

**THE AMAGANSETT FREE LIBRARY  
TRUSTEE BYLAWS**

**Article I: Name**

Section 1.

This organization shall be called “the Board of Trustees of the Amagansett Free Library” existing by virtue of the provisions of in the Absolute Charter Number 2744 granted by the Regents of the University of the State of New York on November 15, 1917, and exercising the powers and authority and assuming the responsibilities delegated to it under the said charter.

Section 2.

The Amagansett Free Library serves the residents of the Amagansett School District.

**Article II: Board of Trustees**

Section 1.

The policy making body of the Amagansett Free Library shall be known as the Board of Trustees, who are officers of the corporation. The Board of Trustees shall be composed of seven members, elected by the members of the Library Association at the regularly scheduled annual public meeting of the Association. Trustee candidates must have a library card with the Amagansett Free Library to be eligible for a Trustee position.

Section 2.

Each Trustee shall be elected for a term of three years. Terms shall begin at the first regular Board meeting following the annual election. No Trustee shall be elected for more than two consecutive terms, either full or partial, which total more than seven (7) years. A Trustee who has served two terms shall not be eligible to serve a further term until at least one year has elapsed from the end of the last term which he or she has served.

Section 3.

A. When a vacancy occurs during the term of a Trustee, the Board of Trustees shall appoint a replacement to serve the balance of the unexpired term, subject to confirmation by the members of the Library Association at their next annual public meeting.

B. Appointment to a term of more than twelve (12) months shall be considered equal to a three (3) year term. Appointment to a term of twelve (12) months or less shall be considered equal to a term of one (1) year. A Trustee appointed to a term of more than twelve (12) months shall be eligible to serve one additional three (3) year term and may serve again only after a one (1) year hiatus. A Trustee appointed to a term of twelve (12) months or less shall be eligible to serve two (2) additional terms of three (3) years, and may serve again only after a one (1) year hiatus. A Trustee who has served seven (7) years consecutively shall not be eligible to serve a further term until at least one year has elapsed from the end of the last term which he or she has served.

C. There shall be three (3) classes of Trustees on the Board as nearly equal in number as possible, one (1) class of which shall expire each year and term shall always be for three (3) years, except when it is necessary to elect same for shorter terms in order to equalize the numbers in classes or to fill vacancies or resignations from the Board.

### **Article III: Officers**

#### Section 1.

A. The Trustees shall annually elect from among themselves a President, a Vice-President, a Secretary, and a Treasurer at the first regular Board meeting following the Annual Association Meeting each year.

B. Each year, at the Board Meeting before the Annual Association Meeting, the President shall appoint a committee of three trustees to meet among themselves and nominate candidates for these offices.

At the first Board Meeting following the Annual Association Meeting, this nominating committee shall present its slate of candidates to the Board and after any additional nominations have been made by any of the members of the Board, the officers shall be elected by secret ballot. The votes of a simple majority of members present shall suffice to elect any officer.

#### Section 2.

The officers of the Board of Trustees shall hold office at the pleasure of the Board and shall be subject to its rules and direction. They shall have the usual powers and duties of such officers, and any other powers and duties with which they may

be specifically charged by the Board.

Section 3.

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, serve as an ex-officio voting member of all committees, and generally perform all duties associated with that office. The President may vote upon and may move or second a proposal before the Board.

Section 4.

The Vice-President shall assume the duties and functions of the President in the event of absence or incapacity of the President, or in the event of a vacancy in that office.

Section 5.

The Secretary shall keep a true and accurate record of all of the meetings of the Board of Trustees, shall issue notices of all regular and special meetings, and perform such other duties as are generally associated with his or her office. In the absence or incapacity of the Secretary, his or her duties shall be performed by such other member or members of the Board of Trustees as the Board may designate.

Section 6.

The Treasurer shall be the disbursing officer of the Board of Trustees, and shall perform such duties as generally devolve upon the office. In the absence or incapacity of the Treasurer, his or her duties shall be performed by such other member or members of the Board of Trustees as the Board may designate. Bonding of the Treasurer, or of any substitute(s), shall be at the discretion of the Board.

**Article IV: Meetings**

Section 1.

The regular meetings shall be held once a month, the date and hour to be set by the Board at the prior meeting. They shall be open to the public except when consideration of labor contracts, personnel actions, or other matters of sensitivity as defined in Public Officers Law of New York State, Article 7, Section 100, et seq, shall require an executive session.

Section 2.

The order of business for regular meetings shall include, but not be limited to, the following items which shall be covered in the sequence shown so far as circumstances will permit:

- (a) Approval of the Agenda
- (b) Approval of the Minutes
- (c) Treasurer's Report
- (d) President's Report
- (e) Director's Report
- (f) Committee Reports
- (g) Old Business
- (h) New Business
- (i) Community Remarks
- (j) Adjournment
- (k) Executive Session (when required)

Section 3.

Special meetings shall be called by the Secretary at the direction of the President, or at the request of two (2) members, for the transaction of business as stated in the call for the meeting

Section 4.

The transaction of business at any meeting shall require a quorum, consisting of four (4) members of the Board, present. The affirmative vote of a simple majority of the entire board shall be required to approve any action before the Board.

Section 5.

Conduct and proceedings of all meetings shall be governed by Robert's Rules of Order.

Section 6.

If a Trustee fails to attend three consecutive meetings without an excuse accepted as satisfactory by the Trustees, such Trustee shall be deemed to have resigned. Attendance is defined by the ability to vote in a meeting. Voluntary relocation to second homes and recreational travel are not considered a satisfactory excuse for an absence for purposes of this provision.

**Article V - Committees**

Section 1.

The President shall appoint committees of one (1) or more members each for such specific purposes as the business of the Board may require from time to time.

Section 2.

All committees shall make a progress report to the Library Board at each of the Board's meetings.

Section 3.

No committee will have other than advisory power.

**Article VI - Library Director and Staff**

Section 1.

The Board shall appoint a qualified Library Director who shall be the Executive and Administrative Officer of the library on behalf of the Board and under its review and direction.

The Director may make recommendations concerning staff salary changes; the Board shall approve or disapprove these recommendations.

**Article VII - Amendments**

Section 1.

These Bylaws may be repealed, amended, or added to by a majority vote of the whole Board at a regular meeting. Such action may be taken, however, only after the substance of the proposed repeal, amendment, or addition has been presented in writing at a prior regular or special meeting, and notice thereof has been given in the notice of the meeting at which it is to be considered.

Adopted: July 16, 2002

Amended: 2009

Amended: February 15, 2013

Amended: March 18, 2013

Amended: 2014

Amended: February 24, 2023

Amended: March 20, 2026