

YONKERS PUBLIC LIBRARY
By-Laws

ARTICLE
NAME AND LOCATION

The name of this organization shall be The Yonkers Public Library. Its administrative offices are located at One Larkin Center, Yonkers NY 10701. Its libraries are:

- Riverfront Library, One Larkin Center, Yonkers NY 10701
- Grinton I. Will Branch Library, 1500 Central Park Avenue, Yonkers NY 10710
- Crestwood Branch Library, 16 Thompson Street, Yonkers NY 10708.

ARTICLE
MISSION STATEMENT

The Yonkers Public Library changes lives every day. Our expert, trusted staff help all the people of Yonkers find the information they need, the programs they enjoy, and the reading they love.

ARTICLE I.
OFFICE OF TRUSTEES

1. The Board of Trustees shall consist of not less than five nor more than seven members appointed by the Board of Education of the City of Yonkers, as provided in the charter of the Yonkers Public Library, Number 697, granted by the Regents of the University of the State of New York, February 9, 1893, and the Amendment of Charter, dated March 26, 1993.
2. Each of the Trustees shall hold office for a term of five years. The term of each Trustee shall end on December 31st of the fifth year following appointment, unless the said Trustee shall have resigned or otherwise terminated membership on the Board. In the event of the creation of a vacancy for any reason, the successor Trustee appointed by the Board of Education shall serve for the balance of the unexpired term of the Trustee, whom such successor shall have succeeded.
3. In the event that any Trustee shall fail to attend three successive meetings of the Board and shall fail to present a satisfactory excuse, the Board shall, upon resolution and upon notice thereof mailed to said Trustee, be deemed to have accepted the resignation of said Trustee.
4. No Trustee shall receive any compensation whatever for services as such.

ARTICLE II.
OFFICERS

1. The officers of the Board shall be a President, a Vice President, and a Treasurer.

2. A nominating subcommittee consisting of members of the Board of Trustees shall be appointed by the President no less than one month prior to the Annual Meeting. The nominating committee shall present a slate of officers at the Annual Meeting.
3. Officers shall serve for a term of one year from the Annual Meeting at which they are elected and until their successors are duly elected.
4. The **President** shall preside at all meetings of the Board; authorize calls for any special meetings; appoint all committees; execute documents as authorized by the Board; serve as ex-officio voting member of all committees; and generally perform all duties associated with that office. The President of the Yonkers Public Library Board of Trustees and one member of the Board of Trustees appointed by the President shall automatically be members of the Board of Directors of The Foundation for the Yonkers Public Library with all the rights and privileges of a Foundation Director but without need for election by the Board of Directors of The Foundation for the Yonkers Public Library.
5. The **Vice President** shall act in the absence of the President.
6. The **Treasurer**, President, or designated Trustee shall certify all bills that have been presented for payment, to be subsequently ratified by the Board of Trustees. The Treasurer, President, or designated Trustee are authorized to sign checks in payment of obligations of the Yonkers Public Library as authorized by the Board.
7. The **Secretary** shall be the Library Director who shall furnish the minutes of all meetings of the Board; have custody of all the records of the Board as a body corporate; and receive and preserve all correspondence of the Board; and shall transmit all notices and communications to members of the Board. The Yonkers Public Library Director, and one Yonkers Public Library staff member appointed by the Library Director, shall automatically be members of the Board of Directors of the Yonkers Public Library Foundation with all the rights and privileges of a Foundation Director but without need for election by the Board of Directors of the Yonkers Public Library Foundation.

ARTICLE III. MEETINGS

1. The regular meeting of the Board shall be held monthly on dates agreed upon by the Board. Notice of the time and place of each meeting shall be delivered by mail or email not less than five nor more than ten days before the meeting. Four Trustees shall constitute a quorum. In the absence of a quorum, the Trustees present may adjourn the meeting to a day fixed. The Board may meet on shorter notice or on a different date if every absent Trustee waives notice in writing or by telephone. In the event of exceptional circumstances, the Secretary and Board President, together, may call for a regularly scheduled meeting to be held by videoconference or electronic means if such means are open to the public, have been identified as such in the public notice of the meeting, and all trustees are able to see and hear each other clearly at the same time.

