

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

These By-Laws 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

Revised June 2024

Amended February 5, 2026

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

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Article 1: Mission, Vision, Core Value, Strategic Plan

Section 1 **Mission Statement** (2023) To be a vibrant community hub where all people gather together to connect, engage, discover, learn and play.

Section 2 **Vision Statement** (2023) To be a valued community asset that inspires lifelong learning and supports enriching experiences for all.

Section 3 Community Library of Castle Shannon **Core Value Statements** (2023)

Section 4 The general objectives of the library are defined in the **Community Library of Castle Shannon Strategic Plan** (2024)

Click to follow link: [CLCS Mission, Vision, Core Value Statements \(adopted 2023\) and Library Strategic Plan \(adopted 2024\)](#)

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. **A Trustee must be committed** to the importance of library services and be willing to devote the time and effort required.

Section 2 **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 three terms.
- A member-at-large may be re-elected for a total of three terms.
- A Board member cannot be an employee of the Community Library of Castle Shannon.

Article II Board Membership Continued:

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 seats expired 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 the vacancy shall be advertised. Individuals seeking a vacant Member-at-Large seat must submit a letter of application and a resume to the Board President.

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 board resources.

Section 6 **Board Members unable to attend meetings** shall notify the Board President in advance. Board Members absent without good cause from three consecutive meetings, regular or special, shall be notified by the Board President of the Board's vote to consider actions moving forward.

Article III. Board Responsibilities

Section 1 Responsibilities of the Board shall fall into the following categories:

- A. Library Operations**
- B. Policymaking**
- C. Planning & Evaluation**
- D. Individual Board Members**
- E. Board Expenses**

A. Library Operations

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, privacy, 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. Policymaking

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 function as a whole: individual Board Members must not take any policy action or spend any money without Board approval.

C. Planning and Evaluation Responsibilities

1. To set goals that align with the 2023 Library Strategic Plan. [CLCS Mission, Vision, Core Value Statements \(adopted 2023\)](#) and [Library Strategic Plan \(adopted 2024\)](#)
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. Individual Board Members

1. To elect at least a President, Vice President, Secretary/Treasurer from among the Board Members.
2. To serve for a three-year term.
3. To receive no salary

E. Board Expenses

1. Library Trustees' professional spending will prioritize advocacy, board development, and necessary administrative costs as defined by the Board of Trustees
2. A clear financial procedure to monitor the access and expenditures of allocated monies will be assigned to authorized officers, ensuring sound fiscal responsibility within the approved annual budget.
3. Please see an addendum that includes key components of the *Library Board of Trustees Professional Expenditures and Procedure Guidelines*.

Article IV. Meetings

Section 1 Regular meetings shall be held at the library monthly on the first Thursday unless otherwise noted and posted prior to the meeting. In July and August, Board Members will meet and conduct business as needed.

Section 2 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.

Section 3 President or Acting President and three or more members shall constitute a quorum for the transaction of business at any Meeting.

Section 4 At the June meeting, the Board shall authorize financial expenditures for July and August. The Board shall authorize payment of all bills in December to close the books before the end of the year.

Section 5 Individuals who would like to speak publicly must announce first and last name before speaking, respect a three-minute commenting protocol and recognize the overall total time of thirty-minute window for public comments. When public commenting closes after The final speaker, the Board will not engage in further discussion with the audience, between public commenting periods, allowing for ample time to conduct Library business. Comments/Questions must be related to items on the meeting agenda.

Section 6 Board Meetings shall recognize Pennsylvania's Sunshine Act (Open Meetings Law) <https://www.openrecords.pa.gov/SunshineAct.cfm>.

- All regular meetings must be open to the public.
- All regular meeting days and times must be posted in the library.
- All meeting agendas must be posted twenty-four hours before a board meeting or as soon as possible within the twenty-four-hour period if there are extenuating circumstances.
- All monthly meeting minutes must be posted after they are reviewed and voted on by board members at the following month's meeting.

Article V. Officers: Election and Duties

- Section 1 The officers shall be President, Vice-President, Secretary/Treasurer.
- Section 2 Election of officers shall be the 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 any nominee must be secured before the name is announced for nomination. Nominations shall be accepted from the floor. Elections 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.
- 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 meeting minutes shall be available on the library's website.
- 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.

Article VI. Library Director

Section 1 Please refer to the Library Director Job Description and Professional Self-Evaluation Adopted July 2022. The document can be viewed at the library or via email attachment upon request to the Board President.

Article VII. Special Committees

Section 1 Special Committees will be utilized as needed.

