

BOARD OF TRUSTEES OF THE GOSHEN PUBLIC LIBRARY & HISTORICAL SOCIETY

The Goshen Public Library and Historical Society, (hereinafter referred to as the 'Library'), was first chartered by the State of New York as an association library in 1894.

As a result of a public vote in March 1984, it subsequently received an absolute charter from the Regents of the State of New York as a school district public library in June 1990.

MISSION STATEMENT

The mission of the Goshen Public Library and Historical Society is to provide and promote open and equal access to ideas and to the resources and services of the Library in order to meet the informational, educational, and cultural needs of the community. The Library strives to enrich reading and the use of technology for lifelong learning and the enhancement of the individual's quality of life.

BYLAWS

ARTICLE I OPERATING STATEMENT

The Library shall carry out all aspects of its operation according to the laws of the United States of America and the State of New York.

ARTICLE II MEETINGS

Section 1: Organizational Meeting: The organizational meeting of the Library will be held in accordance with NYS Education Law at the next regular meeting scheduled after the annual election, the date of which will be determined by Board resolution.

Section 2: Regular Meetings: The Board shall meet monthly at its discretion, though no fewer than 11 times per year, to receive and approve reports, and to transact all other necessary business according to the laws of the United States, and the State of New York.

Section 3: Special Meetings: Special meetings may be called by the President or upon request of a majority of Board members.

Section 4: Procedures for Meetings: Procedures for regular meetings shall conform with NYS Education Law and Open Meetings Law.

Section 5: Rules of Order: Robert's Rules of Order Newly Revised will govern conduct of the meetings unless changed by a two-thirds vote of the Board.

Section 6: Privilege of the Floor: Any member of the public, present at the meeting, may speak during privilege of the floor. The chair of the meeting shall designate a maximum amount of time for privilege of the floor in order to run the meeting in an efficient manner. Comments may not personally denigrate staff or Board members. Attendees' behavior shall be held to the Library Rules of Conduct.

ARTICLE III BOARD OF TRUSTEES

Section 1: Membership and Term of Office: The governing body of the Library is the Board. The Board shall consist of seven members, each elected for a three-year term by the qualified voters of the Goshen Central School District (hereinafter referred to as "GCSD"). The term of office for new Trustees shall begin with the organizational meeting following their election.

Section 2: Trustee Eligibility: As governed by the laws of the State of New York, Trustees shall be of voting age and residents of the GCSD.

Section 3: Education: As of January 2023, New York State law requires Trustees to complete a minimum of two hours of trustee continuing education annually in order to remain informed about current library issues. Continuing education may include in-person, or live online or self-paced online lectures, workshops, courses, seminars or institutes; regional, state or national library association conference programs; state or national library trustee association conference programs; any other format or combination of formats, as approved by the system of which the library is a member. New York State Law requires that all Trustees be annually trained on the topic of sexual harassment prevention. The Board shall work with the Director to conduct an orientation program for new Trustees.

Section 4: Vacancies: Any vacancy may be filled by the Trustees' appointment of a successor. Said appointment shall be valid only until the next regularly scheduled election of Trustees. At that next scheduled election the remaining term shall be filled in accordance with New York State Education Law, Section 226: Powers of Trustees of Institutions.

Section 5: Quorum: A simple majority of the Board (four Trustees) shall constitute a quorum at any meeting of the Board. A majority of the whole (four Trustees) is required for a motion to pass, regardless of the number of Trustees in attendance.

Section 6: Powers of the Board of Trustees: The Board shall have the full power to employ a Library Director (hereinafter referred to as the "Director"), appoint the Treasurer, Clerk of the Board, Clerk of the Vote and consultants as needed to carry out the work of the Board; to define the purpose of the Library, the goals and objectives of its service; to appropriate funds in order to carry out the work of the Library and to make all proper provisions and regulations for the management, direction, preservation and security of the Library building, its grounds and its contents; and to conduct the affairs of the Library in a manner which it deems to be for the public good in accordance with Section 90.2 of the Regulation of the Commissioner of Education: Standards for registration of public, free association and Indian libraries.