2. Special meetings may be called by the Secretary at the direction of the President or at the request of two Trustees for the transaction of business stated in the call for the meeting. Notice of such special meeting shall be given to all members by telephone or in writing at least twenty-four hours prior to the meeting time.
3. The regular meeting in January shall be the Annual Meeting at which officers shall be elected for a term of office of one year each. The President shall name standing committees for a term of one year at the Annual Meeting, or within one week from the date of the Annual Meeting.
4. The Director or Deputy Director, when the Director is not available, shall attend all meetings, may participate in the discussion and offer professional advice, but shall not be accorded a vote on any question.
5. The order of business for regular meetings shall include, but not be limited to, the following items which may be covered in the sequence shown below:
 - Disposition of minutes of the prior meeting
 - Director's Report
 - Union Representative's Report
 - Committee Reports
 - Communications
 - Payment of bills
 - Unfinished Business
 - New Business
 - Adjournment
6. An affirmative vote of the majority of the Board's total membership shall be necessary to approve any action before the Board.
7. *Robert's Rules of Order* shall govern the parliamentary procedure of the Board.

ARTICLE IV. COMMITTEES

1. There shall be three standing committees of the Board as follows: Finance, Budget and Planning, Policy and Employee Relations.

The Finance Committee shall consist of no less than the Treasurer and one Trustee and shall supervise the monies, investments and funds of the Library and make recommendations to the Board regarding such investments.

The Budget and Planning Committee shall consist of at least one member and shall review the annual budget with the Director and shall seek its adoption by the Board and the City of Yonkers and participate in planning activities as directed by the Board.

The Employee Relations Committee shall consist of at least two members of the Board and shall undertake contract negotiations and report and recommend action to the Board on matters affecting employee management relations.

The Policy Committee shall consist of at least two members of the Board and shall review and recommend amendments to current library policies and recommend new policies when applicable.

2. Special committees may be appointed by the President from time to time at the discretion of the Board.
3. When appropriate, each committee shall make a progress report to the Board at its meetings. No committee shall have other than advisory powers, unless the Board has delegated specific power to act.

ARTICLE V. LIBRARY DIRECTOR

1. The Board shall appoint a Director who shall be the executive and administrative officer of the Library on behalf of the Board and under its review and direction.
2. The Director shall be responsible for the proper direction and supervision of the staff, care and maintenance of Library property, selection of books in keeping with the policy of the Board, efficiency of service to the public, preparation of the budget, and the operation of the Library within the budgeted appropriation.
3. The Director shall recommend to the Board appointments and other personnel transactions in accordance with the provisions of appropriate civil service regulations and contractual obligations.
4. The Director shall have interim authority to appoint employees without prior approval of the Board, provided such appointments are reported to the Board at its next regular meeting.
5. The Director shall assist the Board in any collective bargaining negotiations with employee representatives and may recommend the form and substance of agreement for action by the Board.
6. All communications or petitions from the staff to the Board shall be transmitted through the Director who shall have the right of recommendation prior to consideration by the Board.
7. The Director shall submit monthly and annual reports of the work of the Library; certify all bills incurred; and perform such other duties as the Board shall direct.

ARTICLE VI. AMENDMENTS

These By-Laws may be repealed, amended or added to at a regular meeting of the Board of Trustees by a majority vote of the members present after the proposed repeal, amendment or addition has been submitted in writing at least ten days prior to the meeting at which such action is proposed to be taken.

Original By-Laws 1936

Revised February 24, 1949

Revised July 14, 1965

Revised July 10, 1969

Revised January 9, 1980

Revised March 8, 1989

Revised January 9, 1991

Revised October 19, 1992

Revised November 16, 1994

Revised January 14, 1998

Revised November 10, 1998

Revised September 20, 2001

Revised February 28, 2019

Revised June 17, 2021