

BY-LAWS OF THE MAMARONECK PUBLIC LIBRARY DISTRICT

Article I

Section 1. Name and Principal Office

The name of this institution as enacted by the People of the State of New York in 1992, shall be The Mamaroneck Public Library District and shall be located in the Village of Mamaroneck, Westchester County, New York.

Section 2. Mission

The Mamaroneck Public Library District welcomes and supports all members of the community in their enjoyment of reading and pursuit of lifelong learning. The Library provides equal access to information, opportunity, ideas and knowledge through printed and electronic media and programs for people of all ages. The Library offers a safe, attractive and comfortable environment. In the Library everyone has the freedom to read, to learn, to discover.

(Amended April 23, 2003, August 22, 2012)

Article II

Section 1. Board of Trustees

The Board of Trustees, shall consist of eleven (11) duly elected members and shall manage, operate and control The Mamaroneck Public Library District.

Section 2. Elections and Term of Office

Candidates for the office of member of the Board of Trustees shall be qualified voters of the district and shall be nominated by petition as set forth in the State Resolution. Elections shall be conducted by the Board of Trustees, annually in accordance with all legal requirements, at a time and place to be determined by the Board.

The term of office shall commence on the first day of June next following the election and shall be for three years. Each Trustee shall be eligible to serve a maximum of three consecutive terms.

Section 3. Vacancies

Whenever a vacancy on the Board of Trustees shall occur for any reason, the vacancy shall be filled at the next duly scheduled election. The Board of Trustees may appoint an interim trustee to serve until the next annual election, at which time the remainder of the term shall be filled by a candidate duly elected at such election. Approval of an interim trustee shall be made by a vote of two thirds of the members of the Board of Trustees, providing that notice of the proposed appointment has been sent to each member of the Board at least five and not more than fifteen days prior to said meeting.

(Amended April 23, 2003)

No vacancy upon the Board of Trustees to be filled shall be considered a separate specific office.

(Amended February 26, 1997)

Section 4. Resignation

To resign, any trustee should give written notice thereof to the President or Vice-President of the Board. Any such resignation shall take effect at the time specified therein, or in the absence of such time specified, upon its receipt.

(Amended April 23, 2003)

Section 5. Officers

The Board of Trustees each year shall elect or appoint a President, a Vice-President, who shall be members of the Board; a Clerk-Treasurer, hereafter known as Treasurer, and other such officers as they deem necessary.

(Amended April 23, 2003, May 28, 2003)

An Officer Nominating Committee consisting of two Trustees shall be appointed by the President at the April meeting to nominate officers of the Board for the following year. The nominations shall be voted on by the Board at the June meeting. No member of the nominating committee shall be eligible to serve as an officer for the coming year. If the committee is split in its nominations for any office, the current President will have the power to break that tie. Further nominations can be made from the floor at the meeting.

(Added April 23, 2003)

Article III

Section 1. Duties of Officers

The President shall preside at meetings of the Board of Trustees, including special meetings, and shall serve as liaison between the Board and the Library administration. The Vice-President shall serve in the absence of the President.

The Treasurer shall function as the chief financial officer and shall be the custodian of all funds of the Library District including gifts and trust funds paid over to the Trustees.

The Treasurer shall expend funds in the Library's custody, only on specific authorization by the Board of Trustees.

(Amended August 22, 2012)

The Treasurer shall keep such records and in such manner as the Board of Trustees may require.

Notwithstanding anything to the contrary contained in these Bylaws, or in any Board, administrative and/or internal rule, policy or procedure:

- (i) retention of legal counsel shall be the sole and exclusive responsibility, and function, of the Board of Trustees; and
- (ii) whenever the Board votes to retain legal counsel, the President shall be authorized to execute any corresponding retainers and/or engagement letters on behalf of the Board, along with any other contracts for legal and/or consulting services related to such legal representation; and
- (iii) all invoices, for any type of legal services or expenses, or other legal or consulting services attendant hereto, shall be submitted directly to the Board of Trustees; c/o the President, who shall present them to the full Board; and
- (iv) when authorized by the Board of Trustees pursuant to a duly-adopted vote, the Treasurer shall issue payment for all such legal or consulting services and/or expenses in the amounts directed.

(Amended June 12, 2024)

Section 2. Committees

The President of the Board of Trustees shall from time to time appoint committees determined to be necessary to serve the functions of the Mamaroneck Public Library District. There shall be a standing Budget Committee and others as the Board deems necessary.

(Amended August 22, 2012)

There shall also be a special By-Laws Committee. It should reconvene every five years, or sooner if determined by the President.

(Amended April 23, 2003)

Section 3. Meetings

Regular meetings of the Board of Trustees shall be held at least ten (10) times a year at the Library in accordance with all applicable laws.

(Amended August 22, 2012)

Special meetings may be called at any time, by the President or upon direction of a quorum of the Board, in accordance with all applicable laws.

The Library's Auditor will present its findings to the Board after the annual draft audit is complete. This meeting is open to the public and will be held annually.

(Amended May 14, 2025)

Section 4. Notice of Meetings

Notice of meetings shall be announced in accordance with all applicable laws.

Section 5. Quorum

For transaction of business, six (6) members of the Board of Trustees present shall constitute a quorum, unless otherwise required by law or provisions of the By-Laws.

Article IV

Section 1. Library Director

The Board of Trustees shall appoint a Library Director, who shall be responsible for the execution of policies adopted by the Board of Trustees.

Article V

Section 1. Finances

The Board of Trustees of the Mamaroneck Public Library District shall annually present to the residents of the Library District and the Clerk of the Village of Mamaroneck, a proposed budget in accordance with all State Charter Mandates and applicable laws.

The Board of Trustees may accept on behalf of the district any absolute gift, devise or bequest as it shall by resolution approve.

Article VI

Section 1. Amendments

These By-Laws may be amended or repealed by a vote of two thirds of the members of the Board of Trustees, providing that notice of the proposed amendment or proposed repeal has been mailed to each member of the Board at least five and not more than fifteen days prior to said meeting.

Adopted July 20, 1994

Amended February 26, 1997, April 23, 2003, May 28, 2003, August 22, 2012, June 12, 2024, May 14, 2025