

HALF HOLLOW HILLS COMMUNITY LIBRARY

BY-LAWS

The Half Hollow Hills Community Public Library, established on June 22, 1960 by a vote of the taxpayers of Central School District No. 5, shall provide free public library service to the inhabitants of this district, and said Board shall be governed by the following articles.

ARTICLE I. – MISSION

The Mission of the Half Hollow Hills Community Library is to offer a welcoming space, both digital and physical, with professional staff, services, programs and materials that provides learning, cultural enrichment and entertainment to the community.

ARTICLE II – PREAMBLE

Section 1. The Half Hollow Hills Community Library is a New York State School District Public Library, duly incorporated and chartered by the New York State Education Department under Education Law §255 and §260. First chartered on September 30, 1960, by the Regents of New York State, the Library serves residents within the boundaries of the Half Hollow Hills Central School District.

Section 2. The Library currently operates two locations: 55 Vanderbilt Parkway, Dix Hills NY 11746, and 510 Sweet Hollow Road, Melville NY 11747. It shall provide service in accordance with rules and policies established by the Board of Trustees. Non-resident use of the Library is governed by 8 NYCRR §90.3 (Direct Access Plan).

Section 3. Any qualified resident of the Library District who agrees to comply with all Library rules shall be entitled to library privileges, which may be suspended or revoked for failure to comply with Library rules and policy.

ARTICLE III. – TRUSTEES

Section 1. The duties of a Library Board are simple but comprehensive – to decide on the general policy of the institution, to see that this policy is carried out, employing for the purpose an expert staff, and leaving methods and details to it. The authority of the Board is vested in the Board as an entity.

Section 2. In accordance with the laws governing school district public libraries in New York State, the Library Board of Trustees of the Half Hollow Hills Community Library shall consist of five members, one member to be elected annually by the legal voters of the district to serve for a period of five years. The term of office of one trustee shall expire each year. Candidates for the office of trustee shall be nominated by a petition which shall meet the requirements of Education Law § 2018. Said candidate must be a qualified voter of the Half Hollow Hills Central School District.

Section 3. Trustee vacancy: When a vacancy on the Board of Trustees occurs, other than by expiration of a Trustees' term of office, said vacancy shall be filled by appointment of the Board until the next annual Library trustee election. At that time, nominations and election of

a Trustee to fill this unexpired term shall take place in accordance with the usual requirements governing Library Board elections under the Education Law. Such election, where more than one Trustee seat is vacant, shall be conducted "at-large" with the candidate receiving the highest number of votes awarded the longest available term, and so forth in descending order.

Section 4. An Oath of Office shall be administered to all newly-elected trustees, and a signed copy shall be filed with the Suffolk County Clerk, in accordance with the NYS Public Officers Law.

Section 5. Board members serve without remuneration. Trustees may be reimbursed for actual expenses necessarily incurred in the performance of official Library business, upon approval of the Board.

ARTICLE IV. – MEETINGS

Section 1. The regular monthly meeting of the Library Board of Trustees shall be held on dates, times and locations set at the annual reorganization meeting in July. Thereafter, any changes during the fiscal year shall require a majority vote of said Board at a regular or special meeting, and shall take effect only after notice is provided to any absent Trustee. Notice of regular meetings shall be given in accordance with the Open Meetings Law § 104.

Section 2. The annual reorganization meeting shall be held at the time of the first meeting of the Board of Trustees during the month of July, whether such meeting be a regular or special meeting.

Section 3. Special meetings: Additional meetings, other than regular monthly Board meetings, shall be called by the President at their option or upon the written request of at least two Trustees directed to the President for the transaction of specified business. Notice of the time and place of every special meeting shall be e-mailed to each Trustee, where possible, no less than five (5) nor more than ten (10) days before the meeting. Notice of any special meeting may be waived by any Trustee, either by written waiver or by personal attendance thereat. Notwithstanding the foregoing, the President, or in the absence of the President, the Vice President, or in the absence of the President and Vice President, the Secretary, may, in circumstances wherein said officer in his or her sole discretion is of the opinion that Board action is required prior to the regular monthly meeting or prior to the time at which a special meeting could be called on the five-day notice aforesaid, call a special meeting to be held at such time and place designated by e-mail, oral or telephoned notice to those Trustees who can with normal diligence be contacted; any Trustee who has not waived notice of said meeting in writing and who did not attend said meeting may request reconsideration of any action of the Board taken at said meeting provided that the request for reconsideration is made at the next meeting of the Board of Trustees, whether special meeting or regular meeting; if such a request for reconsideration is made, a majority vote of the Board of Trustees shall be necessary to affirm the action being reconsidered. Public notice of special meetings shall also be posted on the Library webpage and public bulletin board, whenever possible. Such notice shall describe generally the matters to be taken by the Board at such special meetings.

