

By-Laws The Lewes Public Library, Inc.

Revised August 27, 2019

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 Lewes Public Library anticipates the needs of the community and adapts, creates and supports classes and programs for all ages that encourage a love of reading, exploration and discovery. The Library provides access for a wide variety of educational, informational and recreational materials to all members of the community through traditional resources and emerging technologies.

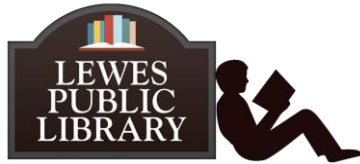
## **Article III. Purposes**

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

- provide accurate information;
- create and support classes and programs for all ages;
- encourage a love of reading, exploration, and discovery;
- provide access to a wide variety of educational, informational, and recreational material to all community members; and
- maintain and provide access to traditional resources and emerging technologies.

## **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. Board members serve without compensation.

#### Term Limits:

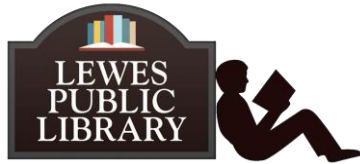
- A. A commissioner shall serve no more than two consecutive terms, with the following exceptions:
  - 1. If, at the end of two terms, the board and the commissioner agree that it is in the best interests of the Lewes Public Library (for example, the completion of a special project with which the commissioner 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 assure complete and accurate financial records are maintained.

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 usually meet monthly at the library. The board must meet at least quarterly in each year. A majority of the board will constitute a quorum for the transaction of business at all meetings.

A meeting notice is posted on the bulletin board. All formal Board meetings are open to the public, except for meetings called in executive session.

The directors or members of any active committee may participate in a meeting of the Board of Directors or such committee by means of a conference telephone call or similar communications equipment by means of which all persons participating in the meeting can hear each other at the same time, and participation by such means shall constitute presence in person at a meeting.

The order of procedure of business will normally be as follows:

Reading and approving the minutes from the previous meeting.

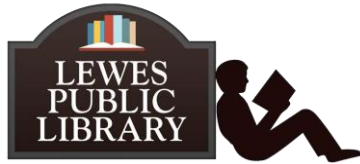
Reviewing and approving the Treasurer's report.

Reviewing the Director's Report.

Reviewing Friend's Report

Committee Reports

Old business.



New business.

Administrative Matters & Public comments.

Special meetings may be called by the president, or at the request of two or more members, for the transaction of business as stated in the call for the meeting.

### **Article VII. Committees**

The president of the board may appoint ad hoc or standing committees - with the consent of the board - to deal with such functions as long-range planning, finance, special collections, policy review, asset development, or facilities.

Committees include, but are not limited to, the Finance Committee and Fundraising Committee.

All committees shall make a progress report to the board at each of its meetings. Board members are appointed to committees by the president and no committee shall consist of more than two (2) board members. Committees serve an advisory role and make recommendations to the board; a committee has no other power, unless, by suitable action of the board, it is granted a specific power to act. All committee actions are subject to approval by a majority of the board.

### **Article IX. Rules of Proceedings**

Proceedings of all meetings shall be governed in accordance to Delaware Code Title 29 Chapter 101 Administrative Procedures and by ROBERTS RULES OF ORDER.

### **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 August 27, 2019.**