ORANGEBURG LIBRARY

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BY-LAWS OF THE ORANGEBURG LIBRARY

PREAMBLE

In order to provide needed library facilities and services for the residents of Orangeburg, Rockland County, New York, the Orangeburg Library, granted absolute charter by the Board of Regents of the New York State Education Department on September 21st, 1979, is hereby established. In the event of dissolution, all of the remaining assets and property of the Orangeburg Library shall, after necessary expenses thereof, be distributed to such organizations as shall qualify under Section 501(c)(3) of the Internal Revenue Code of 1954, as amended.

The Orangeburg Library is to be administered on a calendar year basis according to the following by-laws:

ARTICLE I - BOARD OF TRUSTEES

Section 1. The functions of the Orangeburg Library shall be exercised by the Board of Trustees (hereinafter referred to as the "Board"), and such officers and agents as the Board may authorize, elect or appoint. Each Trustee shall have the usual powers and duties of his or her respective office and as a Board, shall elect the officers of the Orangeburg Library.

Section 2. The Board shall consist of not less than 9 members. Their term of office shall be for three (3) years with three (3) trustees elected one year, three (3) trustees elected the next year and three (3) trustees elected the following year (in rotation).

Section 3. The election of trustees shall be held once per year at the Annual Meeting to be held in November. Trustees take office on January 1st of the following year. Trustees must be residents of the Orangeburg Library District's geographical chartered service area at the time of their nomination and election, and shall remain so during their term of office.

Section 4. The Board may suspend and/or remove a Trustee upon due proof of misconduct, incapacity, neglect of duty per Education Law 226, subdivision 8. As required by law, removal or suspension of a trustee shall be upon a written complaint by another trustee. Notice of the complaint and the contemplated suspension or removal shall be received by all trustees at least seven days before the vote. Suspension or removal shall be per a majority vote of the entire Board. Should a Board Member be removed by such a vote, they will not be eligible to run for election or be appointed at any time in the future.

Section 5. The Board, at its discretion, may request the resignation of any member who has not attended three consecutive meetings and has not notified the board of any extenuating circumstances.

Section 6. Any vacancy on the Board may be filled by the Board until the next Annual Meeting at which time a successor shall be elected to fill the unexpired term of office. The Board may, at any time, elect other officers it shall deem necessary, by approval of the majority of the full Board.

Section 7. The Trustees shall:

(a) establish and oversee implementation of policy of the Orangeburg Library with respect to all matters relating to its internal and external operations;

(b) select and appoint a Library Director who shall appoint a library staff subject to Board approval;

(c) advise the Finance and Personnel Committee in the preparation of a budget to cover an annual financial plan, approve said financial plan, supervise and act as consultant in the performance of the financial plan, assist in obtaining the necessary funds to carry out the financial plan;

(d) continuously seek ways to improve library services to the residents in the area served by the library with respect to physical facilities and human resources;

(e) cooperate with other public officials, boards and committees, and maintain vital public relations.

Section 8. Payment to vendors and others by the Orangeburg Library in the amounts of money of $1000 or more must be approved for payment by the Board. Furthermore, payments made for materials, utilities and insurance do not need approval even if they are over $1000.

Section 9. Any person serving as a Trustee on the Board must not be a principal in any companies or concerns that do or seek to do business for profit with the Orangeburg Library.

ARTICLE II - OFFICERS

Section 1. The officers of the Board shall be elected annually at the December meeting, by a majority of the quorum. The officers shall consist of: President, Vice President, Treasurer and Secretary, and such other officers as the Board shall deem necessary. Each officer of the Board shall hold office until another is elected in his or her stead by a majority of the full Board. The Board, by approval of a majority of the full Board, may elect other officers it may deem necessary.

Each officer shall hold office at the pleasure of the Board.

(a) PRESIDENT

The President is the chief executive officer of the Orangeburg Library and is subject to the authority of the statutory constraints placed thereupon and the By-Laws of the Orangeburg Library and to the authority of the Board.

