

The Lewes Public Library, Inc.
By-laws
Revised October 10, 2006

Article I. Name

The official name of the organization 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 provides all members of the community access to a broad range of materials and services designed to fulfill their educational, informational and recreational needs.

Special emphasis is placed on providing current, high-demand, high interest materials in a variety of formats to persons of all ages and on stimulating young children's interest and appreciation for reading and learning. Continuing efforts are made to respond to changing needs of the community and to evolving technological means of providing resources and services.

The library will endeavor to engender a community spirit by providing a center through which all may derive enlightenment and enjoyment.

Article II. Purpose

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

- A. To secure and preserve a collection of books and related educational items to be distributed on a regulated basis to the citizens of the community and environs for their pleasure and enlightenment.
- B. To provide opportunity and encouragement to children, young people and men and women to further their education.
- C. To provide recreation for adults and children through literature, cultural activities, arts and films.
- D. To assist in and promote community projects aimed toward cultural and educational values.

Article III. 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

Article IV. Board Responsibilities

- A. **Officers** This 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 and call special meetings when needed. Assist Library Director in establishing the agenda for each meeting. Agenda items requested by any Board member 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 whom at all times and in all ways they will assist and guide. They may also review the job and salary structure of the library staff.

Article V. Meetings

The Board will meet on the (first Wednesday of each quarter) second Tuesday of the month at the library at 8:30 a.m. According Delaware law (Title 14, Chapter 7103) 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 meetings are open to the public.

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 VI. 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 majority approval of the Board of Trustees.

Date revised:

Approved and Adopted by the Board of Trustees October 10, 2006