



## **NEW ROCHELLE PUBLIC LIBRARY BOARD OF TRUSTEES BYLAWS**

### **1. About the Library**

1.1 The New Rochelle Public Library (the “Library”) is a public library chartered in 1894. A copy of the Charter shall be affixed to these Bylaws as “A,” so that it may be considered during governance.

1.2 As a “school district public library,” the Library is governed by an independent Board of Trustees elected by the voters of the City School District of New Rochelle (the “District”).

1.3 As a public library chartered by the New York State Education Department, the Library has the power and authority to own real property, enter contracts, have employees, and exercise all the other powers set out in the Not-for-Profit Corporation Law and Article 5 of the Education Law.

1.4 Governance of the Library is the responsibility of the Board of Trustees (the “Board”), who shall adopt and, from time to time, review and revise these Bylaws to organize that governance.

1.5 The mission of the Library is to serve as a community resource that seeks to improve the life of every resident in our city. It is dedicated to encouraging learning in all stages of life, to protecting intellectual freedom and to providing fair and equal access to information.

## **2. The Board of Trustees**

2.1 As provided by the Charter, the Board shall consist of no less than five (5) and no more than eleven (11) trustees, the current number being seven (7).

2.2 As provided by Education Law Section 226, the Board is a decision-making body that operates by resolution.

2.3 No trustee is empowered to operate independently for the Library except as provided in these Bylaws and as authorized by a Board resolution.

2.4 The responsibility of the Board is to govern the Library in a manner consistent with law, regulations, the Charter, the Bylaws, and Board-approved policies.

## **3. Trustees: Election, Replacement, Terms, Termination**

3.1 Trustees are elected by the voters of the District to serve a five-year term that starts on July 1 and ends on June 30 of the fifth year of service.

3.2 Vacancies created by resignation, removal, or death of a trustee are filled, by a vote of the Board, until the next election.

3.3 Trustees may serve two five-year terms. They must take a one year mandatory break before the option of running for another term is allowed.

3.4 Trustees must be residents of the District.

3.5 Candidates for election as trustee must be nominated by a properly prepared petition timely submitted to the District or may be written in on the ballot.

3.6 Candidates for election must complete a "Conflict of Interest" disclosure form prior to the start of their term and must take and file the Oath of Office within thirty (30) days after the start of their term.

3.7 Trustees who miss three consecutive meetings without an excused absence being noted in the minutes are deemed to have resigned. To be excused, Trustees must provide a written notice of the absence to the Board President prior to the meeting, or show such notice was impossible due to the circumstances.

3.8 Trustees may resign by submitting a written notice to the Board President; such resignation is not effective until accepted per a resolution noted in the minutes of a meeting.

3.9 Trustees may be removed pursuant to Education Law Section 226(8) for neglect of duty or misconduct.

#### **4. The Board: Meetings**

4.1 As required by the Education Law, the Board must meet no less than four times a year.

4.2 The first meeting after the election of trustees, shall be the Annual Meeting.

4.3 At the Annual Meeting, the Board shall elect officers as needed and confirm the schedule of regular meetings for the upcoming year.

4.4 The Board shall endeavor to ensure regular meetings shall occur every month. Special meetings may be called by the President or any three trustees with one day's notice.

4.5 A majority of the full Board shall constitute a quorum to conduct business.

4.6 All Board meetings and committee meetings conducting Board business shall be noticed and conducted per Education Law Section 260-a and the Open Meetings Law.

4.7 Unless required by law or resolution, Board motions are carried by a majority vote at a meeting with a quorum.

4.8 Meetings shall be conducted per the most current version of Robert's Rules of Order; however, failure to abide by strict parliamentary procedure shall not of itself be a basis to invalidate Board action.

4.9 The draft minutes of Board meetings shall be posted on the website of the library and made available in hard copy, upon request, no more than two weeks after the meeting. The draft minutes of an executive session shall be so posted within one week.

4.10 The Board shall maintain a "Board Calendar," affixed as Schedule B, to organize the performance of certain obligations and routine Board duties at meetings, such as passing the budget. The Board shall vote on the calendar at the Annual Meeting. Amendment of such calendar shall not be an amendment of these Bylaws.

