

**BY-LAWS OF THE BOARD OF TRUSTEES OF THE
COMMUNITY LIBRARY OF CASTLE SHANNON**

These By-Laws, in compliance with the original delegation of authority by the Castle Shannon Borough Council, and consistent with the powers and duties outlined in the Pennsylvania State Library Code, shall govern the organization and procedure of the Board of Trustees of the Community Library of Castle Shannon.

Adopted November 21, 1966
Revised December 19, 1966
Revised August 3, 1967
Revised November 6, 1968
Revised January 4, 1973
Revised February 12, 1985
Revised September, 1988
Amended February, 1989
Revised January, 1991
Revised August, 1998
Revised February, 2004
Revised June, 2007
Revised January, 2020

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Article I. Mission and Vision Statement

- Section 1 To enrich the lives of our community in a safe environment for education, access to technology, programs, and recreational services.
- Section 2 To be the center for information and discovery by providing resources for life-long education and enjoyment for our community.
- Section 3 The general objectives of the library are defined in the Community Library of Castle Shannon strategic plan as adopted on September 6, 2017.

Article II. Board Membership

- Section 1 Being a Board member is not only an honorary position; it is a working relationship with the community, the Library Staff and fellow Trustees. He/She must be committed to the importance of library services and be willing to devote the time and effort required.
- Section 2 Composition of the Board
- Seven members constitute a Board.
 - Six members will be members-at-large.
 - One member will be appointed by Borough Council.
 - Membership on the Board will be a three-year term.
 - A member appointed by Borough council may be elected for five terms.
 - A member-at-large may be re-elected for a total of five terms.
 - A Board member cannot be an employee of the Community Library of Castle Shannon.
- Section 3 Members-at-Large. These members shall be Castle Shannon residents or property owners elected by the Board. At the November meeting the number of expiring seats shall be announced. Those members whose seats are about to expire shall indicate if they wish to continue to serve or resign from the Board. At that time the

remaining Board Members shall vote by ballot if necessary to retain or dismiss that member. If the member chooses not to serve for another term or is dismissed by the Board, a vacancy exists. Notice of this vacancy shall be advertised in the newspaper and posted in the library. Individuals seeking a vacant Member-at-Large seat must submit a letter of application and a resume to the Board Secretary. At the December meeting, the Board shall elect a Member by ballot from the applications received. The member's term shall begin with the January meeting.

Section 4 The qualifications for Board Membership shall include a deep interest in the objectives of the library, regular attendance at meetings, willingness and ability to devote the necessary amount of time required to develop the complete understanding of duties and responsibilities of trusteeship and to fulfill assignments.

Section 5 New Board Members shall receive a copy of *A Handbook for Public Library Trustees*, which includes the Library Code of Pennsylvania, the Board by-laws, policies, names, addresses, telephone numbers of Board Members and Staff and a list of committee members.

Section 6 Board Members unable to attend meetings shall notify the **Library Director and/or Board President** in advance. Board Members absent with good cause from 3 consecutive meetings, regular or special, shall be notified of the Board's intention to appoint a Castle Shannon resident or property owner. Absentee members-at-large shall be replaced according to specifications in Section 4.

Article III. Board Responsibilities

Section 1 Responsibilities of Board Members shall fall into the following categories: legal, policy making, planning and evaluating, and the requirements established by Pennsylvania State Law.

A. Legal Responsibilities

1. To secure adequate funds to achieve the goals and objectives of the library.

2. To review and adopt a budget annually.
3. To control all funds and disburse all money.
4. To adopt rules and regulations for the library's operation.
5. To oversee the safe function of the library including any issues related to theft, property damage, and the safety and respect of all who are involved with the library.
6. To protect the use of public monies and serve the best interests of the community.

B. Policy Making Responsibilities

1. To determine and adopt written policies governing the operating of the library, promote its services, interview and hire the library director. The hiring of all other library staff will be board approved upon recommendation of the library director.
2. To establish and enforce the following policies.
 - Personnel
 - Materials selection
 - Use of facilities
 - Library operation
 - Continuing education of Board and Staff
 - Publicity and public relations
 - Library circulation records
3. To function as a whole: individual Board Members must not take any policy action or spend any money on his/her own without Board approval.

C. Planning and Evaluation Responsibilities

1. To set goals that align with the library's strategic plan adopted September 2017.
2. To periodically review its goals and objectives.
3. To assess and evaluate progress in meeting goals and objectives.
4. To make any changes that are appropriate to the situations of the Library and Community.

D. Requirements of the Board Mandated by Pennsylvania Law

1. To elect at least a President, Vice President, Secretary/Treasurer from among the Board Members.
2. To follow the provisions of the Sunshine Laws.
 - Meeting must be open to the public.
 - Meeting days and times must be posted in the Library.
3. To serve for a three (3) year term.
4. To receive no salary.

Article IV. Meetings

- Section 1 Regular meetings shall be held monthly (except in July and August) on the first Thursday of the month at 7pm at the Library.
- Section 2 A reorganization meeting shall be held annually at January's Board of Trustee meeting on the first Thursday.
- Section 3 Special meetings concerning urgent business may be called by the President or at the request of two trustees. Notice of all special meetings shall be given to each member at least 48 hours in advance of the meeting. Notice shall state the purpose of the meeting (e.g. interviews for board positions).
- Section 4 President or Acting President and three or more members shall constitute a quorum for the transaction of business at any meeting.
- Section 5 At the June, meeting the Board shall authorize payment of all bills during July and August, since the Board does not meet during these months. The Board shall authorize payment of all bills in December in order to close the books before the end of the year.
- Section 6 The Board meetings are subject to laws as stated in The Library Code, Title 24.
- Section 7 Individuals who attend a Board meeting may address the Board

or ask questions before the meeting commences. Once the meeting begins, no individual may express his/her opinion, address the Board or be recognized by the Chair.

