

**BY-LAWS
OF
BRIDGEPORT PUBLIC LIBRARY AND READING ROOM**

SECTION ONE - ORGANIZATION

1.1 These By-Laws govern the management and operation of The Bridgeport Public Library and Reading Room (the "Library"), a Connecticut Public Library, as defined in Connecticut General Statutes §11-24a(2), organized by resolution of the Bridgeport Common Council adopted June 20, 1881 pursuant to enabling legislation now codified in Connecticut General Statutes §11-32, and included in Chapter 16 of the Charter of the City of Bridgeport (the "Charter") with administration offices located at 925 Broad Street, Bridgeport, Connecticut.

SECTION TWO - PURPOSE

2.1 The Library operates exclusively for general library purposes as defined in General Statutes §11-24a(5) consistent with the provisions of the laws of the State of Connecticut, in particular Connecticut General Statutes, Chapter 190, §§11-20, et seq., as amended.

2.2 In particular, the Library strives to promote and provide open access to free resources and programs through knowledgeable staff that promote literacy in all its forms – written, digital, financial and civic – to connect communities, enable life-long learning, enrich lives and cultivate curiosity as indicated in its Strategic Plan as adopted from time to time.

SECTION THREE – TRUSTEE DIRECTORS

3.1 General Powers. The direction and management of the affairs of the Library and the exclusive control, use and disposal of its property and funds are vested in its Trustees, operating as a Board of Directors, pursuant to Connecticut General Statutes, §§11-36 and 11-33 as incorporated in Charter Chapter 16, Section 1.

3.2 Number and Qualifications. There shall be nine (9) Directors, no more than six of whom may be affiliated with the same political party, in accordance with Connecticut General Statutes, §9-167a, who are individuals residing in Bridgeport, Connecticut at the time of appointment or re-appointment and who are committed to the purposes of a public library.

3.3 Term of Office. Directors shall serve for a term of three (3) years or until a successor is appointed and qualified, divided into three classes serving staggered terms as provided in Connecticut House Bill No. 611 adopted June 2, 1909 amending former General Statute Section 4639 as incorporated in Charter Chapter 16, Section 1(b). The directors in each class shall have terms that expire in the same year. There shall be no limit on the number of terms a director may serve

3.4 Appointment of Directors. Directors shall be appointed or re-appointed each

year to fill the position of the directors whose terms are expiring that year by the affirmative vote of a majority of the directors then in office at the meeting of the Board of Directors held in June with approval of the City Council of Bridgeport in accordance Connecticut House Bill No. 611 adopted June 2, 1909 amending former General Statute Section 4639 as incorporated in Charter Chapter 16, Section 1(c).

3.5 Duties of Directors. Directors shall serve the best interests of the Library, avoid any conflict of interest, and discharge the fiduciary duties of obedience, care, loyalty and transparency.¹

3.6 No Compensation. Directors shall serve without compensation, as provided in Connecticut General Statutes, §11-37, but may be reimbursed for actual expenses incurred for the benefit of the Library as previously authorized by resolution of the Board of Directors.

3.7 Resignation. Any director may resign at any time by giving thirty (30) days written notice to the Secretary of the Board of Directors. A director who fails to attend three consecutive meetings of the Board of Directors, without an excused absence, shall be deemed to have resigned, but such resignation shall not become effective until confirmed by a majority vote of the directors present and voting at a successive meeting.

3.8 Removal. Any director may be removed from office at any time, with or without cause, by an affirmative vote of three-fourths (3/4ths) of the directors then in office.

3.9 Vacancies. The Secretary shall notify each director of any vacancy and each director may nominate a qualified individual to fill the vacancy. A search committee also may solicit qualified candidates to apply. The vacancy shall be filled by appointment for the unexpired portion of the term vacated, or until a successor is appointed and qualified, by the affirmative vote of a majority of the directors then in office at a meeting of the Board of Directors in accordance Connecticut House Bill No. 611 adopted June 2, 1909 amending former General Statute Section 4639 as incorporated in Charter Chapter 16, Section 1(c).

SECTION FOUR - MEETINGS

4.1 Action may be taken only by unanimous written consent² or at a meeting of the Board of Directors at which a quorum is present. Directors need not be physically together as long as all directors participating may simultaneously hear each other during the meeting using any means of available technology for such communication.³ A quorum shall consist of fifty (50%) percent of the Directors then serving.⁴

4.2 Regular meetings of the Board of Directors during each calendar year may be held on dates and at times and places, without notice⁵, as determined by resolution of the Board of Directors filed with the City Clerk of Bridgeport on or before December 1st of each year in accordance with Connecticut General Statutes, §1-225(b), subject to amendment and revision by further resolution of the Board of Directors. The meeting held in June is designated as the annual meeting.

