

Ethelbert B. Crawford Public Library  
Board of Trustees  
*Revised By-Laws 2/16/17*  
***Proposed Amendment 10/23/23***

ARTICLE I - NAME

1. The Ethelbert B. Crawford Public Library is a special district library under the education law of New York State existing by virtue of Charter Number 21.125 granted by the Regents of the University of the State of New York on February 21, 1992, in accordance with legislation enacted by the Senate-Assembly of New York State (S 4239 – A 6907 Chapter 229) on March 26, 1991, and approved by referendum of the voters of the special district on October 17, 1991. The district comprises those portions of the Towns of Thompson, Bethel, and Forestburgh within the Monticello Central School District.

ARTICLE 11 – TENURE OF OFFICE OF TRUSTEES

1. The term of office, in accordance with the aforementioned Senate-Assembly Bill shall consist of three (3) years with no limit on successive terms.

ARTICLE III – OFFICERS

1. The officers of the board shall be a President, a Vice-President, a Secretary, and a Treasurer.
2. Officers shall be elected at the first meeting of the year and serve a term of one year.
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 or of a vacancy in that office, 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.
6. The Board Treasurer shall be the disbursing officer of the Board for all monies, and shall perform such duties as are generally associated with that office.

## ARTICLE IV - MEETINGS

1. Regular meetings shall be held each month, at dates and times to be established by the Board at the beginning of the library year and shall be open to the public except when individual personnel issues are being discussed.
2. Special meetings shall be held at the call of the President or any three trustees.
3. A majority of the designated number of the Board shall constitute a quorum.
4. The order of business for regular meetings shall include, but not be limited to, the following items which shall be covered in the sequence shown as far as circumstances will permit:

Roll call of members  
Minutes  
Financial Reports (Treasurer's Report, Bills to be approved for payment  
Discussion with public  
Committee Reports  
Director's Report  
Unfinished Business  
New Business  
Announcements  
Adjournment

5. The Director shall attend all meetings, may participate in the discussion and offer professional advice, but is denied a vote on any question.
6. **Remote participation is authorized for regular Board meetings subject to certain conditions and restrictions.**
7. **Remote participation is subject to the Open Meeting Law, specifically including public notice of all locations and the continued ability throughout the meeting to see and hear all participants.**

## ARTICLE V – COMMITTEES

1. The following will be standing committees: Rules and Policy, Public Relations, Building and Grounds, Budget and Finance, Program, and Personnel. The President shall appoint such other committees as the business of the Board may require from time to time. All committees shall consist of one or more members who shall be Trustees, and shall be considered to be discharged upon completion of the term of office

of the President. Individuals who are not trustees but who have expertise necessary for the conduct of the committee's business may be invited to join a committee at the discretion of the President. Special committees, upon completion of their assignments, may be discharged at the discretion of the President.

2. All committee actions are subject to approval of the majority of the Board.
3. The Building Committee shall periodically inspect the physical plant of the Library and report important matters to the Board with recommendations or correction of any faults found.
4. The Personnel Committee shall be assisted by the Director in negotiations and personnel questions referred to the Committee for evaluation and recommendation.
5. All Committee appointments shall be for one year. All trustees shall serve on a minimum of two committees.

#### ARTICLE VI - LIBRARY DIRECTOR

1. The Board shall appoint a qualified library director who shall be the executive and administrative officer of the library.
2. The Director shall be held responsible for the proper performance of duties as spelled out in the job description provided by the Board.
3. It shall be the duty of the Director to attend meetings of the Board, including budget meetings, or public meetings where action may be taken affecting the interests of the Library. The Director shall have the right to speak on all matters under discussion at Board meetings, but shall not have the right to vote thereon.

#### ARTICLE VII - APPOINTMENTS

1. At the annual reorganization meeting of the Board of Trustees, the Board shall appoint the Library Attorney, the Library Accountant, and any other special personnel not on regular staff.
2. The Library Attorney is an independent contractor. ~~paid monthly, at a rate established by the Board of Trustees.~~ The Library Attorney shall advise the Board in legal matters, draft such documents as shall be necessary, and perform such duties generally associated with the office.
3. The Library Accountant is an independent contractor. The Library Accountant shall audit the receipts and disbursements of all funds, prepare the annual fiscal report to the Office of the State Comptroller, and be available to advise the Director or the Library Treasurer on questions referred by either person or the Board of Trustees. ~~The Library Accountant's fees shall be established by the Board of Trustees.~~

## ARTICLE VII - AMENDMENTS

1. These By-Laws may be repealed, amended, or added to by a majority vote of the whole Board at a regular meeting. Such action may 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.