Article V. Officers: Election and Duties

- Section 1 The officers shall be President, Vice-President, Secretary/Treasurer.
- Section 2 Election of officers shall be first order of new business at the January reorganization meeting. After sine die adjournment, the Board shall elect a temporary chairman for the election of officers. The vote for temporary chairman shall be by voice. The term of each office shall be for three years and duties of the office shall be assumed immediately upon conclusion of election.
- Section 3 Consent of the nominees must be secured before his/her name is placed in nomination. Nominations shall be accepted from the floor. Election shall be made by ballot.
- Section 4 Vacancy in an office shall be filled by special election at the next regular meeting following the occurrence. Procedure shall be as stated in Section 3.
- Section 5 The President shall preside at all regular and special meetings; shall appoint all committees; shall sign all official documents and contracts; shall act as liaison between the Library Director and the Board between meetings; and shall be ex-officio, a member of all committees. The President has one vote as a member of the Board.
- Section 6 The Vice-President shall preside in the President's absence and will meet with the Library Director to present the Board's year-end employee evaluation.
- Section 7 The Secretary/Treasurer shall keep accurate minutes of all meetings; shall co-sign all official documents; shall conduct the correspondence of the Board; shall notify the appointing body of any vacancies on the

Board. The minutes shall be available in the library for public inspection upon request.

Section 8 A complete report shall be given at each regular meeting on receipts and expenditures; bills shall be reviewed and certified by the Library Director; all bills are approved by the Board. (A list of bills shall be prepared in advance of each regular meeting and a copy given to each member at the meeting).

Article VI. Library Director

Section 1 The Library Director shall be the administrator of the Library; and shall carry out the policies of the library as adopted by the Board; act as technical advisor to the Board; recommend needed policies for Board action; suggest and carry out plans for extending the library's services; prepare regular reports on the library's progress; maintain an active program of public relations; prepare an annual budget in consultation with the Finance Committee and give a current report on expenditures against the budget at each regular meeting; select and order all books and other library materials within the budget allocations; attend all Board meetings other than those in which his/her own salary are under discussion; and prepare all annual and special reports for the State Library, Borough Council, Library Board, District Services, Allegheny County Library Association and EiNetwork.

Article VII. Standing Committees (will be utilized according to need)

Article VIII. The Board's Business

Section 1 The business of the Board at regular meetings shall be:

- a. To discuss and decide policy issues.
- b. To carry out legal responsibilities.
- c. To hear and ask questions about what the library is accomplishing in its day to day functions.
- d. To assist the Library Director in solving problems, especially those which relate to community needs and opinions.

- e. To review financial progress and the implementation of the budget.
- f. To work toward excellent library services.

Section 2 The order of business at the Board Meeting shall be:

- Call to order
- Prayer
- Pledge of Allegiance
- Roll Call
- Approval of written minutes for previous month meeting
- Correspondence/Suggestion Box
- Financial report/Approval of Expenditures
- Report of Library Director
- Report of President and Trustees
- Policy Issues
- Old Business
- New Business
- Articles of Interest
- Announcements
- Adjournment

Article IX. Public Relations

- Section 1 As individuals, Board Members represent the library in their public contacts. This confers upon them the obligation to:
- a. Know what is going on at the library and spread the word to others.
 - b. Listen to the community and ask questions about what people know about the library.
 - c. Work closely with municipal and other officials.
 - d. Let people know that there are library trustees- who they are, when they meet, how they can be reached.

Article X. Volunteers

- Section 1 Shall be accepted if the library can benefit from such services.

Section 2 Must agree to abide by the Policies of the Board and undergo training before working in the library.

Section 3 Volunteers are not to take jobs away from staff members.

Article XI. Friends of the Library

Section 1 The Friends of the Community Library of Castle Shannon shall be a support group which raises money for the Library.

Section 2 The Friends shall work with the Children's and Youth Services Coordinator and the Library Director in planning activities.

Article XII. The Board shall adhere to the latest revised, Title 22 PA Code and Title 24 Library Code.

Article XIII. Parliamentary Authority

Section 1 Procedures at all meetings shall be according to rules outlined in the current *Newly Revised Robert's Rules of Order* and shall govern this Board in cases to which they are applicable not inconsistent with these by-laws.

Article XIV. Amendment

Section 1 These by-laws may be presented and accepted at any regular meeting by a two-third vote of members present, provided written notice stating the proposed amendment is sent to each member one week in advance of said meeting.

BY-LAWS AND PERSONNEL POLICIES OF THE BOARD OF TRUSTEES OF THE COMMUNITY LIBRARY OF CASTLE SHANNON

These By-Laws and Personnel Policies, in compliance with the original delegation of authority the Borough of Castle Shannon, and consistent with the powers and duties outlined in the Pennsylvania State Library Code shall govern the organization and procedure of the Board of Trustees of the Community Library of Castle Shannon.

Adopted January 2020

The parties to this revision are as follows:

Arla H. Muha 5 December 19
Date
Arla Muha
President

Janet Montgomery 12-5-2019
Date
Janet Montgomery
Vice President

Donece Janiak 12-5-2019
Date
Donece Janiak
Secretary/Treasurer

Donna Phillips 12-5-2019
Date
Donna Phillips
Member at Large

Date
Kurt Steinmiller
Member at Large

Kathleen Lugarich 12/5/19
Date
Kathleen Lugarich
Member at Large

Marian Randazzo 12-5-19
Date
Marian Randazzo
Borough Council/Representative

Heather Myrah 12/5/19
Date
Heather Myrah
Library Director