ARTICLE I. NAME

The Name of this body, pursuant to the charter granted, is BELLMORE MEMORIAL LIBRARY.

ARTICLE II. ESTABLISHMENT

The powers, responsibilities and affairs of the Board of Trustees of the Bellmore Memorial Library are enabled by virtue of the charter granted by the New York State Board of Regents, and are derived from the Education Law and related laws of the State of New York, and the rules and regulations of the Board of Regents and the University of the State of New York and its agencies. This Board, by law, is a continuous corporate entity and the legality of its commitments is not conditioned by the official life of its members.

ARTICLE III. POWERS, DUTIES, AND RESPONSIBILITIES

Section 1. Under the law, public libraries, authorized by the action of the voters, shall be managed by Trustees who shall have all the powers of Trustees of other educational institutions of the University of the State of New York, as defined in Section 226 of the Education Law.

Section 2. The Board is the legal entity charged with the management of and responsibility for the Library. The Board shall establish the objectives of the Library and determine the policy for the development of such objectives. The Board, in turn, shall delegate to the Director the immediate charge of the Library within the framework of the established policy. It shall be the duty of the Board to receive systematically from the Director, and such members of his staff as he or she may delegate, reports regarding the functioning of the Library in terms of the stated policy and objectives.

Section 3. A prime obligation of the Board shall be to provide the funds necessary to operate the Library within the objectives and policy specified. Upon receiving recommendations from the Director, in consultation with the staff, the Board shall prepare and submit to the taxpayers the annual budget and establish all procedures necessary to fully and properly discharge its responsibility for the sound financial management of the Library.

Section 4. It shall be the responsibility of each Trustee to avoid actions or criticisms which reflect negatively on the decisions of the Board of Trustees.

ARTICLE IV. BOARD OF LIBRARY TRUSTEES

Section 1. The number of Trustees of the Board shall be five, as established by virtue of the Board's charter above referred to in Article II. One Trustee shall be elected at each annual election to serve for five years. A Trustee must be a resident of the Bellmore Union Free School Distri-
District, Town of Hempstead.

Section 2. Vacancies in the Board of Library Trustees, due to cause other than expiration of term, shall be filled for the balance of the unexpired term by appointment by a majority of the members of the Board.

ARTICLE V. BOARD MEETINGS

Section 1. Regular Meetings. Regular meetings of the Board shall be held on the third Tuesday of each month, at 7:00 p.m., at the Bellmore Memorial Library. There shall be no regular meeting in the month of August.

Section 2. Annual Reorganization Meeting. The Annual Reorganization Meeting will be held at the same time and place as the regular July meeting.

Section 3. Annual District Meeting. The Annual District Meeting will be held between April 1 and June 30.

Section 4. Special Meetings. Special Meetings of the Board may be called by the President, or upon the written request of three Trustees. Notice of such Special Meeting must be given to each trustee at least five days prior to such Special Meeting and such notice must designate the date, time and place of the meeting and specify the business to be discussed at such Special Meeting. A majority of trustees may waive the aforementioned five days under special circumstances.

Section 5. Executive Sessions. Under the law, the Board may hold Executive Sessions for purposes specified in the New York State Freedom of Information Law at which only members of the Board or the persons invited may attend. The Executive Session is only available for discussion and any formal action shall be taken in open meeting. There is an obligation on the part of the persons participating in an Executive Session not to reveal the subject of discussion nor the comments by any members attending the session.

Section 6. Minutes. Minutes of all Annual, Regular, and Special Board Meetings and Executive Sessions shall be taken, and upon approval, one copy, signed by the Secretary of the Board, shall be maintained in the Library to be available to the public upon request.

ARTICLE VI. QUORUM

A majority of the entire Board constitutes a quorum.

ARTICLE VII. OFFICERS

The Trustees, at the Annual Meeting, shall elect from among the members of the Board a President, Vice-President, and Secretary to hold office until the next Annual Reorganization Meeting. If any office shall become vacant, the Trustees shall fill the vacancy by election from among the members of the Board until the Annual Reorganization Meeting.
The President shall serve for no more than two successive terms. However, an intervening term restores eligibility. The President shall perform the usual duties of a presiding officer: appoint all committees; call special meetings; serve as ex-officio member of all committees; inform the other Trustees of matter brought directly and properly to his or her attention. The Vice-President shall preside in the absence of the President and shall assist the President as requested. The Secretary shall be responsible for maintaining an accurate account of all proceedings at Board meetings, and shall co-sign official documents required by State Law.

