



MISSION STATEMENT AND BYLAWS

Mission Statement

The North Castle Public Library exists to provide a wide range of superior educational and cultural services to the residents of the Town of North Castle in an open and non-judgmental environment.

Preamble

The North Castle Public Library (the "Library") is managed by a Board of Trustees (the "Board") as defined in the Provisional Charter No. 8314, dated January 24, 1963. Absolute Charter No. 9741 was granted by the Regents of the State of New York on September 27, 1968. The Board is responsible for ensuring that the Library provides the services described in our Mission Statement to the residents of the Town of North Castle, New York (the "Town").

The Board is governed by the laws of New York State, the regulations of the Commissioner of Education, and by the following Bylaws.

BYLAWS

Article 1 – Name

- a. The name of the organization shall be the North Castle Public Library.
- b. The Library provides services from two (2) facilities located in Armonk at 19 Whipoorwill Road East and North White Plains at 10 Clove Road, as well as a wide range of digital services provided through the support of the Westchester Library System and other partners.

Article 2 – Purpose

The purpose of the organization is to provide superior educational and cultural services to all residents of the Town, youth through adult.

Article 3 – Fiscal Year

The fiscal year of the Library shall commence on the first (1st) day of January and end on the thirty-first (31st) day of December each year.

Article 4 – Board of Trustees

- a. The Library shall be governed by a Board of Trustees. The Board shall consist of five (5) to nine (9) members (“Trustees”) appointed by the Town Board for a term of five (5) years. A Trustee may serve a maximum of two (2) consecutive full terms.
- b. Eligibility for office shall be limited to individuals residing or owning property within the geographical limits of the Library district.
- c. The term of office shall end on the thirty-first (31st) day of December of the fifth (5th) year following appointment, unless the office falls vacant prior to the expiration of the term.
- d. If a vacancy on the Board occurs as a result of an appointed Trustee failing to fulfill their term, the Board may vote to appoint a new Trustee to fill the unexpired term or appoint a Trustee for a term of five (5) years.
- e. In the case of a Trustee appointed to fill an unexpired term, the interim appointment shall end on the thirty-first (31st) day of December of the fifth (5th) year following the date of appointment of the Trustee originally appointed to the vacated seat.
- f. Each Trustee shall have one (1) vote, irrespective of office held.
- g. A Trustee must be present at a meeting to have their vote counted. To the extent permitted by applicable law, a Trustee may attend in person or via videoconference and shall be deemed to be present for purposes of constituting a quorum and for transacting business of the Board.
- h. All Trustees must abide by the Code of Ethics established by the Town.
- i. All actions of the Board shall be of the Board as a unit. No Trustee shall act on behalf of the Board, on any matter, without the prior approval of the Board to carry out a specific action or public statement.
- j. If any Trustee shall fail to comply with the duties defined in h and i above, the Board shall take under advisement the extent of the infraction and make appropriate recommendation, if necessary, to the Town Board.

- k. If any Trustee shall fail to attend three (3) consecutive meetings without an excuse accepted as satisfactory by the Board and the Town Board, that Trustee shall be deemed to have resigned and the vacancy shall be filled.

- l. Responsibilities of the Board include:
 - (i) Define and support implementation of the long-range plan of the Library;
 - (ii) Select, hire, and regularly evaluate a qualified library director;
 - (iii) Ensure long-term financial viability of the Library and exercise fiduciary responsibility for the use of public and private funds provided for the benefit of the Library;
 - (iv) Periodically adopt and review these Bylaws and policies regarding Library governance;
 - (v) Regularly plan and evaluate the effectiveness of the Library's programs, services, and collections to ensure alignment with the Library's long-range plan and to meet the needs of the citizens of the Town;
 - (vi) Evaluate and maintain Library facilities to ensure they meet the needs of the Library staff and community;
 - (vii) Review and approve the Library's annual budget and annual report;
 - (viii) Promote the Library in the local community and beyond;
 - (ix) Conduct the business of the Library in an open and ethical manner in compliance with all applicable laws and regulations and with respect for the institution, staff, and community; and,
 - (x) Conduct an annual performance evaluation of the Director, the results of which shall be discussed with the Director upon completion.

Article 5 – Officers

- a. The officers of the Board shall be the **President, Vice-President, Secretary, and Treasurer**, elected annually by the Board at an annual organizational meeting in December of each year to become effective on the first (1st) day of January of the following year.

- b. The duties of the officers shall be as follows:
 - (i) The **President** shall preside at all meetings of the Board, authorize calls for any special meetings, establish ad hoc and special committees, appoint the Chair of each committee, 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 be the primary liaison between the Board and the Director. The President shall ensure that all Trustees comply with continuing education requirement pursuant to New York law.

- (ii) The **Vice President**, in the event of the absence or disability of the President or of the vacancy of that office, shall assume and perform the duties of the President.
 - (iii) The **Secretary** is responsible for ensuring that an accurate and timely record of all meetings of the Board is created and that the issuance of the notice of all meetings as per Open Meetings Law is carried out, as well as performing other duties associated with that office.
 - (iv) The **Treasurer** shall be responsible for handling financial matters as delegated by the Board.
- c. In the case of the absence of any officer of the Board, the powers and duties of such officer may be delegated, on a temporary basis, to any Trustee upon majority vote of the Trustees present at meeting.