The President shall:

(1) have general supervision, direction and control over the affairs and management of the Orangeburg Library, its agents and employees with full power to enforce all necessary and proper rules and regulations for the conduct and the government of Orangeburg Library business and shall report such activities to the Board at its next meeting;

(2) make such recommendations as may be deemed proper or advisable to the Board and its committees and shall furnish to the Board and its committees such information, reports and other information and matters connected with the management, affairs and interests of the Orangeburg Library, as the Board or the committees may require;

(3) sign contracts on behalf of the Orangeburg Library when so authorized by the

Board.

(b) VICE PRESIDENT

The Vice President shall perform such duties as may be assigned by the President or the Board. In the absence of the President, the Vice President shall perform the duties of the President.

(c) SECRETARY

The Secretary shall act as secretary to the Board and maintain an accurate written record of all proceedings and actions of the Board relating to the business of the Orangeburg Library

d) TREASURER

The Treasurer shall be the chief fiscal officer of the Orangeburg Library and the Board, and shall be a member of the Finance and Personnel Committee. The Treasurer shall have general supervision of all bank accounts. Accounts shall be established and maintained in the name of the Orangeburg Library under the direction of the Treasurer for the purpose of transacting Orangeburg Library business in depositories approved by the Board.

Monies paid to the Orangeburg Library, in so far as is practicable, shall be paid to the Treasurer or to the persons or approved depositories designated by the Board.

All monies received by the Orangeburg Library shall be deposited in the name of the Orangeburg Library. Two account signors, having been authorized by a motion of the Board, at least one of whom shall be an officer of the Board, are required to sign all certificates of deposit and withdrawal forms and all checks, drafts or other orders for

payment in connection with the transaction of business of the Orangeburg Library.

ARTICLE III - MEETINGS

Meetings are conducted by rules laid out in the by-laws. Any procedures not specifically outlined below shall be covered by Roberts Rules of Order. All regular and special meetings of the Board of Trustees will comply with the current standards set forth by New York State Open Meetings Law.

A. Regular

Section 1. Regular Meeting of the Board of Trustees of the Orangeburg Library shall be held on the third Monday of each month, with the exception of July and August. If a date for a regular meeting should fall on a legal holiday, the meeting will be held at a time and date established at the previous meeting. Notice of the time and place of every meeting shall be mailed or electronically conveyed not less than five nor more than ten days before the meeting to the usual address or designated electronic mail address of every trustee, together with a copy of the agenda and minutes of the previous month's meeting. The Board, at its discretion, may change the meeting date for a period of up to one year. [Amended October 13, 2008]

Section 2. The President shall preside at all meetings of the Board. In the absence of the President, the Vice President shall preside, or in the absence of the Vice President, Secretary or Treasurer (in descending order), a Chairperson of the meeting shall be elected by those members of the Board who are present. The presiding officer shall vote only in the case of a tie.

Section 3. Yearly reports shall be presented to the Board by its various committees at the last regular meeting of the calendar year.

Section 4. Special meetings of the Board may be called by the President or whenever four trustees send a request in writing to do so. However, no business shall be taken up or considered at a Special meeting except that referred to in the notice of that Special meeting, unless with the consent of the majority of the Board.

Section 5. All special meetings shall be called by notifying, by telephone or electronic mail each trustee at least three days in advance of the day on which the Special meeting is to be held. Such notification must indicate the date, time, place and purpose of the meeting.

Section 6. For the Transaction of business, a quorum shall consist of the majority of the Board.

B. Annual

Section 1. An annual meeting of the Orangeburg Library for the electorate shall be held on the date specified in Article I, Section 3 at a time and place to be determined by the Board. Voting for trustees and propositions shall be submitted to the electorate for consideration by written ballot to be cast between the hours of 10AM and 8 PM.

Section 2. Those entitled to vote at the Annual Meeting on all matters shall be individuals 18 years of age or older who are residents of Area D, Chapter 349, Laws of 1973.

Section 3. Notice of the Annual Meeting or Special Meetings of the electorate shall be made by the posting of said notification in at least three (3) prominent locations not less than fifteen (15) days nor more than thirty (30) days prior to the established date and by the publication of a legal notice of said meeting.

