

**FLORIDA PUBLIC LIBRARY BYLAWS**  
**4 COHEN CIRCLE**  
**FLORIDA, NY 10921**  
**(845) 651-7659**

**MISSION STATEMENT**

The Florida Public Library strives to be the community's best resource for materials that inform, educate, enrich, and entertain. The library serves patrons of all ages and backgrounds and promotes open and equal access to ideas, programs, and opportunities from early learning, to personal and professional enrichment.

**PREAMBLE**

The Board of Trustees (hereinafter designated as the "Board") of the Florida Public Library, a corporation created under a charter granted under Section 253 of the New York State Education Law by the Board of Regents (or Secretary of State) of the State of New York, dated October 24, 1958, shall be governed by the laws of New York State, the regulations of the Commissioner of Education, and by the following bylaws.

**ARTICLE I**  
**NAME**

**SECTION 1.** The name of this organization is the Florida Public Library.

**ARTICLE II**  
**PURPOSE**

**SECTION 1.** The purpose shall be to promote and encourage the development and maintenance of library service for public use by the residents of the Florida Union Free School District.

**ARTICLE III**  
**BOARD OF TRUSTEES**

**SECTION 1.** The business and affairs of the Florida Public Library shall be managed and conducted by a Board consisting of seven members elected by the residents of the Florida Union Free School District.

- SECTION 2.** The term of a Trustee shall be three years unless otherwise stated by the Board. Vacancies which occur for reasons other than expiration of term shall be filled until the next election by the Board. All Trustees must be qualified voters of the Florida Union Free School District and who are not employed by the Florida Public Library.
- SECTION 3.** If any Trustee shall fail to attend three consecutive meetings or 50% of all meetings in any one year, without notice and excuse accepted as satisfactory by a majority of the Board, the Trustee shall be deemed to have resigned. The Secretary shall inform the vacated Trustee, in writing, of such action.
- SECTION 4.** The Board may remove a Trustee for misconduct, incapacity, neglect of duty or refusal to carry into effect the library's educational purpose as provided in Education Law 226; subdivision 8.
- SECTION 5.** A trustee must be present at a meeting to have their vote counted.
- SECTION 6.** A majority of the whole Board (including vacancies) is required for any motion to pass.
- SECTION 7.** Effective 2023, New York State requires each library trustee to complete two (2) hours of Trustee Education annually as specified in Education Law 260-d, Chapter 468 of the Laws of 2021. Topics which apply for earned credit include financial oversight, accountability, fiduciary responsibilities and the general powers and duties of a library trustee. In addition to the Education hours, each Trustee must also complete Sexual Harassment Prevention training annually as mandated by the State of New York.

**ARTICLE IV**  
**OFFICERS AND APPOINTEES**

- SECTION 1.** The officers of the Board shall be a President, Vice President, and Secretary.
- SECTION 2.** The President, Vice President, and Secretary shall be elected from the Board and shall serve a term of one year from the Annual Meeting, at which they are elected and until their successors are duly elected. Tenure of these officers shall be limited to three consecutive full terms of one year each. An officer who has served six months of a term shall be credited with having served a full term.

**ARTICLE V**  
**DUTIES OF OFFICERS AND APPOINTEES**

- SECTION 1.** The President shall preside at all meetings of the Board, authorize calls or any special meetings, appoint all committee Chairpersons, execute all documents authorized by the Board, serve as ex-officio voting member of all committees, and generally perform all duties associated with that office.
- SECTION 2.** The Vice President, in the absence or disability of the President or a vacancy in that office, shall assume and perform the duties and functions of the President.
- SECTION 3.** The Secretary shall keep an accurate record of all meetings of the Board, including attendance, shall issue notice at least five days in advance of all regular meetings, shall issue notice of special meetings, and shall perform such other duties as are generally associated with that office. The accumulated minutes of the completed fiscal year shall be placed in the library files.
- SECTION 4.** The Treasurer, with the approval of the Board, shall be responsible for all fiscal matters of the library, shall be authorized to make payment of bills, to invest library monies, in accordance with state laws, at the best prevailing rates and to work closely with the Director in all fiscal matters.

