

**HYDE PARK FREE LIBRARY  
BY-LAWS**

**1. NAME AND GOVERNANCE**

1.1. The name of this library shall be the Hyde Park Free Library encompassing the Hyde Park Library District, which shall include all the town of Hyde Park, except those portions of such town which are within the Staatsburg fire district or the Hillside fire district.

1.2. This library is governed by the New York State Educational Law, by all other applicable New York State Laws, the Rules of the Board of Regents, the Regulations of the Commissioner of Education, and these by-laws.

**2. PURPOSE**

2.1. The purpose of the Hyde Park Free Library is to provide and maintain public library services to the citizens of the Hyde Park Library District and to facilitate resource sharing among the members of the Mid-Hudson Library System.

**3. BOARD OF TRUSTEES**

3.1. The Board of Trustees is entrusted with the management, operation and control of the Hyde Park Free Library. It shall adopt and revise by-laws, maintain plans of service, establish such policies as will ensure the Library's purpose, appoint a Library Director and exercise such other responsibilities as may be appropriate.

3.2. The number of Trustees shall be ten. Trustees are elected by a special annual vote in September. Voters must be permanent residents of the Hyde Park Library District.

3.3. Candidates eligible to run for election to the Board shall file a petition with the secretary of the Hyde Park Library District, signed by at least twenty-five qualified voters of the district or two percent of the voters who voted in the previous annual elections of members of the Board, whichever is greater.

3.4.a. Duties of the Board: All property, affairs, business and concerns of the Hyde Park Free Library shall be vested in the Board of Trustees. It shall be the duty of all trustees to attend all Board meetings, or to notify the President or other officers of the necessary absence in advance of the meeting.

3.4.b. Committees: The Board of Trustees shall be empowered to appoint such committees as may be expedient to operate efficiently. No committee shall have the power to make decisions unless specifically authorized to do so in advance by the board.

3.4.c. Term of Office: The term of office of trustees shall be five years. Such terms will commence on the first day of January next following the election.

3.5. Vacancies: Any vacancies occurring on the Board other than expiration of term shall be filled by a vote of the Board at the earliest appropriate time. The vacancy will be filled until the next general election when the public shall vote for the candidate (s) running for the unexpired term (s).

3.6. Removal of Trustees: Any one or more trustees may be removed by a majority vote of the Board members at a special meeting called for this purpose by the President. Any trustee who is absent from four consecutive regular Board meetings or from more than fifty percent of the Board meetings held in any one year shall forfeit membership on the Board unless such absences, when requested by written application, are excused by a majority of the Board at a regular meeting.

3.7. Election of Officers: The Board of Trustees shall elect from their own number a president, secretary, treasurer, and other officers as may be desired. The term of office for all officers shall be one year except the treasurer shall be elected for a two year term but not more than two consecutive terms.

3.8. Removal of Officers. Officers may be removed by a majority of the Board at a special meeting for this purpose to be called by either the President or a majority of the trustees. The resulting vacancy shall be filled at the next regular board meeting.

3.9. Duties and Powers of the Officers of the Board shall be as follows:

President: The President shall preside at meetings of the Board of Trustees, and shall serve as a voting member of all committees with exception of the Board Nomination Committee on which the President does not serve. The President shall sign official documents, submit a written annual report, and exercise such powers as are authorized in these by-laws and by the Board. It shall be the sole power of the President to reschedule or cancel regular meetings.

Vice President: The Vice President shall have all responsibilities and perform all duties of the President in case of the absence or disability of the President.

Secretary: It shall be the duty of the Secretary to be responsible for the minutes of all meetings, notify members of the Board of meeting dates, executive correspondence as directed by the Board, furnish copies of the minutes of the meeting to each member, prepare all press releases pertaining to the Board business or legal announcements.

Treasurer: The Treasurer shall be custodian of all funds of the library district including gifts and trust funds paid over to the Trustees. The Treasurer shall oversee the accounting and disbursing of library funds and shall be responsible to ensure that the necessary reports are filed as required.

