

# **SPRING TOWNSHIP LIBRARY ASSOCIATION**

## **Board Governance Policy**

### **A. General Considerations**

The trustees of the Spring Township Library Association (STLA) primary responsibility is the success of the library, both now and in the future. Trustees have a legal responsibility to successfully maintain a free, public, nonsectarian library for all residents in the library's service area. Given such, the following provide guidance for all trustees:

### **B. Bylaws:**

1. The amended and restated Bylaws of the Spring Township Library Association (a Pennsylvania Nonprofit Corporation) are maintained under separate cover.
2. The above stated bylaws are adopted on a yearly basis.

**C. Conflict of Interest** - Separate Policy reviewed and reapproved annually.

**D. Meetings of the Board** – The STLA Board meets at 7 PM on the 2<sup>nd</sup> Thursday of each month at a Township of Spring Library Location unless otherwise posted. STLA meetings are open to the public and duly advertised in December of each year for the forthcoming year.

**E. Right to Know Officer** - Spring Library Director (See separate “Right to Know Policy”)

### **F. Policy/Minutes Repository –**

1. STLA policies are available to the public upon request at either library.
2. Policies are reviewed annually at STLA meetings; policies may be added and/or updated anytime during the year.
3. STLA meeting minutes are approved at the next regularly scheduled STLA meeting, STLA approved minutes are available at either library
4. All STLA Policy/Bylaws/Official Minutes/ Permanent Personnel Files are maintained at the offices of Kozloff Stoudt, 2640 Westview Drive, Wyomissing, Pa. 19610.

**G. Document Retention** – Separate Policy reviewed and reapproved .annually.

**H. Whistleblower** - Separate Policy reviewed and reapproved .annually.

**I. Equal Opportunity Statement** - (See Personnel Policy).

**J. STLA Board of Trustees Job Description:**

1. The STLA Board of Trustees each are appointed to a three year term on a rotation basis by the Township of Spring Board of Supervisors. The STLA Board shall provide trustee recommendations to the township supervisors as needed.
2. Trustees have legal rights and responsibilities under the provision of the Library Code.
3. The STLA Board of Trustees shall:
  - a. Manage and have legal authority over the library's policies, rules and regulations.
  - b. Secure and control all funds derived from a variety of sources to include municipal government, individuals and other community sources.
  - c. Plan the library's future and create an action plan (Strategic Plan).
  - d. Advocate and raise funds on behalf of the library.
  - e. Accumulate reserve funds for facility enhancements, renovation and/or construction.
  - f. Hire and evaluate the Library Director.
  - g. Protect the library from liability.
  - h. Evaluate the library's performance regularly to ensure objectives are met.
3. Expectations of a STLA trustee shall include but be limited to:
  - a. Respect the important role libraries play in the community.
  - b. Attend meetings regularly.
  - c. Stay current on library trends and issues/
  - d. Exercise discretion and respect confidentiality outside board meetings.
  - e. Avoid conflicts and put personal agendas aside when making decisions.
  - f. Advocate for the library with elected officials and in the community.
  - g. Understand and respect the role of the director.
  - h. Participate actively in library programs and activities.
  - i. Support the Strategic Plan.

**K. Library Director Evaluation Policy** - Separate Policy reviewed and reapproved annually.

**L. Volunteer Policy** - Separate Policy reviewed and reapproved annually.