ARTICLE VIII. FINANCIAL OFFICER

The Financial Officer shall keep account of the Library funds and shall have custody of gifts and property other than tax moneys. He or she shall, in cooperation with the Library Director, prepare and submit a financial report to the Board of Trustees at each regular meeting. The Financial Officer shall work closely with the Director to insure proper expenditure of Library funds, and in the preparation of the preliminary budget. The Financial Officer shall have no power to dispense funds, that function resting with the Library district treasurer, who will pay Library obligations from a school district fund upon the presentation of vouchers approved by the Board and co-signed by at least one Trustee. In the absence of the Financial Officer, a public accountant, a certified public accountant, or a member of a firm of certified public accountants shall be engaged to perform the function of a Financial Officer, except that such party shall not be given custody of any financial assets of the Library.

ARTICLE IX. LEGAL COUNSEL

A legal counsel shall be engaged by the Board to apprise the Board on any matters bearing upon the legal liability of the Board or the Library as a whole. The Legal Counsel shall attend Board meetings when necessary and shall be available for consultation with the Director and the Board as required. Legal Counsel shall be available to review legal documents and to inform the Director and the Board of changes in laws and regulations affecting the Library.

ARTICLE X. LIBRARY DIRECTOR

The Library Director is the administrative officer of the institution and acts in the capacity of a professional expert to the Board of Trustees. The Director recommends programs, policies and changes and attends Board meetings. The Director is responsible for executing the policies and decisions of the Board. The Director prepares the annual budget for Board approval, and has primary responsibility for the expenditure of Library funds.

The Director recommends to the Board policies for book selection and for organization and administration and establishes procedures for carrying out the policies of the Board.

The Director is in charge of personnel and is responsible for assignment of duties, service standards and staff development. The Director recommends the appointment of new staff members, promotions and transfers, suggests salary increments and can recommend the dismissal of staff members in accordance with Civil Service procedures.
The Director represents the Library at conferences and meetings and selects staff members to attend such functions.

ARTICLE XI. COMMITTEES

The Board President shall appoint chairpersons and members of Standing Committees at the Annual Reorganization Meeting. The Board President shall appoint chairpersons and members of Special Committees throughout his or her term of office as the need may arise.

ARTICLE XII. ORDER OF BUSINESS

1. The Director shall prepare an Agenda for each meeting of the Board.

2. The Agenda shall include the following items and any other items deemed of importance:

   - Call to Order
   - Period of Public Expression
   - Approval of Minutes
   - Approval of Financial Report
   - Approval of Bills
   - Old Business
   - New Business
   - Communications
   - Personnel
   - Adjournment

ARTICLE XIII. ANNUAL REPORT

The Board shall present at the Annual Meeting a report, verified by the President and the Financial Officer or certified by an independent public or certified accountant or a firm of such accountants selected by the Board, giving the information required under Subdivisions 1,2,3 and 4 of Section 519 of the Not-For-Profit Corporation Law of the State of New York.

ARTICLE XIV. CORPORATE SEAL

The Bellmore Memorial Library shall have a corporate seal which shall read "Bellmore Memorial Library, New York".

ARTICLE XV. AMENDMENTS

These Bylaws may be amended by a majority of the entire Board provided appropriate discussion has transpired at the immediately preceding Board meeting.
ARTICLE XVI. CONDUCT OF MEETINGS

Meetings shall be conducted according to the latest edition of Robert's Rules of Order.

ARTICLE XVII. INDEMNIFICATION

The Bellmore Memorial Library will indemnify its Trustees and defend them for the defense of any civil or criminal action or proceeding to the full extent provided in Article 7 of the Not-For-Profit Corporation Law, including amendments subsequently made from time to time. Amendment to Bellmore Memorial Library Board of Trustees Bylaws:

Board Authorization of Trustee Videoconferencing, in Compliance with Public Officers Law (POL) 103-a

In order to maintain fullest participation at Library Board meetings by Board members, it may on occasion be necessary to allow Trustees who are not able to attend meetings to take part via telephone or videoconference. With the approval of library counsel, we hereby amend our bylaws to allow for this participation when and if Trustees are unable to attend a Board meeting in person.

Board Authorization for Payment of Bills Pre-Board Meeting

The Board of Trustees hereby authorizes the payment of Library staff payroll and payroll related expenses, contractually mandated contributions towards employees’/retirees’ health insurance and the NYSERS pension plan, monthly utility, lease payments and credit card billing statements due prior to the date of the next ensuing Board meeting, provided the Library’s Director has reviewed and approved, in writing, the payment thereof. The Board of Trustees will review and approve all such payments at the next regularly scheduled Board meeting.

Adopted November 12, 1992

Amended April 27, 2011

Amended June 19, 2013

Amended June 16, 2014-Board Authorization for Payment of Bills prior to Board Meetings

Amended October 17, 2023-Article V, Section 1, The bye month for regular Board Meetings was changed from February to August.