3.10. Executive Committee: There shall be an executive committee consisting of the President, Vice-President, Secretary and Treasurer that is empowered to act on behalf of the Board in the event of items of business that, in their judgment, cannot wait until the next regular or special Board meeting. Such meetings shall be called by the President with the agreement of two other committee members. A quorum shall consist of three. These meetings shall be open to the public and notice for these meetings shall be posted in the library a minimum of two hours in advance. An effort shall be made to notify all Board members should they be able to attend.

3.11. Indemnification of Trustees, Officers, Employees and Volunteers: The library shall indemnify its director and officers against judgment, fines, amounts paid in settlement and reasonable expenses and costs, including attorneys fees, in connection with any claim asserted against the director, officer and employees by action in court or otherwise, by reason of the fact that such person was a director or officers of the library and acting in good faith for a purpose which such person reasonably believed to be in the best interests of the corporation, and not unlawful.

Indemnification shall be provided in the manner and to the full extent afforded by Section 722 through 726 of the Not-for-Profit Corporation Law, and as permitted by such laws, the library may provide additional indemnification pursuant to an agreement, action of the Board of Directors, or by provision of these by-laws.

3.12. Ex-Officio Board Members: Ex-Officio Board Members shall be permitted as authorized by a majority of the Board members (trustees).

#### 4. MEETINGS

4.1. The order of business at regular meeting of the Board shall be determined by the President and shall include the following:

Call to order

Minutes of the previous meeting

Community comment  
Treasurer's report  
Library Director's report  
Committee reports  
Old business  
New business  
Announcement of next meeting and adjournment

4.2. The annual reorganization shall be held as part of the regular January meeting at which the Trustees shall reorganize, elect officers, and adopt a schedule of regular monthly meetings. Such schedule shall include date, time, and location.

4.3. Special meetings of the Board may be called by the President or the majority of the Board of Trustees. Notice of such a meeting, signed by the Secretary of the Board, shall be posted in the main library for a period of three days prior to the time appointed for the meeting.

4.4. At any meeting the Board of Trustees, a quorum shall consist of 6 members of the Board.

4.5. Action of the Board which requires a vote must have the approval of a majority of trustees.

4.6. All meetings of the Board of Trustees, except executive sessions, are subject to the New York State Open Meeting Law and are open to the public.

4.7. Library Board of Trustees meetings shall include a public comment period at the beginning of each meeting, held after the call to order. Each comment period will be limited to 15 minutes, unless extended by the Board. Each person wishing to speak during a public comment period will be limited to three minutes.

The Board President, or whichever trustee is chairing the meeting, shall oversee application of this policy.

Members of the public may submit public comment in-person at the Board meeting. Additionally, they may submit public comment via email to [director@hydeparkfreelibrary.org](mailto:director@hydeparkfreelibrary.org) by 4:00 pm the day of the meeting. All persons submitting public comment, in whatever format, must provide their name and address for the public record.

4.8. Remote attendance at meetings via audio or video teleconference (including e-meetings, etc.) shall be permitted.

## 5. BUDGET AND FISCAL YEAR

5.1. The fiscal year shall be the calendar year.

5.2. The Board shall adopt propositions for submission to the Commissioner of Elections for public referendum.

## 6. AMENDMENTS

6.1.a. By-laws shall be amended by a majority vote of the Board at any regular meeting provided that the proposed changes shall have two weeks prior written notification to the Trustees. Such actions by the Board require that the stated action appear on the published agenda. Written notification shall include the exact changes proposed.

6.2.b. The by-laws will be reviewed annually for suitability, accuracy, and consistency.

## 7. RULES OF ORDER

7.1. Robert's Rules of Order, latest revised edition, shall govern procedures of the Board of Trustees, including anything not specifically covered by these by-laws.

6.20.02

(Amended 7.26.12)(Amended 7.13.22)