ARTICLE IV - COMMITTEES

Section I. The following committees shall serve at the pleasure of the Board. Members of the committee shall be selected by the Board. These committees shall be established at the regular January meeting of the Board except for the Nominating Committee which shall be established at the regular June meeting of the Board.

A. FINANCE and PERSONNEL

B. TRAINING

C. POLICY

D. BUILDING

E. EXECUTIVE COMMITTEE

F. NOMINATING

Each committee will give consideration to questions of policy relating to the portions of the business and affairs of the Orangeburg Library that are under its general control and supervision. All policy changes shall be approved by the Board. Each committee will report to the Board in a manner and, at times prescribed by the Board. All meetings of committees shall be held at a time and place determined by each committee, and notice given personally, by mail, telephone or electronic mail to each member thereof.

A. FINANCE & PERSONNEL COMMITTEE

The Finance and Personnel Committee shall supervise all library funds, income and expenditures and shall draft the annual operating budget for the Orangeburg Library that,

upon approval by the Board, will be submitted to the Town Board of Orangetown. The Finance and Personnel Committee, in concert with the Treasurer and Library Director, will, each calendar year, draw up for Board approval, a financial and personnel plan projecting the most effective allocation and disbursement of library funds throughout the ensuing operating year. The Finance and Personnel Committee shall have the financial records of the Orangeburg Library audited annually by a public accountant. Furthermore, the Finance and Personnel Committee shall oversee the personnel policies and procedures of the Orangeburg Library.

B. TRAINING COMMITTEE

The Training Committee shall work with the Director in identifying and promoting educational opportunities for library employees and trustees, prioritizing common training needs, and recommending strategies for effective and accessible learning. They also support a systematic approach to training, including planning, implementation, and evaluation, ultimately aiming to foster a culture of learning and empowerment.

C. POLICY COMMITTEE

The Policy Committee shall determine the operational rules and regulations of the administration of the Orangeburg Library.

D. BUILDING COMMITTEE

The Building Committee shall have the responsibility for the library building and

grounds, the furnishings and the care of the rooms.

E. EXECUTIVE COMMITTEE

The Executive Committee shall be composed of the President, Vice President, Secretary, Treasurer, and Library Director. They shall conduct the administrative affairs of the library between meetings of the Board.

F. NOMINATING COMMITTEE

Section 1. The Ad Hoc Nominating Committee shall be appointed at the September Regular Meeting of the Board. The Nominating Committee shall have the responsibility for screening and selecting candidates for election to the Board. The Nominating Committee shall consist of five members, three of whom shall not be members of the Board. The other two members of the committee shall be Board members whose term of office does not expire in the year of their appointment to the committee. The committee shall designate one of its members as the Election Clerk. The Election Clerk, acting with the guidance and recommendations of the Nominating Committee shall assist the Library Director in the preparation of the notice of the Annual Meeting and in the preparation of the ballots to be presented to the electorate at the Annual Meeting. The Nominating Committee shall report its slate of candidates for Trustees of the Orangeburg Library to the Board at its October Regular Meeting. The slate of candidates proposed by the Nominating Committee shall be made part of the notice of the Annual Meeting in accordance with Article I, Section 3 and Article III, B., Section 3.

Ten or more members of the electorate may nominate a candidate for trustee by submitting

a petition subscribed by them to the Election Clerk within ten days of the publication of the notice of the Annual Meeting; such nominee shall appear on the ballot to be voted upon at the Annual Meeting.

Section 2. The President shall be Ex-Officio member of all committees except the Nominating Committee.

Section 3. The Board may, at any meeting, elect or appoint such other officers or committees whose election or appointment is not otherwise provided for herein and shall define their duties and responsibilities as may be deemed necessary.

Section 4. All meetings of the standing committees shall be held at a time and place determined by each committee and a notice given personally by mail, by telephone or electronic mail to each member thereof.

ARTICLE V - AMENDMENTS

These by-laws may be amended or altered at any time by a majority vote of the full Board. Proposed amendments shall first be presented at a meeting of the Board for review and tabled for approval at the next regular meeting of the Board. Copy of said proposed amendment shall be forwarded by mail to all trustees prior to the next scheduled meeting.

Updated: October 20, 2026