

# WESTCHESTER LIBRARY SYSTEM

## PREAMBLE

The Board of Trustees of the Westchester Library System (WLS), hereafter designated as the Board, a corporation created by a charter granted by the University of the State of New York, November 21, 1958, hereby enacts the following Bylaws.

## STATEMENT OF PURPOSE

WLS is a cooperative public library service agency having as members the 38 public libraries in Westchester County. The mission of WLS is to empower lives and communities by connecting people in Westchester County with the resources, services and programs available through WLS and the member libraries. WLS will serve as a center of innovation for the Westchester County library community. It will provide model programs, affordable and easy-to-use information technology, and support services that enable libraries to continuously improve service to their communities.

## BYLAWS

### Article I. TRUSTEES

*Section 1.* The WLS Board is composed of 15 trustees, each of whom is elected for a term of five years. To ensure continuity, three Trustees are elected each year. The Appendix to these Bylaws lists the 15 library districts which the WLS Trustees represent.

*Section 2.* The principal responsibilities of the Trustees shall be to appoint an Executive Director for the Westchester Library System, to discharge fiscal responsibility for the System, and to promote public library service in Westchester County. The Trustees also shall act as liaisons between the System and their respective library districts and shall become well-informed about the issues and concerns of their respective libraries by remaining in contact with the local Board(s) of Trustees and Director(s).

*Section 3.* Trustees must be at least 18 years of age and residents of the WLS district they represent. No current employee of the System or any member library shall be eligible to serve as a Trustee. Trustees shall be limited to serving two consecutive five-year terms-excluding any partial term when a member is appointed to fill a vacancy in an unexpired term.

*Section 4.* Any vacancy on the Board shall be filled, for the balance of the unexpired term, by the Board on the recommendation of the area which nominated the original incumbent.

*Section 5.* Attendance at meetings is a prerequisite for continued service as a Trustee. Three or more absences during a calendar year shall be considered grounds for requesting replacement of the Trustee. The decision to replace a Trustee who has three or more absences during a calendar year shall rest with the member library or libraries comprising the library district represented by that Trustee.

*Section 6.* A Proxy may attend Board meetings from time to time, but may not vote in place of the absent member.

## **ARTICLE II. OFFICERS**

*Section 1.* The officers of the System shall be as follows: President, Vice-President, Secretary, and Treasurer.

*Section 2.* The President, Vice-President and Secretary shall be elected annually by the Board from its membership.

*Section 3.* The Treasurer shall be appointed by the Board but need not be a member of the Board.

*Section 4.* The term of office of all elected officers shall be one year.

*Section 5.* No member of the Board may serve as President for more than two consecutive years.

## **Article III. DUTIES OF OFFICERS**

*Section 1.* The President shall preside at meetings of the Board and System. The President shall be authorized to sign checks in payment of obligations of the System as approved by the Board of Trustees.

*Section 2.* The Vice-President shall preside at meetings and shall perform the other duties of the President in the absence or disability of the President. The Vice-President shall be authorized to sign checks in payment of obligations of the System as approved by the Board of Trustees.

*Section 3.* The Secretary shall have charge of the records of the System and shall keep the minutes of its meetings. The Secretary shall be authorized to sign checks in payment of obligations of the System as approved by the Board of Trustees.

*Section 4.* The Treasurer shall have charge of the funds of the System insofar as may be allowed by law. The Treasurer shall be authorized to sign checks in payment of obligations of the System as approved by the Board of Trustees. The Treasurer shall make monthly reports to the Board and such other reports as may be required from time to time. The Treasurer shall attend all meetings of the Board but if not a member of the Board, shall have no vote.

*Section 5.* The four officers of the Board, and the immediate Past President, who are Trustees shall comprise the Executive Committee. The Executive Committee shall perform such duties as are delegated to it by the Board of Trustees, and consult with the Executive Director as necessary between Board meetings, as appropriate.

*Section 6.* In addition to the foregoing duties, each officer shall have the authority and perform such duties as may be conferred upon the position by the Board.