4.11 The default agenda, which may be altered by the Board as needed, for regular meetings shall be:

- Establish quorum
- Call meeting to order
- Take attendance
- Pledge of Allegiance
- (Executive Session)

Resolve to adopt the agenda  
Approve last meeting's minutes  
Regular Business

- WLS Representative report
- President's report
- Director's report
- Treasurer's Report
- Board Committee reports
- Approval of Checks and Warrants

Resolutions  
Old Business  
New Business  
Public Comment  
Adjourn

4.12. At all times the Board shall be mindful of the regulatory requirements of operating a New York State Education Department-registered public library, which are affixed as Schedule C.

## **5. The Board: Officers**

5.1 The Officers of the Board, who must be trustees, shall be President, Vice President, Finance Officer and Secretary.

5.2 The President shall draft the agenda for meetings, preside over meetings, determine excused trustee absences to be noted in the minutes, and be the spokesperson for the Library when warranted. The President and Vice President shall appoint all committees and the President shall serve as ex-officio voting member of all committees except the Nominating committee.

5.3 The Vice President shall perform the duties of the President when the President is unavailable or as delegated by the President. In the absence of both the President and Vice President, the Board may designate a person to chair the meeting; such person may not be the Secretary.

5.4 The Finance Officer shall oversee budget presentations, the external audit and claims auditing procedure, investment strategies and accounting procedures. The Finance Officer shall thoroughly review all the library financial statements and expenditures prior to the Board meeting and shall present the Treasurer's report at the Board meeting.

5.5 The Secretary shall, with assistance from Library employees as confirmed by the Director, take the minutes of regular and special meetings, make available all Board documents as required by the Open Meetings Law, certify Board documents when necessary, ensure the timely notice of Board meetings, and ensure that all Board records are maintained in compliance with relevant laws and regulations.

5.6 Board officers shall be elected at the Annual Meeting to one-year terms. A candidate for each office shall be selected by a Nominating Committee. The President, Vice President and Secretary shall appoint a Nominating Committee two months prior to the end of the fiscal year/Annual Meeting and trustees will be notified of the Committee's nominees prior to the Board's June meeting. Officers shall be elected by a majority vote of the Trustees at the June meeting and take office at the Annual Meeting for a one-year term.

5.7 No Trustee shall serve more than three (3) consecutive terms in the same office.

5.8 Board officers may be removed from office, but not as Trustee, by a simple majority vote.

## **6. The Board: Committees**

6.1 The Board shall not use any committee to take action (neither by "committees of the Board" nor by an "Executive Committee")

6.2 "Committees of the corporation" shall be used to conduct the analytical, generative, and responsive work of the Board.

Standing committees are:

- Budget and Finance – The responsibilities of the Budget and Finance committee are to: assess the proposed annual budget and prepare a recommendation to enable timely consideration by the full board, assess routine payables prepared by the Director and report to the full board as to their suitability for approval at regular meetings, assess and as needed recommend fiscal policy and internal controls to the board, assess and develop recommendations to the full board regarding mid-year changes to budget lines and emergency spending, and carry out further responsibilities as set by the board's policies on internal controls, investment, financial reporting, audit, and develop an annual recommendation regarding the appointment of the Treasurer. The Finance Officer is the Chair of the Budget and Finance Committee.
- Buildings and Grounds – The responsibilities of the Building and Grounds committee are to: cause to be created and maintained an inventory of deferred maintenance, recommend projects from the inventory of deferred maintenance for action in the annual budget, work with appropriate employees of the Library to develop a regular facilities report with key metrics identified by the board, review needs and develop recommendations for capital projects, annually review

insurance covering the Building and Grounds for appropriate levels and advise the board as to any changes, recommend to the board policies, procedures, budget and human capacity changes to ensure timely care and maintenance of the Library's real property.

