

EAST HAVEN PUBLIC LIBRARY, INC.

BY-LAWS

Revised July, 1994

Article I: Name

This organization shall be called "The Board of Trustees of the East Haven Hagaman Memorial Library" (hereafter referred to as the Corporation) existing by virtue of the provisions of Chapter 8 of the Town Charter of East Haven and exercising the powers of authority under the said statute.

Article II: Membership

Section 1 – The membership shall consist of nine resident electors of the Town of East Haven chosen according to Chapter 8 of the Town Charter, who shall serve without compensation.

Section 2 – Annually, during the month of February, the Mayor shall appoint no more than three members for a term of three years.

Section 3 – The Mayor shall appoint a replacement to the Board of Trustees upon notification of any vacancy.

Article III: Officers

Section 1 – The officers shall be a Chairperson, Vice Chairperson, a secretary and a treasurer elected from among the appointed trustees at the annual meeting of the Board.

Section 2 – A nominating committee shall be appointed by the Chairperson one month prior to the annual meeting who will present a slate officers at the annual meeting. Additional nominations may be made from the floor.

Section 3 – Officers shall serve a term of one year from the annual meeting at which they are elected or until their successors are duly elected.

Section 4 – The Chairperson shall preside at all meetings of the Board, authorize calls for any special meetings, appoint all committees, execute all documents authorized by the Board, serve as an ex-officio voting member of all committees, and generally perform all duties associated with that office.

Section 5 – The Vice Chairperson, in the event of the absence or disability of the Chairperson, or of a vacancy in that office, shall assume and perform the duties and functions of the Chairperson.

Section 6 – The secretary shall preserve a true and accurate record of all meetings and correspondence of the Board, shall issue notice of all special meetings, and shall perform such other duties as are generally associated with that office.

- a) The Board will employ a clerk to take the minutes of all meetings of the Board and shall assist the secretary as needed.

Section 7 – The treasurer shall be the disbursing officer of the Board, cosign all checks, and shall perform such duties as generally devolve upon the office. He or she shall be bonded in an amount as may be required by a resolution of the Board. In the absence or disability of the treasurer, his or her duties shall be performed by such other members of the Board as the Board may designate.

- a) The Board will employ an assistant to the treasurer. That person shall be designated the Assistant Treasurer and shall perform those duties as required by the treasurer.

Article IV: Meetings

Section 1 – The Annual Meeting of the Corporation for the election of officers and the transaction of any other business of the Corporation shall be held annually in February at the regular meeting called after the Mayor appoints the new members of the library board.

Section 2 –

- a) The Corporation shall meet monthly, except December, throughout the year on dates set by the Chairperson or in the absence of the Chairperson, the Vice Chairperson.
- b) Regular meetings may be dispensed with by the majority vote of the Corporation.

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- c) Special meetings may be called by the Chairperson upon petition of five (5) members or in the absence of the Chairperson, the Vice Chairperson.
- d) Notice of annual meetings and regular meetings shall be given at least (5) days in advance of said meeting by mail or telephone, and notice of special meetings shall be given at least three (3) days in advance by mail or telephone.

Section 3 – A quorum at all meetings of the Corporation shall consist of five (5) members.

Section 4 – The order of business for regular meetings shall include, but not be limited to, the following items which shall be covered in the sequence shown so far as circumstances will permit:

- a) Call to order
- b) Disposition of minutes of previous regular meetings and any intervening special meeting.
- c) Assistant treasurer's financial report of the Library.
- d) Treasurers report (semi-annually)
- e) Progress and service report of Library Director
- f) Committee Reports
- g) Old business
- h) New business
- i) Adjournment

Section 5 – Conduct of meetings: Proceedings of all meetings shall be governed by Robert's Rules of Order.

Article V: Library Director and Staff

The Board shall appoint a qualified library director who shall be the executive and administration officer of the library on behalf of the Board and under its review and direction. The director shall be responsible for the hiring and firing of other employees. The director shall specify the duties of other employees and shall be held responsible for the proper direction and supervision of the staff, for the care and maintenance of library property, for an adequate and proper selection of books in keeping with the stated policy of the Board, for the efficiency of library service to the public, and for its financial operation within the limitations of the budgeted appropriation.

Article VI: Committees

Section 1 – The Chairperson shall appoint committees of one or more members each for such specific purposes as the business of the Board may require from time to time. The committee shall be considered to be discharged upon the completion of the purpose for which it was appointed and after the final report is made to the Board,

Section 2 – No committee will have other than advisory powers unless, by suitable action of the Board, it is granted specific power to act.

Article VII: General

Section 1 – An affirmative vote of the majority of all members of the Board present at the time shall be necessary to approve any action before the Board. The Chairperson may vote upon and may move or second a proposal before the Board.

Section 2 – The By-Laws may be amended by the majority vote of all members of the Board provided written notice of the proposed amendment shall have been mailed to all members at least ten days prior to the meeting at which such action is proposed to be taken.

Section 3 – Any rule or resolution of the Board, whether contained in the By-Laws or otherwise, may be suspended temporarily in connection with business at hand, but such suspension, to be valid, may be taken only at a meeting at which two-thirds of the members of the Board shall be present and two-thirds of those present shall so approve.