Amagansett Free Library
Trustee Bylaws

Article I: Name

Section 1. Name

This organization shall be called the "Amagansett Free Library" existing by virtue of the provisions of the Absolute Charter Number 2744 granted by the Regents of the University of the State of New York on November 15, 1917, as amended on November 19, 2013, and exercising the powers and authority and assuming the responsibilities delegated to it under the said charter.

Section 2. Free Association

The Amagansett Free Library shall operate as a free association library under Section 253 of the New York State Education Law.

Article II. Service Area

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

Article III: Board of Trustees

Section 1. Policy-making

The policymaking body of the Amagansett Free Library shall be known as the Board of Trustees (hereinafter, the "Board"). The Board shall be composed of seven members.

Section 2. Elected Trustees

Trustees shall be elected in accordance with the terms of these bylaws.

Section 3. Code of Ethics and Conflicts

Each Trustee shall sign and be bound by a Code of Ethics and Conflicts of Interest Statement which shall be presented and signed upon such Trustee's appointment and/or election, and, thereafter annually at the Annual Association Meeting or as soon thereafter as practicable.

Section 4. Board Actions

All actions of the Board shall be of the Board as a unit, by simple majority vote of the whole Board. No Trustee shall take action on behalf of the Board without prior approval of the Board. No Trustee, by virtue of his/her position, shall exercise any administrative responsibility with respect to the Library (except as

specified in these bylaws) nor, as an individual, command the services of any Library employee.

Article IV - Election of Trustees

Section 1. Elected Trustees

Trustees shall be elected by the residents of the Amagansett Union Free School District in advance of the Annual Association Meeting of the Amagansett Free Library in accordance with procedures adopted by the Board.

Section 2. Trustees Qualifications

Trustee candidates must (a) have a residence within the Amagansett Union Free School District, (b) be at least eighteen years old and (c) have a library card with the Amagansett Free Library to be eligible for a Trustee position. A Trustee candidate shall not be an employee of the Library or a family member of an employee. No Trustee shall serve on the Board with a family member or domestic partner.

Article V. Trustee Terms

Section 1. Three-year terms

Each Trustee shall be elected for a term of three years, except when necessary to fill an unexpired term. There shall be three classes of Trustees on the Board, as nearly equal in number as possible, one class of which shall terminate each year.

Section 2. Commencement of Term

Terms shall begin at the first regular Board meeting immediately following the Annual Association Meeting.

Section 3. Term Limits

No Trustee shall be elected for more than two consecutive terms. A Trustee who has served two consecutive 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 4. Vacancies

When a vacancy occurs during the term of a Trustee, the Board shall appoint a replacement to serve until the next election of Trustees, at which time a Trustee (who may be the appointed Trustee) shall be elected to serve the balance of the unexpired term. If an appointed Trustee fills an unexpired term of less than one year, that appointed Trustee shall not be deemed to have served a “term” for the purposes of term limits as set forth in Section 3 above.

Article VI: Officers

Section 1. Election of Officers

A. Trustees shall annually elect from among themselves a President, a Vice-President, a Secretary, and a Treasurer at the first Board meeting following the Annual Association Meeting by secret ballot. The vote of a simple majority of the whole Board shall suffice to elect any officer.

B. Trustees shall nominate themselves or other Trustees for each officer position at the Annual Association Meeting.

C. Officers shall serve for one year or until their successor is appointed, unless removed or reelected by a simple majority of the whole Board in accordance with the provisions of these bylaws.

Section 2. Duties of Officers

Officers of the Board shall hold office at the pleasure of the Board and shall be subject to its rules and direction. Officers shall have the usual powers and duties of such offices, and any other powers and duties with which they may be specifically charged by the Board.

Section 3. President

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 shall serve as the primary contact of the Board to the Library Director between meetings of the Board. The President may vote upon and may move or second a proposal before the Board.

Section 4. Vice-President

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. Treasurer

The Treasurer shall be the disbursing officer of the Board, and shall perform such duties as generally devolve upon that office. In the absence or incapacity of the Treasurer, his or her duties shall be performed by such other Trustee(s) as the

Board may designate. Bonding of the Treasurer, or of any substitute(s), shall be at the discretion of the Board. In the event of the absence of the President and the Vice-President, the Treasurer shall assume the duties and functions of the President.

Section 6. Secretary

The Secretary shall prepare a true and accurate record of all of the meetings of the Board, and perform such other duties as are generally associated with that office. In the absence or incapacity of the Secretary, his or her duties shall be performed by such other Trustee(s) as the Board may designate.

Article VII: Meetings

Section 1.Regular Meetings

Regular meetings of the Board shall be held monthly, the date and hour to be set by the Board at the prior meeting. Meetings 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 permit an executive session.

Section 2. Meeting Agenda

The order of business for regular meetings shall include, but not be limited to, the following items which shall be covered in this sequence, 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) Approval of Bills
(j) Community Remarks/Correspondence
(k) Executive Session (when required)
(l) Adjournment

Section 3. Special Meetings

Special meetings shall be called by the President, or at the request of two Trustees, for the transaction of business as stated in the notice of the meeting.

Section 4. Quorum

The transaction of business at any Board meeting shall require a quorum, consisting of at least four Trustees, present. The affirmative vote of a simple majority vote of the whole Board shall be required to approve any action before the Board.

Section 5. Robert's Rules of Order

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

Section 6. Failure to Attend Meetings

If a Trustee fails to attend three consecutive meetings without an excuse accepted as satisfactory by the Board, 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 VIII - Committees

Section 1. Creation of Committees

Committees are created by a simple majority vote of the whole Board, for such specific purposes as the business of the Board may require from time to time.

Section 2. Composition of Committees

The President shall appoint members to each committee. Non-Trustees may be appointed to committees at the discretion of the Board, provided that each committee shall have at least one, but no more than three, Trustees and no more than two non-Trustee members.

Section 3. Reporting

Committees shall make a progress report to the Board at the Board meeting following each committee meeting.

Section 4. Advisory

No committee shall have other than advisory power.

Article IX - Library Director

The Board shall appoint a qualified Library Director (the "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 shall have the primary responsibility for the administration of the Library under the direction and review

of the Board. The Director shall be responsible for the care of the building and equipment of the Library, the employment and direction of staff, and for the efficiency of Library services to its patrons. The Director shall provide reports and recommendations to the Board which, in the opinion of the Director, will improve the efficiency and quality of the Library services, and such reports and recommendations as the Board shall request. The Director shall make recommendations concerning policies, procedures, and staff salaries; the Board shall approve or disapprove these recommendations The Director shall be expected to attend all meetings of the Board (except as related to the Director's salary or employment) and all committees. The Director shall be subject to removal by the Board at any time.

Article X - Indemnification

The Amagansett Free Library shall indemnify its Trustees and defend them in any civil or criminal action or proceeding to the full extent provided in the Public Officers Law and Article 7 of the Not-for-Profit Corporation Law (as made applicable pursuant to the Education Law) including amendments subsequently made from time to time.

Article XI - Amendments

Section 1.

These bylaws may be repealed, amended, or added to by a simple majority of the whole Board at a regular Board 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
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