



VILLAGE OF DOBBS FERRY BOARD OF TRUSTEES AGENDA

MEETING DATE: JULY 13, 2021
AGENDA ITEM SECTION: RESOLUTIONS
AGENDA ITEM NO. : 12
AGENDA ITEM: RESOLUTION SCHEDULING A PUBLIC HEARING ON AUGUST 10, 2021 TO CONSIDER AMENDMENTS TO VILLAGE CODE CHAPTER 55 SECTION 2 – LIBRARY BOARD TERMS OF OFFICE
ITEM BACKUP DOCUMENTATION: <ul style="list-style-type: none">1. MEMORANDUM DATED 6/25/2021 FROM THE DOBBS FERRY PUBLIC LIBRARY BOARD OF TRUSTEES TO MAYOR ROSSILLO, DEPUTY MAYOR CASSELL AND THE DOBBS FERRY VILLAGE BOARD OF TRUSTEES2. VILLAGE CODE CHAPTER 55 – LIBRARY BOARD3. DRAFT RESOLUTION4. LEGAL NOTICE OF PUBLIC HEARING5. INTRODUCTORY LOCAL LAW TO AMEND THE LENGTH OF TERM FOR LIBRARY BOARD MEMBERSHIP

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2. VILLAGE CODE CHAPTER 55 – LIBRARY BOARD
3. DRAFT RESOLUTION
4. LEGAL NOTICE OF PUBLIC HEARING
5. INTRODUCTORY LOCAL LAW TO AMEND THE LENGTH OF TERM FOR LIBRARY BOARD MEMBERSHIP

Memo

To: Mayor Rossillo, Deputy Mayor Cassell, and the Dobbs Ferry Village Board of Trustees

From: Dobbs Ferry Public Library Board of Trustees

Date: June 25, 2021

Re: Proposed Amendment to Library Board of Trustees Term Length

At the February 24, 2021 meeting, the Dobbs Ferry Public Library Board of Trustees ("Library Board of Trustees") discussed amending its By-Laws to modify the term length and limits for current and future Trustee members. However, as the members' term lengths are set by the Village Code, the Village Code must be amended in order for the Library Board to vote on and make the proposed changes to its By-Laws. Accordingly, we are respectfully requesting such a change be made to the Village Code.

Currently, pursuant to sec. 55-2 of the Village Code, members of the Library Board of Trustees serve five year terms. If a vacancy occurs, a newly appointed Trustee fills the open position for the remainder of the vacant term. According to the Library Board of Trustees' By-Laws, members may be appointed to two consecutive terms.

The Library Board of Trustees wishes to reduce the length of Trustees' terms from five years to three years while increasing the term limit from two consecutive terms to three. This will enable a Trustee who has been appointed to a full-term vacant seat to serve anywhere from three to nine years. A Trustee who fills a vacant seat mid-term will be able to serve for the remainder of the initial term plus an additional six years.

The Library Board of Trustees believes that the current five-year term discourages qualified candidates from joining the Board. The lengthy commitment may further discourage a current Library Board of Trustees member from seeking a second five-year term. The Library Board of Trustees feels that it is imperative for the health of the Library to attract qualified candidates and to retain seasoned Board members. The proposed changes will enable the Board to attract these qualified candidates, retain valuable current Board members, and maintain a full Board. Further reducing the term length to three years would be in line with the term lengths of several other Village Boards and Commissions.

BY-LAWS OF THE DOBBS FERRY PUBLIC LIBRARY

The Dobbs Ferry Public Library was chartered under the Education law of the State of New York in 1957. All funds necessary to operate and maintain the Library are allotted on a yearly basis. The fiscal year ends on the last day of May.

ARTICLE I. TENURE OF TRUSTEES

- By vote of the Dobbs Ferry Library Board of Trustees, the Library Board is officially composed of Nine (9) members. Under New York State Education Law, the Dobbs Ferry Public Library may be managed by no fewer than Seven (7) and no more than Nine (9) Trustees, all of whom must be residents of the Village of Dobbs Ferry. Board members are appointed by the Dobbs Ferry Village Board of Trustees.
- The term of office of Trustees shall be five (5) years and shall be limited to two (2) successive terms. A term shall end on December 31st.
- If a vacancy occurs in the office of a Trustee for any reason, the vacancy may be filled by the remaining members of the Board for the remainder of the term of that particular position.
- If any Trustee shall fail to attend three (3) consecutive meetings of the Board, without an excuse, accepted as satisfactory by the Trustees, that Trustee shall be deemed to have resigned and shall be so notified by mail.
- No Trustee shall receive any compensation whatever for his or her services as such.