Section 7: Trustee Absences: Absence from three consecutive regular Board meetings and/or 50 percent of meetings in a fiscal year shall constitute automatic dismissal from the Board unless the Board defers dismissal by majority vote. The President shall inform the absent Board member in writing of his/her dismissal. If dismissal is deferred by Board action the President shall inform the absent Board member in writing of the conditions of their deferral.

ARTICLE IV OFFICERS

Section 1: A. Elected Officers: The officers of the Library shall be President, Vice President, Secretary and Auditor of the Bills.

B. Appointed Officers: Treasurer and Clerk of the Board shall be employed from outside the Board membership and shall hold their positions at the will of the Board.

Section 2: Election and Term of Officers: Officers shall be elected for a one-year term by members of the Board at the annual organizational meeting. No Trustee shall serve more than two consecutive years in the same office with the exception of the Auditor of the Bills who may serve for four consecutive years with Board approval.

Section 2A: Method of Election: The Board President shall appoint a nominating committee at the last regularly scheduled meeting prior to the organizational meeting. The said committee shall be composed of two members of the Board. The President cannot be on the nominating committee. The committee shall present a slate of nominees at the organizational meeting, listing the name of one candidate for each office, provided the consent of such nominees has been obtained. Additional nominations, with the consent of the nominees, may be made from the floor. In the absence of nominations from the floor, the slate of nominees as presented by the nominating committee shall be accepted when the Secretary of the Board casts the sole vote. In the event that there are nominations from the floor, an election shall be held by vote. The terms of newly elected officers shall begin immediately and continue until their successors are elected. Election of officers shall be the last item on the agenda of the organizational meeting.

Section 2B: If an officer resigns or is otherwise unable to continue as an officer, a majority (4) vote of the Board can appoint another Board member to immediately fill that position until the next regular reorganization meet

Section 3: Removal: Appointed officers serve at the will of the Board.

An officer may be removed from office for cause, by a positive vote of five (5) members of the Board .

Section 4: Duties of the Officers and Board armointees:

A. Duties of President: 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; and carry out all decisions of the Board; serve as an ex-officio member of all standing committees and preside over the Executive Committee; and shall perform all other duties which pertain to the office.

B. Duties of the Vice President: The Vice President, in the absence or disability of the President, shall assume and perform all the duties of that office; and shall chair one of the standing committees, as appointed by the President.

C. Duties of the Secretary: The Secretary shall prepare and transmit designated correspondence at the direction of the Board and take minutes of a meeting in the absence of the Clerk of the Board.

D. Duties of the Auditor of the Bills: The Auditor of the Bills shall audit bills for payment.

E. Duties of the Treasurer: The Library Treasurer shall be appointed independently by the Board, shall be the disbursing officer of the Board and shall perform such duties delegated upon the office. Particularly, the Treasurer shall receive tax monies from the school district, pay out funds in accordance with the Board of Trustees, reconcile all bank records, and provide monthly reports of income and expenses. In the absence or inability of the Treasurer, his/her duties shall be performed by such other members of the Board as the Board may designate.

F. Clerk of the Board: The Clerk of the Board, shall keep a true and accurate record of all meetings of the Board and issue notice of all regular and special meetings.

G. Clerk of the Vote: The Clerk of the Vote, shall be appointed independently by the Board, and shall oversee annual and special elections, performing necessary duties and working with the Board of Elections and School District in this capacity as may be required.

ARTICLE V

LIBRARY DIRECTOR

Section 1: The Library Director shall be considered the chief executive officer of the Library and shall have charge of the administration of the Library under the direction and review of the Board. The Director shall be held responsible for the care of buildings and equipment, the preparation of the budget, the selection and direction of the staff, the efficiency of the Library's service to the public, the development of Library services, the operation of the Library under the financial conditions set forth in the annual budget; and shall represent the Library at gatherings of civic organizations.