Article 6 – Director

- a. The Board shall recommend to the Town Board the appointment of a Library **Director**. The Director shall be the chief executive officer of Library and shall have charge of the administration of the Library under the oversight and review of the Board.
- b. The Director shall be responsible for the following:
 - (i) the employment and direction of the staff;
 - (ii) the efficiency of the Library’s service to the public, including, but not limited to programs, services, and collections;
 - (iii) the care of buildings and equipment; and,
 - (iv) the operation of the library in a financially responsible manner.
- c. The Director shall attend all public meetings of the Board.
- d. The Director shall render and submit to the Board reports and recommendations of policies and procedures which will improve the efficiency and quality of Library services, as well as other reports as requested by the Board.

Article 7 – Committees

- a. There shall be four (4) standing committees of the Board: **Strategic Planning Committee, Bylaws and Policies Committee, Buildings and Grounds Committee, and Marketing and Technology Committee**. The President shall appoint the Chair of each standing committee, who shall be a Trustee, and the Chair of each standing committee shall appoint its members.

- (i) **Strategic Planning Committee** - shall ensure the Library's continued viability as an essential community institution by working with the Library Director and the Board to evaluate the Library's role in the community, recommend goals and objectives to continue the Library's mission, and continue to monitor progress on implementing the goals established in the long-range plan.
 - (ii) **Bylaws and Policies Committee** - shall work with the Library Director and the Board to ensure regular, thorough review of the Bylaws and to keep the Library's policies up to date through regular review, development, and recommendation of new policies relevant to Library and community needs.
 - (iii) **Buildings and Grounds Committee** - shall work with the Library Director and the Board to ensure the good stewardship of the library's infrastructure, including an oversight role to ensure preventative maintenance measures are observed and, when necessary, consulting on the renovation or expansion of the library facilities.
 - (iv) **Marketing and Technology Committee** - shall work with the Library Director and the Board to address marketing and technology matters relating to Library operations, including digital platforms, website development, promotion of Library programs and services, and development of brand identity.
- b. The President may appoint one or more special or ad hoc committees of the Board. Such special or ad hoc committee shall serve for a specified duration determined by the President or until the completion of the work for which it was appointed. The duties of any appointed committee shall be determined by the Board. The President shall appoint the Chair of each committee, and the Chair of each committee shall appoint its members.
- c. All committees shall be limited to advisory powers only unless, by action of the Board, specific power to act is granted.
- d. All committees shall make periodic progress reports to the Board.
- e. The President shall be an ex-officio member of all committees, may attend and participate in all meetings of each committee, and shall have a vote and be counted for purposes of constituting a quorum of such committee.
- f. Members of each committee shall be limited to individuals residing or owning property within the geographical limits of the Town and other individuals who have expertise that can assist the particular committee in fulfilling its mission as determined by the Chair of such committee.
- g. The Chair and any member of a committee of the Board may resign at any time by sending written notice to the President and each member of the committee.

Article 8 - Meetings of the Board and Committees

- a. Meetings of the Board and each committee of the Board shall be held in compliance with New York State Open Meetings Law. Notice of all regular meetings shall be posted on the Library's website at least five (5) days before each meeting, including the agenda and any pertinent documents to be discussed at the meeting. The Board welcomes resident attendance at Board and committee meetings.
- b. The public shall be given an opportunity to address the Board and any committee. All public comment must be limited to five (5) minutes and must not be personally directed, abusive, obscene, or irrelevant. The Board and any committee will hear public comments and may ask questions for clarification but will not engage in discussion or debate. If there is a need for a response from the Board or any committee, it may come at a later time.
- c. Regular meetings of the Board shall be held monthly, with a minimum of ten (10) meetings per year.
- d. A special meeting of the Board may be called at any time by the President or upon the request of five (5) members for a specific purpose. No business may be transacted at a special meeting except the stated business.
- e. The annual organizational meeting of the Board shall be held at the regular meeting for the month of December. The business transacted at this meeting shall include the election of officers for the following year. Election of officers can be done by secret ballot upon demand by any member of the Board.
- f. A simple majority of the existing Board shall constitute a quorum for the conducting of business. If a quorum is not present at a regular meeting, no business may be transacted, and the attending Trustees may set a new date for a rescheduled meeting.
- g. The Library's budget for the subsequent calendar year shall be approved by the Board at a regular meeting. This should precede review of the budget with the Town Board.
- h. All regular meetings of the Board shall include, but not be limited to:
 - (i) approval of the prior meeting's minutes;
 - (ii) a financial report of receipts and disbursements and approval of the monthly warrant(s);
 - (iii) a report by the Director;
 - (iv) a report by any committee; and,
 - (v) any new business.

- i. Each committee of the Board shall meet as needed upon notice from the Chair to its members, and a majority of the members of such committee shall constitute a quorum thereof.

Article 9 – Amendments

Amendments to these Bylaws may be proposed at any regular meeting and shall be voted on at the next regular meeting. Written notice of the proposed amendment or amendments shall be sent to all absent Trustees at least ten (10) days prior to the voting session. A simple majority of the Board is required for adoption of an amendment.

Approved by the North Castle Public Library Board of Trustees at their meeting of March 10, 2025.