ARTICLE II: OFFICERS

- The Officers of the Board shall be a President, a Vice President, a Secretary and a Treasurer.
- The President shall preside at all meetings of the Board, shall appoint all standing committees and be a member ex-officio of all committees of the Board. The President shall be authorized to sign checks in payment of expenses relating to construction of a new library facility and for programming, equipment and operational needs of the library, all as approved by the Board.
- Tenure of office of the President shall be limited to not more than three (3) consecutive terms of one (1) year each.
- *Trustees are able to participate in meetings via Conference Call, Skype, Facetime; and may vote via email.*
- The Vice President shall act in the absence of the President. The Vice President shall be authorized to sign checks in payment of expenses relating to construction of a new library facility and for programming, equipment and operational needs of the library, all as approved by the Board.
- The Secretary shall record and transcribe the minutes of all meetings of the Board.
- The Treasurer shall be authorized to establish bank accounts in which monies raised through fundraising efforts of the Board shall be deposited. The Treasurer shall have

charge of these accounts insofar as may be allowed by law. The Treasurer shall be authorized to sign checks in payment of expenses relating to construction of a new library facility and for programming, equipment and operational needs of the library, all as approved by the Board. The Treasurer shall keep accurate books of accounts, showing receipts and disbursements, and shall make reports to the Board, as may be required from time to time. In any event, if the Treasurer is not a member of the Board, s/he shall, at the request of the Board, attend at least one meeting of the Board per year, at which the Treasurer shall have no vote.

- A nominating committee shall be appointed by the President two (2) months prior to the end of the year.
- The President, Vice President and Secretary shall be elected annually by the Board from its membership at the regular January meeting. The Treasurer shall be appointed by the Board for a one-year term, but need not be a member of the Board.
- Vacancies among officers shall be filled at an election at a regular meeting and a majority vote of the Trustees present shall be necessary.
- Trustees shall approve a current budget, as submitted by the Library Director, at a regularly scheduled meeting.

- **ARTICLE III: MEETINGS**

- Regular meetings shall be held at dates and times to be established by the Board at the first meeting of the library year (January) and shall be open to the public, except when individual personnel issues are being discussed. There shall be no fewer than six (6) meetings per year.
- Special meetings shall be held at the call of the president or any three (3) Trustees.
- A majority of the designated number of the Board shall constitute a quorum.
- The order of business shall be as follows:
 - Review minutes of the previous meeting and action thereon
 - Report of the Board President
 - Report of the Library Director
 - Report of the Librarians (bi-monthly)
 - Budget Report (monthly)
 - Committee Reports (as needed)
 - Report of the Friends of the Library
 - Old business
 - New business
 - Announcements and adjournment

- **ARTICLE IV: COMMITTEES**

- The President of the Board shall appoint committee members as required.
- *Permanent Committees shall consist of:*
 - *Finance*
 - *Personnel*
 - *Policy Compliance*
- Ad hoc committees may be appointed by the President, with the approval of the Board. Non- Board members with special capacities may be appointed to such committees.
- All committee actions are subject to approval by a majority of the Board.

- **ARTICLE V: LIBRARY DIRECTOR**

- The Board shall appoint a qualified Library Director who shall be the executive and administrative officer of the library.
- The Director shall be held responsible for the proper performance of duties spelled out in the job description provided by the Board.
- .It shall be the duty of the Director to attend meetings of the Board, including budget meetings, or public meetings where action may be taken affecting the interests of the Library. The Director shall have the right to speak on all matters under consideration at Board meetings, but shall not have the right to vote thereon.

- **ARTICLE VI: AMMENDMENTS**

- These By-laws may be repealed, amended, or added to by a majority of the whole Board at a regular meeting. Such action may be taken, however, only after the substance of the proposed repeal, amendment, or addition has been presented in writing at a prior or special meeting and notice thereof has been given in the notice of the meeting at which it is to be considered.

By-laws accepted by the Board 1/27/00

Amended at Board meetings on October 23, 2008 & January 21, 2010

Amended at Board meeting on May 16, 2017

Village of Dobbs Ferry, NY
Monday, June 28, 2021

Chapter 55. Library Board

§ 55-1. Continuation; membership.

[Amended 3-16-1983 by L.L. No. 7-1983; 1-17-1989 by L.L. No. 1-1989; 2-9-2010 by L.L. No. 2-2010; 5-9-2017 by L.L. No. 3-2017]

The Library Board of Trustees is hereby continued, and its membership is no less than seven members and no more than nine members. Members shall continue to be appointed by the Board of Trustees of the Village.

§ 55-2. Terms of office.

