HEWLETT-WOODMERE PUBLIC LIBRARY
By-Laws


OFFICERS: At the regular annual meeting of the Board, the Trustees shall elect for one year, a President, Vice-President and a Financial Officer/Treasurer. The Library Director or Assistant Director shall act as Secretary to the Board.

No Person shall serve as President or Vice-President for a term to exceed five consecutive years. However, the Board may extend the term of the Presidency and/or Vice Presidency to exceed five consecutive years only by unanimous vote of the members of the Board. The person nominated to extend the term of his/her Presidency and/or Vice Presidency to exceed five consecutive years shall abstain from the vote on their nomination.

The President of the Board shall preside at all meetings, appoint all committees, certify all bills approved by the Board, authorize calls for special meetings, and generally perform the duties of a presiding officer.

The Vice-President shall perform the duties of the President in the latter’s absence.

The Financial Officer/Treasurer shall be responsible for the care and custody of all library funds and shall keep an accurate account of the library funds and of all payments and disbursements therefrom.

The Secretary to the Board shall keep a true and accurate account of all proceedings of the Board meetings; shall issue notices of all regular meetings; shall have custody of the minutes and other records of the Board.

VACANCIES: Vacancies in the Board shall be filled by the Board by appointing another Trustee until the next Library Election, at which time voters will elect a Trustee for the unexpired term. In this case, the appointed Trustee would run as the incumbent.
MEETINGS: Regular meetings of the Board of Trustees shall be held in the library at a regularly scheduled day and time to be determined by the Board of Trustees at its annual meeting or as otherwise permitted by Law.

The Board of Trustees may determine to change the time or the date of the regularly scheduled monthly meetings during the course of the year, but any such changes must be made by formal resolution at a regularly scheduled public meeting of the Trustees.

Special meetings may be called by the President, or on the written request of three Trustees for the transaction of business stated in the call for meeting.

Notices of all meetings shall be mailed or emailed by the Secretary, or his/her designee, to all members not fewer than two nor more than seven days before the meeting.

COMMITTEES: The President may appoint committees under conditions established by the Board.

LIBRARY DIRECTOR:

The Library Director, who shall serve at the pleasure of the Board, shall be considered the Executive Officer of the Board and shall have sole charge of the administration of the library, under the direction and review of the Board. The Library Director shall be held responsible for the care of the building and equipment, for the employment and direction of the staff, for the efficiency of library service to the public, and for the preparation and implementation of the library budget under the financial conditions set forth in the Annual budget. The Director shall be responsible for all funds, and shall report monthly to the Board all receipts and expenditures. The Library Director shall attend all Board meetings except those at which the Director’s appointment or salary is to be discussed or decided.
QUORUM: A quorum for the transaction of business shall consist of three (3) members of the Board.

ORDER OF BUSINESS: The order of business at the regular meetings shall be determined by the President of the Board of Trustees, subject to the pleasure of the Board when adopting the Agenda at the beginning of each monthly public meeting.

AMENDMENTS: These by-laws may be amended at any meeting of the Board of Trustees provided that at least three members of the Board vote in favor of the proposed amendment, and provided further that the meeting notice and/or agenda shall have indicated that the By-Laws may be amended.