or special meeting as provided by law.

e) A board member must be present to participate in discussion and to vote. In addition, if the Board so chooses, a Trustee may participate and vote via videoconference as provided by law.

## **Article VII Committees**

**Section 1:** The President, with ratification of the Board, may appoint any Committee deemed necessary to help fulfill the mission of the Library District.

**Section 2: Standing Committees:**

Standing Committees are composed of Board members appointed by the Board President. Standing Committees fulfill tasks assigned as per the responsibilities outlined in Section 2a. Standing Committees may conduct business necessary to be completed in between regular Board meetings. Standing Committees will elect a Chair of each committee and the Chair will provide a report at the next regular Board meeting or Special Meeting. Committees shall have advisory authority only.

**Section 2a. Standing Committees of the Board and Committee Responsibilities**

**a. Executive Committee**

The Executive Committee is comprised of the Officers of the Board and shall provide non-binding information and/or recommendations to the Board on issues of policy, governance and extraordinary matters not addressed by other committees or specifically delegated to other individuals. The Executive Committee shall meet as needed, but not less than once per year.

**b. Election Committee**

Members of the Election Committee are responsible for coordinating the annual budget and trustee election process with the Library Director and the District Clerk.

**c. Facilities Committee**

Members of the Facilities Committee work with the Library Director to identify long range facility needs and make recommendations to the Board for addressing facility issues.

**d. Finance Committee**

Members of the Finance Committee are responsible for working with the Library Director annually to develop a draft budget for the Library which is to be presented to the full Board at its regular meeting .

**e. Long-Range Planning Committee**

Members of the Long-range Planning Committee participate in the creation and annual evaluation of the Library's five year plan. The plan developed by this committee is subject to discussion and approval by the Board.

**Section 3: Ad-Hoc Committees**

Ad-hoc committees for the study or consideration of designated topic(s) may be appointed by the President, with ratification of the Board as per Article VII, Section a. These committees shall serve until the completion of the work for which they are approved or until dissolved by the Board. Ad-hoc committees may include non-Board member(s) with the approval of the Board.

### **Article VIII Parliamentary Procedure**

The rules contained in Robert's Rules of Order newly revised 11<sup>th</sup> Edition shall guide the parliamentary procedure of the Board when not inconsistent with these bylaws and any special rules of order the Board may adopt.

### **Article IX Fiscal Year**

The fiscal year of the Library shall be from January 1 to December 31 of each year.

### **ARTICLE X 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; recommendations to the Board regarding the appointment and/or retention of staff; the direction of the staff; the efficiency of the library under the financial conditions contained in the annual budget and other duties as outlined in Board policies and/or employment agreements and not contrary to the Director's Civil Service duty statement and/or job description. The Director shall render and submit to the Board reports and recommendations of such policies and procedures, which, in the opinion of the Director, will improve efficiency and quality of library service.

### **Article XI Amendments**

These Bylaws may be repealed, amended or added to by a majority vote of the Board at a regular meeting. Such action shall be taken, however, only after the substance of the proposed repeal, amendment, or addition has been presented in writing at a prior regular or special meeting, and notice thereof has been given in the notice of the meeting at which it is to be considered.

*Adopted: January 3, 2002*

*Revised: February 6, 2003*

*Revised: November , 2007*  
*Revised: December 16, 2015\**

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*\*Items in red have not been officially accepted by the Board as of December 16, 2015*