#### **Article IV. DUTIES OF THE EXECUTIVE DIRECTOR**

*Section 1.* An Executive Director shall be selected by the Board of Trustees to serve as the Chief Executive Officer of the Westchester Library System.

*Section 2.* The Executive Director shall have overall responsibility for and supervision of the Library System, performing such duties as are usually required of Library System Directors under State law and regulation, within the framework of the policies and objectives established by the Board. The Executive Director shall also perform such other duties as the Board may direct.

*Section 3.* The Executive Director shall attend all meetings of the Board (or designate a representative in exceptional circumstances in case of his or her absence). The Executive Director may take part in the deliberations, but shall have no vote. The Executive Director shall submit to the Trustees an annual report as to the progress and condition of the System during the current year, accompanying the same with recommendations and suggestions as may seem to be expedient. The Executive Director shall be authorized to sign checks in payment of obligations of the System as approved by the Board of Trustees.

#### **Article V. MEETINGS**

*Section 1.* The regular meetings of the Board shall be held on the last Tuesday of each month at a time and place determined by the Board. A quorum shall consist of a majority of the Board members entitled to vote. If it is known in advance that

a quorum will not be present at a regular meeting, the meeting may, at the discretion of the President, be held at a time at which a quorum can be present.

*Section 2.* The annual meeting of the System, time and place to be determined by the Board, shall be for the purpose of re-electing or electing new Board members, reviewing the minutes of the previous year's annual meeting of the System and receiving the annual report of the Executive Director, and considering any other business that may properly come before an annual meeting of the System.

*Section 3.* Special meetings of the Board may be called by the President, or upon request of five Trustees, for the transaction of such business as may be stated in the call.

## **Article VI. COMMITTEES**

*Section 1.* The Board may designate Standing Committees and delegate to them the necessary powers to conduct their duties.

*Section 2.* Special Committees may be appointed by the President to conduct special tasks and upon completion of their assignments Special Committees will be dissolved.

*Section 3.* At the discretion of the Board, Standing and Special committees may be added or dissolved.

## **Article VII. AMENDMENTS**

*Section 1.* Alterations, amendments or additions to these Bylaws, or the repeal of any thereof, may be made by majority vote of the Board at a regular or annual meeting, provided the changes shall have been submitted at an earlier regular meeting of the Board and a copy of the proposed changes sent by email or postal mail to each Board member at least ten days prior to the meeting at which the vote is to be taken.

*Adopted November 25, 1958*

*Revised November 24, 1959*

*Revised December 27, 1960*

*Reaffirmed after Review, September 26, 1978*

*Revised November 24, 1987*

*Revised May 31, 1988*

*Revised October 30, 2001*

*Revised January 29, 2008*

*Revised December 9, 2008*

*Revised April 26, 2016*

*Revised January 29, 2019*

*Revised September 29, 2020*  
*Revised January 26, 2021*  
*Revised April 26, 2022*

*APPENDIX*  
**WESTCHESTER LIBRARY SYSTEM**  
**DISTRICTS**

DISTRICT I

Croton  
Montrose  
Yorktown

DISTRICT II

Briarcliff Manor  
Ossining  
Tarrytown

DISTRICT III

Bedford Hills  
Chappaqua  
Katonah  
Mount Kisco

DISTRICT IV

North Salem  
Somers  
South Salem

DISTRICT V

Armonk  
Bedford Village  
Mount Pleasant  
Pound Ridge

DISTRICT VI

Ardsley  
Dobbs Ferry  
Greenburgh  
Hastings  
Irvington

DISTRICT VII

Harrison  
Purchase

DISTRICT VIII

Larchmont  
Mamaroneck  
Scarsdale

DISTRICT IX

Bronxville  
Eastchester  
Pelham  
Tuckahoe

DISTRICT X

Port Chester  
Rye Brook  
Rye City  
Rye Town

DISTRICT XI

White Plains

DISTRICT XII

Peekskill

DISTRICT XIII

Mount Vernon

DISTRICT XIV

New Rochelle

DISTRICT XV

Yonkers