- Policy – The responsibilities of the Policy Committee are to review and consider necessary policy updates, and develop new policies needed for the operation of the Library. The committee shall review the bylaws every year ending in a "5" or a "0" (every five years) as required by 8 NYCRR 90.2(b)(1). The Policy Committee shall recommend policy changes and bylaws updates to the board.
- Personnel –The responsibilities of the Personnel committee are to: work with the Director to support the ongoing development and recommendation to the board of policies and other actions governing the Library's workforce, including: developing strategy and goals for collective bargaining, updating employee-related policy, relations with City Civil Service, assessing and recommending to the board necessary external resources for the desired management and work conditions of the workforce, and routine working conditions and compensation review. The Personnel Committee is also the committee that develops the process to select, annually evaluate, and take other employment-related action with respect to the Director. The activities of the Personnel Committee and any policy or actions they recommend to the board shall be included in a report at every regular meeting. It is expected that the Committee may from time to time need to further report or bring forward matters in executive session per Open Meetings Law Section 105 (e) and (f).
- Community Engagement – The responsibilities of the Community Engagement Committee are to recommend policy, plans and actions to the board that forge deeper partnerships with New Rochelle schools and other entities and organizations throughout the served community. The Community Engagement Committee shall review and recommend to the board adoption of any report to the community issued per 8 NYCRR 90.2(b)(3) prior to publication.

6.3 Ad Hoc Committees may be created for specific purposes via a resolution of the board setting out their purpose, duration, and membership (including non-trustees). A common use of an Ad Hoc Committee may be for the nomination of a candidate to fill a vacancy, for the exploration of a slate of committees for the next year, for the review of an emerging issue, or for a specific event.

## **7. The Director**

7.1 The Board shall employ a Director who meets the requirements of NYS Library 8 NYCRR 90.8.

7.2 The Board shall evaluate the performance of the Director annually.

7.3 The Director shall be the supervisor (directly or indirectly) of all other employees of the Library.

7.4 The Director shall prepare a proposed annual budget for the operation of the Library for consideration by the Board, and submit monthly and annual reports of the work of the Library, and perform such other duties as the Board shall direct.

## **8. Treasurer**

The Treasurer is responsible for the custody, expenditure, and reporting of Library monies, including tax monies, consistent with governing law, regulations, and board-approved fiscal policy. The Treasurer shall require the receipt of levied monies from the School District as determined by the Library Board. The Treasurer shall prepare a Treasurer's Report for each meeting and shall work with the Library Director and appropriate persons to ensure all payments are prepared for approval, prior to payment by the full board to the degree required by law. From time to time, the Board may retain the services of an external accountant to assist the Treasurer in the routine preparation of reports, reconciliation of accounts, and assurance of compliance with law and policy .

## **9. Ethics**

9.1 The Board shall govern the Library to operate in a manner consistent with the Code of Ethics of the American Library Association.

## **10. Indemnification**

10.1 Consistent with the Not-for-Profit Corporation Law, the Library shall indemnify its trustees, director, officers, employees, in any action that is made, or threatened to be made, a party to (other than one by or in the right of the Library), whether civil or criminal, on the basis of an action which the indemnified party performed any capacity at the request of the Library, or by reason of the fact that they were a trustee, director, officer or employee of the Library, against judgments, fines, amounts paid in settlement and reasonable expenses, including attorneys' fees actually and necessarily incurred as a result of such action or proceeding, or any appeal therein, if such trustee, director, officer or employee acted, in good faith, for a purpose which they reasonably believed to be in the best interests of the Library and, in criminal actions or proceedings, in addition, had no reasonable cause to believe that their conduct was unlawful.

10.2 The Library Board may secure such insurance as deemed consistent with the indemnification created by 10.1.

## **11. Amendments**

11.1. These bylaws shall be reviewed every five (5) years and may be reviewed and amended by the Board at any time to reflect changes in statutes or policies.

11.2 These bylaws may be amended by a two-thirds vote of the Board at a meeting with a quorum.

11.3 Unless such revision is to comply with a law or regulation then in effect, all revisions shall be discussed and reviewed at a regular meeting, before being voted upon at the next regular meeting.

***Adopted by the New Rochelle Board of Trustees on June 12, 2025  
Amended by the New Rochelle Board of Trustees on June 4, 2026***

“A”

CHARTER

“B”

Board Calendar

Note: The Library operates on a fiscal year beginning July 1 until June 30.