Section 2: The Director shall be responsible for appointment, assignment, transfer, promotion or dismissal of all staff as specified by NYS Civil Service law. All staff changes shall be reported to the Board.

Section 3: The Director shall be appointed by the Board in conformance with the Education Law, performing such duties as are usually required of the Library Director and such other duties as the Board may direct. The Director shall attend all meetings of the Board, and may take part in its deliberations, but shall have no vote. The Director shall submit to the Trustees a monthly report on the progress and conditions of the Library, and an Annual Report each spring accompanied with recommendations and suggestions for changes and improvements.

ARTICLE VI STANDING COMMITTEES

Section 1: Standing Committees: The following standing committees shall operate as organs of the Board, to create policy and support the Library Director in carrying out necessary business of the Library:

- Executive
- Human Resources
- Physical Resources
- Community
- Resources Sunshine

Section 2: Membership of the Standing Committees: The standing committees shall be composed of Trustees. Members shall volunteer and be confirmed and appointed by the President with the approval of the Board. The Director shall serve as consultant to the committees. In the interest of good governance, the Board shall endeavor to rotate committee appointments among Trustees. Experienced Trustees should volunteer as committee chairs whenever possible.

Section 3: Chairperson of Standing Committees: The Chairperson of each committee shall be a Trustee appointed by the President with the approval of the Board.

Section 4: Meetings and Reports: All standing committees shall meet as necessary to carry out their functions. The Director shall submit a written report at each Board meeting summarizing any activities relevant to the standing committees.

Section 5: Executive Committee: The Executive Committee shall consist of the Board President, Vice President and a third officer (Auditor of the Bills or Secretary). Meetings shall be called by the President.

Section 6: Human Resources: The Human Resources Committee shall work in cooperation with and support of the Director in matters of personnel. The committee, consisting of the Board Vice President and two other Trustees, will complete the annual evaluation of the Library Director, based on the information gathered from all Board members. The committee presents findings to the Board in an executive session. The Board President then presents the evaluation to the Director. The Board President and Director sign the evaluation. Evaluation documents shall become part of the Director's personnel file.

Section 7: Physical Resources: The Physical Resources Committee shall work with the Library Director in matters of the physical building and property upon which the Library is located, including maintenance, cleaning, safety, security, insurance and capital improvements.

Section 8: Community Resources: The Community Resources Committee shall communicate significant actions by the Board to the community. The committee will also develop the 'Dear Neighbors' Letter from the Board in the annual newsletter mailed to all residents of the Goshen Central School District.

Section 9: Sunshine Committee: The Sunshine Committee of the Goshen Public Library Board of Trustees shall consist of one member. Funds shall be collected from each Trustee, as needed. If there is a surplus in the fund, contributions may be adjusted accordingly. Likewise, if there is a deficit during the year due to great activity, another contribution may be requested.

On behalf of the Board, the Sunshine Committee's mission is to respond to life events that affect the Board and Library staff by sending, for example, cards, flowers or balloons, or by donating a gift book as a memorial. After the card or gift is sent, the Board will be notified. It is requested that the Board keep the Committee apprised of events that need to be acknowledged.

Section 10: Ad-Hoc Committees: Ad-Hoc committees can be appointed as needed by the Board President and at the will of the Board. Ad-Hoc committees may report directly to the President or to a standing committee, but will have no voting or decision authority on behalf of the Board or the Library. As may suit the requirements, Ad-Hoc committees may include members outside the Trustees.

ARTICLE VI AMENDING THE GOVERNING RULES

Amendments to the governing rules must be approved by a two-thirds vote of the Board. Amendments may be proposed at any regular meeting but adoption shall not be made prior to the next monthly meeting.

Approved February 8, 1999

Revised: April 9, 2003

Revised: May 10, 2004

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