

BY-LAWS OF THE PORT WASHINGTON PUBLIC LIBRARY

History of the Charter

The Port Washington Public Library was granted a charter on January 1, 1925 which reads as follows:

The Regents of the University of the State of New York have granted this charter incorporating John S. Witner, Jr., Walter S. McGrane, Karl W. Kirchwey, Frank G. Lippert and Helen Sands and their successors as a free public library, in accordance with the vote establishing the same, under the corporate name of Port Washington Public Library, to be located at Port Washington, Nassau County, New York; the library to have, as provided by law, five trustees, to be at first the persons named herein as incorporators, who are the duly elected library trustees of Union Free School District No. 4, town of North Hempstead, Nassau County, New York, to hold respectively, in the order of their naming, as they have determined by lot, one each for a term which shall expire with the official school year in each of the years 1925, 1926, 1927, 1928 and 1929; and their successors to hold for terms of five years, beginning with the official school year next following the ending of the term of which each, respectively, is to succeed, to be chosen, in conformity to law, one in each year, by the electors of said Union Free School District No. 4, town of North Hempstead, Nassau County, New York, at the annual school meeting.

Granted January 1, 1925 by the Regents of the University of the State of New York executed under their seal and recorded in their office.

History of the By-Laws

At the October 1989 meeting of the Board of Trustees, a point of discussion was the report of the Committee on Minimum Public Library Standards for New York State, the fact that the first standard recommended was that every library "be governed by by-laws which outline the responsibilities and procedures of the Library Board of Trustees", and the standards compliance checklist which will be an ongoing part of the forms of the Annual Report to the State.

At the November 1989 meeting of the Board, consisting of Joan Kent, President; Farrell Jones, 1st Vice-President; Esther Margolius, 2nd Vice-President; Daniel Kurshan, Treasurer; and Eileen Hickson, Secretary; the Board unanimously adopted By-Laws. The By-Laws that follow were amended and adopted on November 20, 1996.

On September 23, 1994, the Charter was amended to increase the number of Trustees from five to seven by the New York State Department of Education.

Article I - Number of Trustees and Tenure of Office

1. There shall be seven trustees chosen in conformity to law by the electors of the Union Free School District No. 4.
2. The term of office of an elected trustee shall be five years.
3. In the event of a vacancy other than the expiration of term, a majority of the Board may appoint a replacement who will serve until the next annual election of trustees. At such election, those vacancies will be filled for the duration of any unexpired terms.

Article II - Officers

1. The officers of the Board shall be a President, Vice President and Secretary.
2. Officers shall be elected at the July monthly meeting by a majority vote of the trustees present.
3. No trustees may hold the same office for more than three (3) consecutive years unless by a vote of five (5) members of the Board.
4. Vacancies among the officers shall be filled at an election at a regular meeting, and a majority vote of the Trustees present shall be necessary.

Article III - Duties of Officers

1. The President shall be executive officer of the Board of Trustees and shall preside at all meetings of the Board and shall generally perform the duties of presiding officer. The President shall appoint all Board Committee members.
2. The Vice President shall preside in the absence of the President.
3. The Secretary shall be responsible for maintaining an accurate account of all proceedings at Board meetings, including certifying that the minutes have been approved by the Board.

Article IV - Meetings

1. Regular meetings shall be held at dates and times established by the Board at its organizational meeting and shall be open to the public according to New York State law. The Board may meet in Executive Session pursuant to law.
2. Special meetings shall be held at the call of the President or any four Trustees pursuant to New York State law.

3. Four Board members shall constitute a quorum and a quorum is required for the transaction of official business.

Article V – Committees

1. Committees that include non-Board members may be appointed by the President with the approval of the Board.
2. Standing committees will be appointed each year by the incoming President.
3. Committee meetings may be closed to the public if no quorum is present.

Article VI - Financial Management

1. An annual budget shall be prepared and adopted by the Board.
2. All disbursements shall be reviewed by the Board under procedure established for that purpose
3. The Library will have a financial audit performed each year by a Certified Public Accountant.

Article VII - The Library Director

1. The Board shall appoint a qualified Library Director who shall be Executive and Administrative Officer of the Library.
2. The Board shall formulate and adopt policies and the Director shall be charged with creating procedures to administer those policies.

Article VIII - Other Board Matters

1. No Board member or their immediate family may engage in commerce with the Library or any other activity that may be construed to be a conflict of interest.
2. No member or members of the Board shall act for or on behalf of the Board without express authorization thereof.

Article IX - 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.