

BY-LAWS OF THE BOARD OF TRUSTEES HUDSON PUBLIC LIBRARY

General statement of by-laws:

By-laws designate procedures for managing the legally established meetings at which the business of the Library is conducted.

All Board of Trustees meetings are subject to the **OPEN MEETING LAWS** and shall be announced by publication in the local newspaper prior to the meeting or posted in written form in a prominent place in the community.

Official minutes, financial records, and legal documents pertaining to the organization and operation of the Library are a matter of public record and are available to the public when the Library is open. They shall be kept in the Library.

Time and place of meetings:

The Hudson Library Board of Trustees meet on the first Monday night of the month at 5:30 p.m. in the Library. The time and place for meetings can be changed by consensus of the membership of the Board. Special meetings of the Board may be called by the President or any two members of the Board. Notice shall be announced as prescribed by the **OPEN MEETING LAWS**. Notice of regular meetings must be given to the Board members seven days in advance unless dictated by emergency.

Quorum:

The business of the Hudson Library Board of Trustees shall be conducted by a quorum of the Board (a simple majority of the membership). Committees, acting for the Board, shall follow the same rule of quorum. Any variation of quorum shall be dictated by the membership of the Board of Trustees.

Form of meeting:

The business of the Board of Trustees shall be announced to the Board by Agenda, allowing for additions from the Board at the time of the meeting. The Agenda shall be submitted to Board members with any supporting documentation on the Saturday prior to the meeting. The Agenda shall include the minutes of previous meeting/s, a public forum, financial reports, a listing of bills to be submitted for payment (audited immediately prior to the meeting), items of policy and administration, and reports of committees, staff, and board members. The Agenda for the Board shall be prepared by the Director of the Library with input from Board members and staff.

Consent Agenda:

Hudson Public Library Board of Trustees will approve on a single vote a consent agenda giving the trustees' approval of routine financial statements, bank statements, financial reports, and meeting minutes. Any trustee or the library director can ask to have any consent agenda item pulled for individual consideration, discussion, and approval. Pulling an item from the consent agenda requires only the request of a single trustee or the director at the time a motion to approve the consent agenda is made and seconded.

Membership and duties of the Board of Trustees:

The membership of the Board of Trustees shall consist of seven (7) persons appointed by the City Council. Appointees must live within the city limits of Hudson. Terms shall be for six (6) years.

Vacancies on the Board shall be filled by appointment by the Mayor with approval by the City Council. Appointees shall serve the unexpired term and shall be considered for reappointment at the end of that term.

Recommendations to fill vacancies on the Library Board shall be submitted to the Mayor by the Library Director with approval of the Library Board of Trustees.

Officers shall be elected by the Board and shall serve for two years. Officers to be elected are President, Vice President, and Secretary. Election of officers shall be at the regular July meeting.

Financial records are kept by the City Clerk, with financial reports submitted monthly by the Librarian and reviewed by the members of the Board.

The Board of Trustees shall establish policy as set out in the City of Hudson ordinance governing them. They shall entrust the Director of the Library with responsibility of enacting such policies.

The Board of Trustees delegates to the Library Director, the selection of books, magazines, media and all other library resources for public use.

By-law changes:

The Board of Trustees shall reserve the right to repeal or amend the by-laws by two-thirds (2/3) vote of the Board membership.

Submitted	03/29/1993
Approved	03/29/1993
Amended	01/03/2000
Amended	10/03/2005
Amended	10/06/2008
Amended	09/01/2010