4.3 Special meetings of the Board of Directors may be called by or at the direction of the Board Chair, or by the request of any three directors, upon at least two (2) days'

notice of the date, time, place and purpose of such special meeting. ⁶

4.4 Any notice may be communicated in person, by mail or other method of physical delivery, or by telephone, voice mail or other electronic means by any available technology, including, by way of example and not limitation, email, facsimile or text message, to the fullest extent permitted by law. ⁷

SECTION FIVE - OFFICERS

5.1 The officers of the Library shall be designated by such titles and shall perform such functions as prescribed by resolution adopted by the Board of Directors, from time to time, at least one of which shall have responsibility for serving the function of a Board Chair, for overseeing preparation of the minutes of the directors' meetings and for maintaining and authenticating the records of the Library required to be kept by law, as designated by the Board of Directors, or both. ⁸

5.2 Officers of the Library shall be elected by the Board of Directors at each annual meeting and shall hold office until the next annual meeting or until a successor is elected and qualified.

SECTION SIX- COMMITTEES

6.1 The Board of Directors may establish and empower such committees and task forces comprised of directors and others, as it deems appropriate, by resolution adopted from time to time. Members of such committees and task forces shall be appointed by the Board Chair to serve until the completion of the work for which they were charged or until the next annual meeting. The functions of such Committees may include audit, finance, governance and other responsibilities as designated by the Board of Directors. ⁹

SECTION SEVEN – ADMINISTRATIVE PROVISIONS

7.1 A City Librarian shall be appointed by the Board of Directors to serve at the pleasure of the Board.

7.1.1 The administration and day to day operations of the Library shall be the charge of the City Librarian under the direction and review of the Board of Directors.

7.1.2 The City Librarian shall propose annual capital and operating budgets for review, revision, and approval by the Board of Directors at least thirty (30) days before each such budget must be submitted to any governmental entity and is responsible for the care of the buildings and equipment, for the duties and direction of the staff, for the efficiency of the library's service to the public and for the operation of the library consistent with the policies and annual budget as adopted by the Board of Directors.

7.1.3 The City Librarian shall be considered the executive officer of the Board of Directors and shall be responsible for the implementation of Board actions as directed by the Board of Directors or the Board Chair and for the creation and

maintenance of records of the Library and the posting, maintenance and archival of all notices, agendas, actions taken, and minutes of the meetings of the Board of Directors to comply with Connecticut General Statutes, §1-225.

7.1.4 The City Librarian shall prepare an annual report of the Library for review and approval by the Board of Directors, and shall file such annual report, as adopted by the Board of Directors, with the State Library Board and the Mayor and City Council of Bridgeport to comply with Connecticut General Statutes, §§11-25 and 11-34, and Charter Chapter 16, Section 2.

7.2 These By-Laws may be amended or repealed and new Bylaws may be adopted by the affirmative vote of two-thirds (2/3rds) of the entire Board of Directors then in office at any meeting of the Board, provided, however, that notice of any proposed action affecting the By-Laws shall have been announced at a previous meeting or shall have been included in the notice of the meeting or shall have been waived.¹⁰

7.3 Any matter not governed by law or these By-Laws, shall be interpreted in accordance with Robert's Rules of Order, as amended and in effect at the time.

CERTIFICATION

I, Thomas R. Errichetti, the designated officer of the Library, hereby declare under the penalties of false statement that the By-Laws of the Library formerly adopted as last amended March 16, 1994, a copy of which is attached and incorporated by reference, have been repealed and the foregoing By-Laws, have been duly adopted by the Board of Directors, pursuant to resolution duly made and adopted at meeting of the Board of Directors held on November 17, 2021 at Bridgeport, Connecticut to take effect immediately.

Dated at Bridgeport, Connecticut this 17th day of November, 2021.

ATTEST: The Board of Directors of the Bridgeport Public Library and Reading Room

By _____
Thomas R. Errichetti, its duly elected and
Authorized Secretary/Treasurer

¹ Cf., CGS §33-1104 re comparable provision setting forth duties of Directors.

² Cf., CGS §33-1095 re comparable provision to enable action by unanimous written consent.

³ Cf., CGS §33-1097 re comparable provision to enable virtual meetings when all directors participating may simultaneously hear each other during the meeting.

⁴ Cf., CGS §33-1100(b), Regulations of Connecticut State Agencies §46a-54-5a(c) and *Lehmaier v. Bedford*, 99 Conn. 468 (1923). A Director who has been appointed but not previously confirmed by the City Council shall not be counted for purposes of determining a quorum.

⁵ Cf., CGS §33-1098(a) re comparable provision excusing prior notice.

