

Deer Park Public Library
Board of Trustees
Bylaws

Amended December 10, 2020

Article 1 – Meetings

The Board of Trustees will hold ten regular meetings once a month at the Deer Park Public Library. The date and time will be agreed upon at the previous monthly meeting by a majority of the trustees present at a preceding meeting. The date of any regular meeting may be changed by the vote of a majority of the Board. Special meetings of the Board may be called by the President at the President's discretion, or upon the request of at least 2 trustees.

The annual reorganization of the Board shall be the first order of business at the regular meeting in July, followed by any business as may be properly considered by a regular meeting. The fiscal year of the library shall be July 1 – June 30.

Notices of special meetings shall be available to Trustees as soon as practicable. Notice of all meetings may be waived by any trustee by written waiver or by personal attendance at the meeting. If any trustee shall fail to attend three consecutive regular meetings, without excuse accepted as satisfactory by the trustees, he/she shall be deemed to have resigned and the vacancy shall be filled.

Article 2 – Officers

Officers of the Board shall be chosen at the annual meeting of the Board and shall be as follows: President, Vice President, Secretary, Financial Officer, Treasurer. Each appointment concludes at the end of the fiscal year. President serving during the fiscal year just ended shall preside during the annual meeting until such time as reappointed, or a successor is chosen. If the President is unavailable the Vice President shall chair the meeting. An officer may serve successive terms.

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

The Vice President shall preside and perform duties of the President in the absence of the President.

The Secretary shall be responsible for a true and accurate account of all proceedings of Board meetings.

The Treasurer shall see that the library maintains adequate and appropriate financial records pertinent to disbursement of funds.

Article 3 – Committees

Committees may be appointed by the President. Such committees to serve until completion of the work for which they were appointed or until the next annual meeting, whichever is earlier.

Article 4 – Quorum

A quorum for Board meetings shall be three trustees. A majority of the whole Board shall be required to pass motions or take action on issues.

Article 5 – Library Director

The Library Director shall be considered the administrative officer for 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 staff, for the efficiency of the library's service to the public. The Library Director shall attend all Board meetings except those at which the Director's appointment or salary is to be discussed or decided or at such other meetings as the President may decide.

The Board shall appoint a Director who shall be the executive and administrative officer of Deer Park Public Library. It shall be the duty of the Director to attend meetings of the Board, including budget meetings, or public meetings where action may be taken affecting the interests of the library. The Director may speak on all matters under discussion at board meetings, but shall not have the right to vote thereon.

Article 6 – Order of Business

The order of business at regular Board meetings shall be as follows:

1. Call to Order
2. Pledge of Allegiance
3. Public Expression – limited to five (5) minutes per speaker
4. Approval of minutes
5. Approval of Treasurer's Report
6. Approval of bills
7. Approval of matters brought before the Trustees
8. Open Items
9. Assistant Director's Report
10. Director's Report
11. Correspondence
12. Suggestions
13. Incident / Accident reports
14. Requests to use Community Room
15. Other Business
16. Next Board meeting date and time
17. Adjournment

The order of business may be amended at any time for the duration of the meeting by a majority of the Board.

Article 7 – Amendments

Amendments to these Bylaws may be made by majority vote of the Board at any regular meeting provided that the changes shall have been submitted at the preceding regular meeting and that a copy of the proposed changes is part of the meeting notice.

Reviewed and approved by the Board of Trustees December 10, 2020