Section 4. Meeting absences: If any Trustee shall fail to attend three (3) consecutive regular monthly meetings without excuse accepted as satisfactory by the Trustees, they shall be deemed to have resigned, and the vacancy shall be filled.

ARTICLE V. – BOARD OFFICERS

Section 1. The officers of the Board shall be elected by ballot of the Trustees at the annual reorganizational meeting of the Board and shall be as follows: President, Vice President, Secretary and Financial Secretary.

Section 2. The President of the Board shall preside at all meetings, appoint all committees, authorize calls for special meetings and generally perform the duties of a presiding officer.

Section 3. The Vice President of the Board shall preside over meetings and perform all duties of the President in the absence of the President.

Section 4. The Secretary of the Board shall be responsible for a true and accurate account of all proceedings of the Board meetings, and shall ensure that the official copies of the By-Laws, rules of order, policies and minutes of the Board are properly stored, as well as other Library records. Upon approval of the Board, the Secretary may delegate certain of these clerical tasks to other Library personnel. In the absence of the President and the Vice President, the Secretary shall preside over meetings and perform all duties of the President.

Section 5. The Financial Secretary of the Board shall keep an accounting of special Library funds, other than those funds required by law to be administered by the Treasurer of the Half Hollow Hills Central School District.

ARTICLE VI. – COMMITTEES

Section 1. Standing committees shall be created by the Board of Trustees. The President shall appoint committee members. The President shall be, ex-officio, a member of all standing committees.

Section 2. Special committees for the study and investigation of special problems may be appointed by the President, such committees to serve until the completion of the work for which they were appointed or until the next annual meeting, whichever is earlier.

ARTICLE VII. – QUORUM

Section 1. A quorum for the transaction of business shall consist of three (3) members of the Board. No affirmative action shall be taken without the approval of the majority of the entire Board.

Section 2. In case of a tie vote, each member present at a duly called meeting of the Board of Trustees shall be considered to have cast an affirmative vote unless they stipulate a negative vote or abstention.

ARTICLE VIII. – LIBRARY DIRECTOR

The Board shall hire a Library Director, who shall be the executive officer of the policies adopted by the Board of Trustees and shall have sole charge of the administration of the Library under the direction and review of the Board. The Library Director shall be responsible for the care of the buildings and equipment, for the recruitment, employment and direction of the staff and for the quality and efficiency of the Library's service to the people in the community. The Director shall render and submit to the Board monthly and annual reports and recommendations to the Board of such policies and procedures which, in the opinion of the Library Director, will promote the cause and improve efficiency and quality of library service in this community. The Library Director will attend and participate in all meetings of the Board of Trustees, without vote. The Director shall also be administered an Oath of Office, which shall be filed with the Suffolk County Clerk.

ARTICLE IX. – ORDER OF BUSINESS

The usual order of business at all regular meetings of the Board shall be as follows:

1. Call to order
2. Pledge of Allegiance
3. Adoption of the Agenda
4. Reading, amendment, if necessary, and approval of minutes (either read of previously received)
5. Correspondence/Comments from Visitors
6. Approval of Bills
7. Financial Report
8. Unfinished Business
9. New Business
10. Operations Report:
 - a. Director's Report
 - b. Department Monthly Reports & Statistics
11. Personnel Report
12. Dates of Future Board meetings
13. Adjournment

The order of business may be added to or amended from time to time, as needs of the Board may indicate. Such amendment or addition to be made at the direction of the President of the Board.

ARTICLE V. – AMENDMENTS

These By-Laws may be amended at any meeting of the Board by a majority vote, provided the notice for such meeting shall have indicated that such action or the substance thereof which is to be taken up and considered. Amendment of these By-Laws may also be accomplished by unanimous vote of the entire Board of Trustees in those instances where prior written notice had not been given. Failing a unanimous vote, then action on an amendment must be put off to the subsequent meeting.

ARTICLE VI. – PARLIAMENTARY PROCEDURE

For those circumstances not covered in the above By-Laws, “Robert’s Rules of Orders Newly Revised 12th Edition” shall be adopted to govern matters of parliamentary procedure of this Board of Trustees.

Adopted: 4/5/66
Amended: 4/14/71
Amended: 6/17/92
Amended: 6/23/25