**ARTICLE VI**  
**MEETINGS**

- SECTION 1.** The Annual Meeting of the Florida Public Library Board of Trustees shall be held at the scheduled monthly meeting in July.
- SECTION 2.** Regular meetings of the Board shall be held monthly on a designated day and time to be determined by the board at the annual meeting.
- SECTION 3.** Special meetings of the Board may be called at any time by the President or upon request of three Trustees.
- SECTION 4.** A majority (4) of the Board shall constitute a quorum for the transaction of business at any regular or special meeting.
- SECTION 5.** At any meeting called for the transaction of special business, the object of the meeting shall be clearly stated in the notice of such meeting.
- SECTION 6.** Meetings shall be conducted in accordance with Roberts Rules of Order.

**SECTION 7.** It shall be the responsibility of each Board member to notify the President if unable to attend a regular or special meeting.

**ARTICLE VII**  
**LIBRARY DIRECTOR**

**SECTION 1.** The Board shall appoint a qualified Library Director.

**SECTION 2.** The Director shall be present at all regular meetings and executive sessions and may participate in meeting discussions and offer professional advice, but may not vote on any question.

**SECTION 3.** The Director shall participate in all budgetary matters connected with the library and shall prepare the annual budget.

**SECTION 4.** The Director is responsible for the proper direction and supervision of the staff, for the care and maintenance of library properties, for an adequate and proper selection of books, periodicals, and audio-visual materials in keeping with the stated policy of the Board, for the efficiency of service to the public and for operation within budgeted appropriations.

**SECTION 5.** The Library Director shall specify the duties of the library employees. Appointments, promotions, or dismissals shall be made in consultation with the Library Board. The Library Director shall have interim authority to appoint employees without prior approval of the Board, provided such actions are reported and approved at the next meeting.

**ARTICLE VIII**  
**COMMITTEES**

**SECTION 1.** The President shall choose, at the Annual Meeting, members for the four standing committees: 1) Finance, 2) Personnel, 3) Nominating, 4) House.

**SECTION 2.** Special committees for the study and investigation of special projects may be established by the President and Chairpersons of such committees appointed by the President. Membership of the committees shall not be limited to Trustees.

**SECTION 3.** All standing committee appointments expire at the July meeting or at the expiration of the ad hoc committee's work.

**SECTION 4.** The Finance Committee shall have supervision of all library funds, income, and expenditures, and all real or personal property. The committee shall review and advise on the annual budget for approval by the Board. The Treasurer shall be a member of the Finance Committee.

**SECTION 5.** The Personnel Committee shall meet at call and shall be governed by the policy approved by the Board.

**SECTION 6.** The Nominating Committee shall submit at the regular Board meeting in June a proposed slate of candidates for officers for election at the Annual Meeting in July. Nominations may also be made from the floor. The Nominating Committee shall propose candidates to fill vacated terms of officers.

**SECTION 7.** The House Committee shall periodically inspect the physical plant of the library and report conditions to the Board with recommendations for the improvement or correction of any problems.

**SECTION 8.** All committees shall make a progress report to the Board at each of its meetings. No committee shall have other than advisory powers unless the Board had delegated specific power to act upon its behalf pending a subsequent meeting of the Board for confirmation.

**ARTICLE IX**  
**FISCAL YEAR**

**SECTION 1.** The fiscal year of the Florida Public Library shall be from July 1 to June 30.

**ARTICLE X**  
**AMENDMENTS**

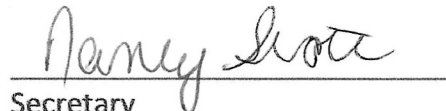
**SECTION 1.** These Bylaws shall not be amended except at a regular meeting of the Board of the Florida Public Library and by a vote of five members. In all cases, a written notice of the proposed amendment must be read at two of the previous regular meetings.

Approved as revised:



President

7/7/25  
Date



Secretary

7/7/25  
Date

July 7, 2025