BYLAWS OF THE GARDEN CITY PUBLIC LIBRARY

Article I
NAME

Section 1. This organization shall be known as the Garden City Public Library.

Article II
MISSION STATEMENT

Section 1. The mission of the Garden City Public Library is to connect people with information.

Article III
ADMINISTRATION

Section 1. The administration of this organization shall be by five trustees selected according to the specifications of said charter.

Section 2. Development of Library policies and preparation of the Library Budget are primary functions of the Board of Trustees. It is the responsibility of the Library Board to hire the Library Director and the civil service staff positions in the competitive classes to insure that the Library is managed in a manner consistent with the policies they have established.

Section 3. It is important that trustees develop a set of clear-cut policies under which the Library will be operated. Such policies should be reviewed every 3 years and amended and updated if necessary.

Article IV
OFFICERS

Section 1. Officers of the Board of Trustees shall be elected annually at the December meeting and shall be as follows: Chairperson, Vice-Chairperson, and Secretary. The officers of the Board shall remain in office for one year or until their successors are elected. The Chairperson and Vice-Chairperson shall be elected from among the members of the Board, but the Secretary need not be a Board member.

Section 2. The duties of the officers shall be as follows:
The Chairperson shall preside at all meetings, appoint all committees subject to the Board's approval, authorize calls for any special meeting, notify the Village Clerk of any vacancy on the Library Board, and generally perform the duties of the presiding officer. The Vice-Chairperson shall, in the absence of the Chairperson, perform all duties incumbent to the Chairperson.
The Secretary shall keep a true and accurate account of all proceedings at Board meetings, shall issue notices of all regular and special meetings, and shall have custody of the minutes and other records of the Board.
Article V
MEETINGS

Section 1. The regular monthly meeting of the Board shall be held on the second Monday of each month at 7:30 pm in the Library building, unless otherwise agreed to by a majority of the Board. Notification of date and time shall be published in the local village newspapers.

Section 2. The annual meeting shall be held at the time and place of the regular meeting for the month of December.

Section 3. Special meetings may be called by the Chairperson or upon the written request of two members of the Board for the transaction only of the business stated in the call for the meeting; all Board members are to be notified at least 24 hours in advance of the special meeting.

Section 4. A quorum for the transaction of business shall consist of 3 members of the Board.

Article VI
COMMITTEES

Section 1. There shall be five standing committees. They shall be the Budget Committee, Audit Committee, Building Committee, Community Relations Committee, and Personnel Committee.

Section 2. Special Committees for the study and investigation of special problems may be appointed by the Chairperson, such committees to serve until the completion of the work for which they were appointed.

Section 3. The Chairperson shall be an ex-officio member of all committees.

Article VII
LIBRARY DIRECTOR

Section 1. The Library Director shall be responsible for hiring staff in the part-time non-competitive labor classes, such as pages, monitors and cleaners, and will also be held responsible for the care and maintenance of Library property, the direction and supervision of the staff, for the efficiency of the Library service to the public and for the operation of the Library under the financial conditions set forth in the annual budget. The Library Director shall attend all Board meetings, except those at which the employment or salary of the Library Director is to be discussed or as requested by the Board.

Section 2. The Library Director shall be considered the Executive Officer for the Board and shall have the sole charge of the administration of the Library under the direction and review of the Library Board.
Section 3. The tenure of office of the Library Director shall be continuous, except for reasons of dismissal approved by the Library Board.

Article VIII
ORDER OF BUSINESS

Section 1. The order of business at regular meetings of the Board shall be as follows:
1. Call to Order
2. Pledge of Allegiance
3. Approval of Agenda
4. Public Comments on Agenda Items
5. Report from Representative of the Village Board
6. Report from Representative of the Friends
7. Minutes
8. Correspondence
9. Decision Items
10. Discussion Items
11. Committee Reports
12. Other Business
13. Public Comments on Library Related Matters
14. Next Meeting Date
15. May Move into Executive Session
16. Adjournment

Article IX
AMENDMENTS

Section 1. These Bylaws may be amended at any regular meeting of the Board by a majority vote of the entire Board provided the proposed amendment has been submitted in writing in the previous meeting.

Adopted: February 24, 1956
Amended: January 9, 1961; January 12, 1970; November 10, 1986; May 19, 1998; April 9, 2001; October 1, 2005; February 8, 2010; June 14, 2010; August 9, 2010; April 11, 2011; September 9, 2013; December 9, 2013; December 10, 2018