

# Hamilton Public Library, Inc.

## By-Laws

### Article I

The Name of this body is the Hamilton Public Library, Inc.

### Article II

The purpose of this corporation is to establish, maintain and operate library facilities in Hamilton, Texas for the use of the citizens of the city and county of Hamilton. The aims of the library are as follows:

- A. To assemble, preserve, and administer, in organized collections, books, and related educational and recreational material to promote, through guidance, stimulation and communication of ideas, an enlightened citizenship and enriched personal lives;
- B. To serve the community as a center for reliable information;
- C. To provide a place where inquiring minds may encounter the stimulus of good reading to encourage free competition in ideas in accord with the traditional American heritage;
- D. To support educational, civic, and cultural activities of groups and organizations;
- E. To provide opportunities and encouragement for children, young people, and adults to educate themselves continually;
- F. To seek continually to identify community needs, to provide programs of service to meet such needs, and to cooperate with other organizations, agencies and institutions which can provide programs or services to meet community needs;
- G. To provide opportunities for recreation through the use of literature, music, films, tapes, and other art forms;
- H. To evaluate and anticipate the changing needs and demands of the community and to maintain a fresh and topical supply of material pertinent to problems and interests known to exist in the community.

### Article III

The Hamilton Public Library, Inc. is a non-profit organization sponsored by the City of Hamilton and Hamilton County, Texas. The library is governed by a board of directors.

- A. The Board of Directors shall be composed of five voting members and one non-voting Friends of the Library representative. The non-voting Friends of the Library representative shall be appointed annually (serving January - December) by the membership of the Friends of the Library. Each representative must be approved by a majority of the Board of Directors voting members as possessing the qualities for service listed below in Article III; Section G. The non-voting representative will bring activity reports from the Friends of the Library to the regular Hamilton Public Library Board of Directors meetings at least three times per

year in January, May, and November, and will not attend other meetings unless on the regular meeting agenda;

- B. The five voting members of the Board shall be established with staggered terms, with each member serving a three-year term. Directors shall be eligible for re-election at the end of their terms. Elections for directors shall occur as terms expire;
- C. The Board of Directors will hold an election of officers every January, at their regular January meeting. There shall be a President of the Board, a Vice-President, and a Secretary to be elected by the voting board members for terms of one year;
- D. In the event a vacancy occurs in an elected position on the Board of Directors, the Board shall elect a replacement to fulfill the remaining portion of the term;
- E. Regular meetings of the Board of Directors shall be scheduled every other month as follows:
  - January, March, May, July, September, and November, unless otherwise agreed to by a majority of the Board.
- F. The President may call special meetings upon reasonable notification to each voting board member and the non-voting representative may be included in special called meetings if the President deems it necessary;
- G. All Board of Directors are expected to conduct themselves professionally in all aspects as Board members. It is the policy that all members will not disclose confidential information belonging to, or obtained through their affiliation with, Hamilton Public Library. Board members must recall that library information concerning the organization; such as but not limited to, personnel, donors, staff, or patrons/consumers included in board materials or discussed in meetings is considered confidential. Each member is expected to demonstrate professionalism, good judgment, and care in handling any information related to the Hamilton Public Library and to avoid unauthorized or improper disclosures of information. While board and committee members are expected and encouraged to discuss the organization with one another, they shall not report opinions expressed in meetings, nor shall they report independently on committee action. Board members are expected to represent the organization in a positive and supportive manner. All board and representative members are expected to have a Hamilton Public Library card and be a library patron in good standing. If a majority of the voting board members determine that a member or representative has an agenda that is not in support of the library, the board or the library's policies, the member or representative will be placed on notice and further action may be initiated;
- H. The Board of Directors will require the Library Director, and/or a designee of the Board of Directors, to annually deliver a minimum of two separate Hamilton Public Library status reports to the City of Hamilton and to the Hamilton County Commissioners Court at two of their regular meetings;
- I. The HPL Board of Directors has the right to require non-voting members and/or visiting presenters to withdraw from the meeting upon the close of their presentation.

Article IV

The President of the Board of Directors shall appoint committees.

Article V

The selection of library books and materials shall adhere to the policies developed and approved by the Board of Directors, which shall be reviewed periodically.

Article VI

The duties of the Board shall be as follows:

- A. Recruit and employ a library director; and approve such other staff as appropriate;
- B. Determine and interpret library objectives;
- C. Secure adequate funds for the operation of the library;
- D. Establish policies governing the library program and operation of the library, acting upon the recommendations of the library director;
- E. Approve the budget and expenditures of the library funds;
- F. Establish a program of public relations;
- G. Support library director in obtaining adequate personnel for proper functioning of the library.

Article VII

All requests to hold promotional events at the library must have board approval.

Article VIII

The By-Laws can be amended by the following procedure: a copy of suggested amendment(s) shall be submitted in writing to members of the Board of Directors no less than seven days before a regular or called meeting of the Board. Amendments shall require a simple majority vote of the entire Board membership.

Adopted this 9<sup>th</sup> day of August, 2024

Hamilton Public Library, Inc.

By:   
Karen Krueger, President

By:   
Chad Reinert, Vice-President

By:   
Danna Hurst, Secretary