



By-Laws The Lewes Public Library, Inc.

Revised September 9, 2014

Article I. Name

The official name of the organization is The Lewes Public Library, Inc. The Lewes Public Library, Inc. is classified as a 501(c)(3) corporation in a letter from the Internal Revenue Service dated February 11, 1994, and updated on December 10, 1998.

Article II. Mission

The Mission of the Lewes Public Library is to provide access to a wide variety of educational, informational and recreational materials to members of the community through traditional and emerging technologies. The Library will be responsive to the needs of the community and will support programs, for all ages, to encourage a lifelong love of reading and learning.

Article III. Purposes

The purposes of the Lewes Public Library, Inc. are to:

- A. provide free access to information;
- B. help young people prepare for success in the 21st century;
- C. equalize access and help all patrons understand and make productive use of emerging and evolving technologies;
- D. produce new achievements, share knowledge, and enjoy each other's company; and
- E. maintain our links to the past.

Article IV. Governance

Under State of Delaware law (Title 14, Chapter 71), the governing body of the library shall be a board of five commissioners (also known as trustees) selected from the citizens of the community who are residents within the Cape Henlopen School District and appointed by a Superior Court Judge for a term of five years. The Board shall ensure operation of the Lewes Public Library, Inc., in accordance with the laws of the State of Delaware.

Term Limits:

- A. A commissioner shall serve no more than two consecutive terms, with the following exceptions:
 - 1. If, at the end of two terms, the board and the commissioner agree that it is in the best interests of the Lewes Public Library (for example, the completion of a special project with which the commissioner has extraordinary familiarity) to extend this commissioner's service, said commissioner may serve one additional term, or until the completion of the project, whichever occurs first.
 - 2. If a citizen is appointed as commissioner to fulfill the balance of a term resulting for whatever reason, the newly-appointed commissioner will serve out the term and may serve two additional five-year terms.
- B. At the end of a term of service, and after an interval of one or more years, a citizen who has previously served as a commissioner may apply for further service on the board.

Article V. Board Responsibilities

- A. Officers. The Board will elect from its members a president, a vice-president, a secretary, and a treasurer. These officers will serve at the discretion of the Board. The duties of the officers are:

The President will preside over and conduct all meetings; appoint such committees as necessary; call special meetings when needed; and assist Library Director in establishing the agenda for each meeting. Agenda items requested by any commissioner will be included.

The Vice-President will assist the President in directing the affairs of the board and act in the President's absence.

The Secretary will keep and maintain minutes of each meeting.

The Treasurer will keep and maintain all financial records, make necessary disbursements, and fill out required financial reports.

- B. Election of Officers. The officers shall be chosen annually at the regular July meeting.
- C. Library Director and Staff. The Board will hire and supervise the Library Director and will assist and guide the director at all times and in all ways. The board will review the job and salary structure of the library staff.

Article VI. Meetings

The board will meet on the second Tuesday of the month at the library at 8:30 a.m. According to Delaware law (Title 14, Chapter 71) the board must meet at least quarterly in each year. A majority of the board will constitute a quorum. A meeting notice is posted on the bulletin board in the public lobby and on the website, and meetings are open to the public, except for meetings called in executive session.

The order of procedure of business will be:

- Reading and approving the minutes from the previous meeting.
- Reviewing and approving the Treasurer's report.
- Old business.
- New business.

Article VII. Committees

Committees are appointed as needed by the President with the consent of the board. Committees include, but are not limited to, the Budget Committee, Endowment Committee, and Personnel Committee.

Amendments

Amendments to these by-laws may be made at any meeting by a majority approval of the Board of Commissioners.

Approved and adopted by the Board of Commissioners September 9, 2014.