

Proposed Options for Bylaws Board of Trustees  
November 2023

PURPOSE

**Option 1:** The purpose of the library shall be to provide library service to the community of Dover.

**Option 2:** The purpose of the library shall be to provide free library service to the residents, businesses and general community of the Town of Dover.

**Option 3:** no change

BOARD OF TRUSTEES

1. **Residency requirements for trustees**

**Option 1:** no change.... All trustees must be residents of the Dover Union Free School District.

**Option 2:** All trustees must be residents of the Town of Dover.

**Option 3:** Up to 2 trustees may be residents of the Dover Union Free School District yet not residents of the Town of Dover.

2. **Addition of New Trustee Application and Procedure for Application Review**

**Option 1 - committee reviews applications:** When there is a vacancy unrelated to the expiration of a trustee's term, the President of the Board of Trustees shall ask the director to make public via the library's website, social media and bulletin boards that there is a current vacancy and that applications will be accepted for XX weeks.

At the next meeting, the Board shall form a temporary committee to receive and review applications. The temporary committee shall interview prospective trustees and make recommendations for vote by the full Board at the subsequent Board meeting. The vacancy will then be filled by a majority vote of the Board of Trustees.

The new trustee will serve out the remainder of the vacated term and then be eligible for nomination for a full term.

**Option 2 - full Board reviews applications:** When there is a vacancy unrelated to the expiration of a trustee's term, the Board shall ask the director to make public via the library's website, social media and bulletin boards that there is a current vacancy and that applications will be accepted for XX weeks.

The Board will review all applications in advance of the subsequent Board meeting and select a new trustee by a majority vote at that meeting.

The new trustee will serve out of the remainder of the vacated term and then be eligible for nomination for a full term.

**Option 3: ?**

**3. Vacancy by absence**

**Option 1:** and the vacancy shall be filled as any vacancy occurring at times other than the end of the year. The new trustee will serve out the remainder of the vacated term and then be eligible for election for a full term.

**Option 2: ?**

**4. Election and vacancies at expiration of term**

**Option 1- public notice without regard for if current trustees all want to continue, no nominations from the floor:** At the September meeting, the President shall appoint a nominating committee to designate a slate of candidates to fill the vacancies caused by expiration of terms. At this time, the President shall ask the director to make public via the library's website, social media and bulletin boards that applications are being accepted for new trustees through the end of September. The Nominating Committee will review applications and interview applicants in October and present the nominations at the November meeting.

At the annual meeting in December, those Board members not up for re-election will vote by written, secret ballot to determine which of the nominees will fill the three open positions on the Board. If there are more candidates than open positions, the positions go to the candidates with the highest votes. New trustees shall take office on January 1.

**Option 2 - public notice only if any of the current trustees decline to continue, no nominations from the floor:** At the September meeting, the President shall appoint a nominating committee to designate a slate of candidates for vacancies caused by expiration of terms.

The Nominating Committee shall confirm with each of the three trustees whose terms are expiring whether or not they would like to continue to serve on the Board. If any of the trustees whose terms are expiring should decide not to stay on the Board, the Nominating Committee shall ask the director to make public via the library's website, social media and bulletin boards that applications are being accepted for new trustees through the XX.

The Nominating Committee will review applications and interview applicants in October if needed. The committee's final nominations will be presented at the November Board Meeting.

At the annual meeting in December, those Board members not up for re-election will vote by written, secret ballot to determine which of the nominees will fill the three open positions on the Board. If there are more candidates than open positions, the positions go to the candidates with the highest votes. New trustees shall take office on January 1.

**Option 3** - keep nominations from the floor, always public notice.

**Option 4** - keep nominations from the floor, public notice only if any trustees decline to continue

**Option 5** - Do away with the Nominating Committee, use a Governance Committee and an Application Process. Bylaws would then simply say new candidates use the application process and then some statement that returning trustees do not need to submit an application.

## OFFICERS

1. **Option 1 - Remove Asst Treasurer as office & add officer duties:** At the January meeting, the Board will reorganize and elect officers. The chairman of the Nominating Committee shall chair this meeting.

Officers shall serve two year terms. Officers elected shall be as listed and with the following duties:

1. President: The president shall ..... Tenure of the President shall be limited to no more than three consecutive terms of two years each.
2. Vice President: The vice president shall ....
3. Treasurer: The Treasurer shall ....
4. Secretary: The Secretary shall.....

**Option 2: Keep Asst Treasurer & add officer duties**

**Option 3: Remove Asst Treasurer only**

**Option 4: Change nothing**

2. **Option - Add community orgs and gov't:** Trustees may not represent the Board to commercial, public, corporate entities, community organizations, governmental bodies nor the media without prior approval from the Board.

3. **Option:** Public Comment.

#### COMMITTEES

**Option 1 - just list standing committees:** The Board shall maintain three standing committees (Finance, Facilities, and Policies) and at its discretion it may create committees as needed until discharge by the Board.

**Option 2 - List and define Standing Committees**

#### LIBRARIAN

**Option - Change to DIRECTOR**

**Option - Explain what qualified means and make it so that should the law change, you have options** - In accordance with NYSED Law, the Board shall appoint a degreed and certified public librarian to serve as the executive and administrative director of the Library on behalf of the Board and under its review and direction.

#### AMENDMENTS

**Option 1** - Create a Bylaws Committee and add it to the list of standing committees

**Option 2** - Change Policies to Governance - Governance can cover policies, Board applicants and bylaws review.