[Amended 1-17-1989 by L.L. No. 1-1989; 2-9-2010 by L.L. No. 2-2010]

The incumbent members of the Library Board of Trustees shall continue in office for the duration of their respective unexpired terms. Vacancies shall be filled by appointment for the duration of the unexpired term of the member whose office becomes vacant. Except as otherwise provided in this section, members of the Library Board of Trustees shall be appointed for a term of ~~five~~ years.

THREE

§ 55-3. Ineligibility for membership.

No person who is a member of the Village Board of Trustees shall be eligible for membership on the Library Board of Trustees.

§ 55-4. Meetings.

Regular meetings of the Library Board of Trustees shall be held at least quarterly, and such Board shall fix the day and hour for holding such meetings.

§ 55-5. Powers.

The Dobbs Ferry Public Library shall be managed by the Library Board of Trustees, who shall have all the powers of trustees of other educational institutions of the University of the State of New York as defined in the Education Law of the State of New York.

§ 55-6. Use of Library Meeting Room.

[Amended 10-2-1984 by L.L. No. 6-1984]

The use of the Library Meeting Room shall be subject to the approval and rules of the Library Board of Trustees as administered by the Library Director. Any damage to the property and equipment shall be repaired promptly at the user's expense.

RESOLUTION SETTING AUGUST 10, 2021 AS DATE FOR PUBLIC HEARING ON AN INTRODUCTORY LOCAL LAW AMENDING CHAPTER 55 – LIBRARY BOARD SECTION 55-2: TERMS OF OFFICE, OF THE DOBBS FERRY CODE

NOW THEREFORE BE IT RESOLVED, that the Board of Trustees hereby calls for the drafting of an Introductory local law amending Chapter 55 – Library Board, Section 55-2 Terms of Office and sets the date for a public hearing on the local law as August 10, 2021 at 6:30 p.m., or as soon thereafter as the matter may be heard.



VILLAGE OF DOBBS FERRY
112 Main Street
Dobbs Ferry, New York 10522
TEL: (914) 231-8500 • FAX: (914) 693-3470

PLEASE TAKE NOTICE that the Dobbs Ferry Village Board of Trustees will conduct a public hearing at Village Hall, 112 Main Street on Tuesday, August 10, 2021 at 6:30 p.m., or as soon thereafter as the matter may be heard, to receive public comment on an Introductory Local Law which proposes to amend the term of office for Library Board membership as set forth in Chapter 55 of the Village Code from five years to three years.

The hearing will be conducted in Board Room. All interested parties have a choice to attend in-person or virtually through the videoconferencing service Zoom which can be accessed by: (i) typing "join.zoom.us" on your web browser and entering the Webinar ID 861 5028 5812, Passcode: 289013; or (ii) using the direct link <https://zoom.us/j/205957953?pwd=aU5YNHJVYkxub2lWN0RzQUZoVzROUT09>; or (iii) dialing telephone number 929 205 6099. Parties may also provide written comments in advance of the hearing to the Village Clerk, 112 Main Street or by e-mail LDreaper@dobbsferry.com. Further details on the proposed local law and instructions for participation may be found online at the Village of Dobbs Ferry website www.dobbsferry.com

BY ORDER OF THE BOARD OF TRUSTEES

Dated: July 8, 2021

Elizabeth Dreaper
Village Clerk

INTRODUCTORY LOCAL LAW TO AMEND THE LENGTH OF TERM FOR LIBRARY BOARD MEMBERSHIP

A LOCAL LAW to amend Chapter 55 to revise the term for membership on the Library Board from five years to three years.

BE IT ENACTED by the Board of Trustees of the Village of Dobbs Ferry, as follows:

Section 1. Legislative Intent. The Village Board of Trustees has considered an amendment to Chapter 55 at the request of the current Library Board of Trustees which is seeking to encourage qualified candidates to membership and retain seasoned members with a reduction in the term of membership from five years to three.

Section 2. Section 55-2 of the Code of Dobbs Ferry is hereby amended as follows, with new matter underlined and deleted matter struck and in [brackets]:

§ 55-2. Terms of office.

The incumbent members of the Library Board of Trustees shall continue in office for the duration of their respective unexpired terms. Vacancies shall be filled by appointment for the duration of the unexpired term of the member whose office becomes vacant. Except as otherwise provided in this section, members of the Library Board of Trustees shall be appointed for a term of [~~five~~] three years. Term limits, if any, shall be set forth in the operational by-laws of the Library Board.

Section 3. Except as otherwise provided herein, all other provisions of the Dobbs Ferry Code shall remain the same.

Section 4. This Local Law shall take effect immediately upon filing with Secretary of State and shall be published and posted as required by NYS Village Law.