Article VIII. Board Business

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

- a. To discuss and decide policy issues.
- b. To carry out fiduciary 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 implementation of the budget.
- f. To work toward excellent library services.

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

1. Call to order
2. Prayer and Pledge of Allegiance
3. Roll Call
4. Public Comments*
5. Review and approval of Board Meeting Minutes
6. Review and approval of Financial Expenditures
7. Report from Library Director
8. Report from Children and Youth Services
9. Current and Upcoming Business
10. Correspondence Suggestion Box
11. Report of the President and/or Trustees
12. Articles of Interest
13. Announcements
14. Public Comments*
15. 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:

- Know what is going on at the library and spread the word to others.
- Listen to the community and ask questions about what people know about the library.
- Work closely with municipal and other officials.
- Let people know about the Board of Trustees-who they are, when they meet, how they can be reached.
- Attend Library functions and events.

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 Library and undergo training before working in the library.

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

Article XI. Friends of the Library and Board of Trustees

Section 1 The Friends of the Community Library of Castle Shannon shall be a support group which raises money for the library. The fundraising activities remain the primary responsibility of the Friends Group with a much larger membership of community members.

Section 2 The Friends shall work with the Children's and Youth Services Coordinator and the Library Director in planning fundraising events and the allocation of proceeds from fundraising events to enhance the Library for Castle Shannon community members and the general patron population. The Board of Trustees will be made aware of fundraising proceeds and allocations for purchases as decided by the Library Director and Friends.

Section 3 The Board of Trustees consists of seven (7) members who meet a minimum of ten (10) times a year with primary responsibilities that include but are not limited to: overseeing library functions, approving monthly financial expenditures, securing and stabilizing the Library's operational budget funding on a yearly basis in close cooperation with borough council and the borough manager.

Article XII. Reference to Parliamentary Authority

Section 1. The Board shall adhere to By-Laws of the Board of Trustees Community Library of Castle Shannon.

Section 2. The Board may reference *Robert's Rules of Order*

<https://robertsrules.com/official-interpretations/> to guide the Board in cases to which applicable.

Article XIII. Amendments to By-Laws

Section 1. These By-Laws may be presented and updated 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.

Article XIV. Addendums to By-Laws

On February 5, 2026 the following addition was made to Article III Board Responsibilities: "E. Board Expenses"

1. Assignment of Authority – Two current Board Trustees (at least one Board Officer) must sign off on any expenditure between \$100-\$499; full Board approval is required for expenditures over \$500
2. *Documentation Requirements – Completed Estimated/Actual Cost, Signature Approval Forms original sales receipts, invoices, and a description of the official Board use must be submitted to the Borough Manager in a timely fashion.
3. Reporting – Regular reporting of all expenditures will be conducted at the Trustees' monthly board meetings (September-June); reporting of expenditures for months of July and August will be done, if necessary, via Special Meetings.
4. Investigation of Potential Fraud or Misuse of Funds - Anyone who suspects potential or actual fraud or misuse of funds must report their concerns immediately to the Borough Manager so that a proper review can be conducted.
5. Audit Protocols - An audit of these funds will be conducted annually to ensure that the funds are used appropriately and according to policy.
6. The Library Director will directly deposit proceeds into the fundraising proceeds account.

***Board of Trustees Expenditure Approval/Signature Form**

for _____ (expenditure/event name)

\$100 - \$499 (One Board Officer and One Trustee Signature) Funding Source is Board of Trustees Budget

Authorized Signatures: _____

Date Approved: _____

\$500 and Over (Full Board Approval and Signatures) Funding Source is Board of Trustees Budget

***Board of Trustees Expenditure/Event Expense Tracking Form**

Estimated Costs will be completed by Trustees and submitted electronically to the Borough Manager prior to an event for approval to use credit card for making purchases. **Actual Costs** will be submitted to the Borough Manager within seven days following an event that includes the estimated costs, actual costs and original receipts of purchases.

Event Name: _____

Event Date: _____

Event/Expenditure Description _____

<u>Expense Category</u>	<u>Example Description</u>	<u>Estimated Cost</u>	<u>Actual Cost</u>
Advocacy*	Fundraising Expenses, Marketing, Venue, Presenters, Guests	\$	\$
Administrative Expenditures*	Board Discretion	\$	\$
Board Development Education*	Networking	\$	\$

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

Amended on February 5, 2026

Parties present as follows:

Donna Phillips, President
Marian Randazzo, Vice President
Mary Craig, Secretary/Treasurer
Maureen Lackey, Member at Large
Brandon Priddy, Member at Large
Christine Marriott, Member at Large
David Seiler, Borough Council Representative
Heather Myrah, Library Director