DATE	Board Activity	Related Considerations
June	Annual conflict of interest forms (current trustees and newly elected trustees about to take office)	As required by Not-for-Profit Corporation Law (before the person begins their service)
July	Annual Meeting	At the Annual Meeting, the Board should elect officers and establish the schedule of regular meetings. (This includes Oaths of Office, Approval of Calendar, Approval of Committee Appointments and Adoption of Annual Resolutions.)
July	Oaths of office taken and filed by incoming trustees	As required by Public Officer's Law and Education Law
October	Review and revise long-range plan of service	
October	Insurance coverage review	
November	Annual review of Director	
December	Budget (preliminary work) Annual Report (preliminary work)	
February	Budget completed (final) Annual Report completed (final)	
February March April	Trustee candidate recruitment and information	Signed petitions must be submitted to the District no

		later than 20 days before the scheduled election.
May	<ul style="list-style-type: none"> <li>• Annual budget vote</li> <li>• Trustee elections</li> </ul>	As set by District policy.
May	Approve written “annual report to the community” on the library's progress in meeting its mission, goals and objectives, as outlined in the library's long-range plan of service	This annual report to the community is required by 8 NYCRR 90.3.
May	Accept Director's Annual Report	
Third Tuesday in May	Elections conducted by District	As set by District policy
Any time, annually	Ensure staff have annual technology training	As required by 8 NYCRR 90.3
Any time, every 5 years	Review and revision of Bylaws	As required by 8 NYCRR 90.3
Ongoing	Policy review to ensure all Board-approved policies are reviewed by the Board every five years.	As required by 8 NYCRR 90.3
Any time, annually	Two hours of trustee training for each trustee	As required by Education Law Section 260-b

## APPENDIX

The following documents, included in this Appendix are for reference purposes.

### **New York Public and Association Libraries Minimum Standards**

A public, free association or Indian library seeking to register with the department on or after January 1, 2021 shall be registered with the department if it meets the registration standards set forth in this subdivision in a manner satisfactory to the commissioner. Any public, free association or Indian library that was registered by the department on or before December 31, 2020, shall meet the following registration requirements by January 1, 2021 to continue to be registered by the department:

- (1) is governed by written bylaws which define the structure and governing functions of the library board of trustees, and which shall be reviewed and re-approved by the board of trustees at least once every five years or earlier if required by law;
- (2) has a community-based, board-approved, written long-range plan of service developed by the library board of trustees and staff;
- (3) provides a board-approved written annual report to the community on the library's progress in meeting its mission, goals and objectives, as outlined in the library's long-range plan of service;
- (4) has board-approved written policies for the operation of the library, which shall be reviewed and updated at least once every five years or earlier if required by law;
- (5) annually prepares and publishes a board-approved, written budget, which enables the library to address the community's needs, as outlined in the library's long-range plan of service;
- (6) periodically evaluates the effectiveness of the library's programs, services and collections to address community needs, as outlined in the library's long-range plan of service;
- (7) is open the following scheduled hours:

<b><i>Population</i></b>	<b><i>Minimum weekly hours open</i></b>
Up to 500	12
500 - 2,499	20
2,500 - 4,999	25
5,000 - 14,999	35
15,000 - 24,999	40
25,000 - 99,999	55
100,000 and above	60

- (8) maintains a facility that addresses community needs, as outlined in the library's long-range plan of service, including adequate space, lighting, shelving, seating, power and data infrastructure, and a public restroom;
- (9) provides programming to address community needs, as outlined in the library's long-range plan of service;
- (10) provides a circulation system that facilitates access to the local library collection and other library catalogs; and provides equipment, technology, and internet connectivity to address community needs and facilitate access to information;

(11) provides access to current library information in print and online, facilitating the understanding of library services, operations and governance; information provided online shall include the standards referenced in paragraphs (1) through (5) of this subdivision;

(12) employs a paid director in accordance with the provisions of section 90.8 of this Part;

(13) provides library staff with annual technology training, appropriate to their position, to address community needs, as outlined in the library's long-range plan of service; and

(14) establishes and maintains partnerships with other educational, cultural or community organizations which enable the library to address the community's needs, as outlined in the library's long-range plan of service.

**(c) Variances.**

If circumstances over which any public, free association or Indian library has no control prevent it from meeting one or more of the standards of service set forward in subdivision (a) or (b) of this section, such library may apply for a variance for such standard(s). The application for such variance shall be submitted for such library by the public library system of which such library is a member, in a form prescribed by the commissioner. No variance granted pursuant to this subdivision shall be deemed to relieve a public, free association or Indian library of any obligation imposed by any other provision of Federal or State law.