⁶ Cf., CGS §33-1098(b) re comparable provision re call for special meetings.

⁷ Cf., CGS §33-1003 re acceptable forms of notice.

⁸ Cf., CGS §§33-1109 and 1110 re comparable provision setting forth functions of Officers.

⁹ Cf., CGS §33-1101 re comparable provision for use of Committees.

¹⁰ Cf., CGS §§33-1150 and 1152 re comparable provision pertaining to by-law amendments

**BRIDGEPORT PUBLIC LIBRARY
925 BROAD STREET
BRIDGEPORT, CT 06604**

LIBRARY BYLAWS

DIRECTORS

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| Number | 1. The Library Board of Directors shall consist of nine members who serve without compensation. |
| Residence requirement | 2. At the time of election or reelection to the board, a member must be a resident-elect of Bridgeport. |
| Term & tenure | 3. Directors are elected for a three year term. |
| Election procedure | 4. All elections are by a majority vote of the Board subject to the approval of the Common Council of Bridgeport. |
| Staggered terms | 5. Three Directors are elected each year at the June meeting to take office on ratification by the Common Council. |
| Vacancies | 6. Vacancies occurring otherwise than by expiration of a term are filled by election of the Board for the unexpired term. |
| Resignations | 7. Resigning Directors are expected to hold office, however, until their successors shall have been duly elected and qualified. |
| Absences | 8. Any Director who shall fail to attend three consecutive meetings of the Board shall be deemed to have resigned as a Director unless such absences are:
a) unavoidable due to serious illness
b) the absent Director has the concurrence of the Board

Such a vacancy occurring by three consecutive unexcused absences can be filled at any subsequent regular meeting. |

SCHEDULE OF MEETINGS

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| File schedule in November | 1. A schedule of regular meetings of the Board shall be filed with city clerk's office not later than December 1 st of each year. |
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Regular meetings 2. The regular meeting of the Library Board of Directors shall be held on a monthly basis at the Bridgeport Public Library.
(Change of December 17, 1992)

Changes 3. Time and place of meetings may be changed by vote of the Board at any regular meeting.

(Changes of December 17, 1986 and November 17, 1987 are reflected above.)

Annual meeting: June 4. The annual meeting shall be held at the time of the regular monthly meeting for the month of June.

Special meetings 5. Special meetings may be called by the President, or upon the written request of three members for the transaction of business stated in the call for the meeting.

Notices of meetings 6. Notices of all meetings shall be mailed by the Secretary or Assistant Secretary at least five days before the meeting. In case of emergency, telephone notice may be used up to one day before the meeting.

QUORUM A quorum for the transaction of business shall consist of a majority of the members of the Board.
(Change of March 16, 1994)

OFFICERS 1. Officers of the Board shall be chosen at the Annual Meeting of The Board and shall be as follows:

President, Vice-President, Secretary-Treasurer, and Assistant Secretary.

2. The President of the Board shall preside at all meetings, appoint all committees, and be ex-officio member of same, authorize calls for any special meetings and generally perform the duties of a President.

3. The Vice-President of the Board shall assume all duties of the President in the latter's absence or in case of his incapacity. If both President and Vice-President are absent, the members shall select a temporary Chairman for a meeting.

4. The Secretary or Assistant Secretary of the Board shall keep a true and accurate account of all proceedings of the board meetings and issue notices of all meetings.

5. The Treasurer of the Board shall have charge of the special library funds and income outside the City appropriations in charge of the City Treasurer and see that a report on the state of these funds be presented to the Board at least annually.

COMMITTEES

Committees shall be appointed by the President, such committees to serve until the completion of the work for which they were appointed or until the next annual meeting.

LIBRARIAN

1. The Librarian 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.

2. The Librarian shall be held responsible for the care of the buildings and equipment, for the duties and direction of the staff, for the efficiency of the library's service to the public and for the operation of the library under the financial conditions set forth in the approved annual budget.

ANNUAL REPORT

The Librarian shall prepare an annual report and after the acceptance of such a report the Directors shall forward a copy to the Mayor by September 1st each year, and to the State Library Board thereafter.

ORDER OF BUSINESS

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

- Call to order
- Approval of minutes (Either read or previously received)
- Approval of treasurer's report and payment of bills
- Unfinished business
- Correspondence and communications
- Report of librarian
- Reports of committees
- New Business
- Adjournment

AMENDMENTS These bylaws may be amended at any regular meeting of the Board with a quorum present, by a two-thirds vote of the members present, provided the amendment was stated in the call for the meeting.

Revised and updated at the regular meeting of the Board of Directors on May 21, 1981.

Amended: 12/17/86
11/17/87
12/17/92
03/16/94