

By-Laws

Article 1. Organizations

This is a non-profit organization and shall be known as the Robesonia Community Library. The library exists through the partial support of the Borough of Robesonia, North Heidelberg Township and Heidelberg Township. It is a member of the Berks County Public Library System and is affiliated with the Reading District Library Center, and through these is within the purview of the Pennsylvania State Library.

Article 2. Service Area

The area served by the library includes the Borough of Robesonia, the Township of Heidelberg and the Township of North Heidelberg.

Article 3. Board of Trustees

- a. The activities of the library shall be administered by a Board of Trustees elected on a calendar year basis. The board shall be composed of nine (9) trustees, each of whom shall serve for a term of three (3) years.
- b. Every effort shall be made to include on the Board of Trustees at least one resident of Heidelberg Township, one resident of North Heidelberg Township, and a member of the Robesonia Borough Council.
- c. Members of the Board of Trustees, after serving two (2) consecutive terms may apply to retain their Board of Trustee Membership. A majority vote of approval is needed on a written paper ballot by all current Board of Trustee Members.
- d. At the regular August meeting of the Board of Trustees, the President shall appoint a committee of three (3) trustees for the purpose of presenting to the board at the regular September meeting a slate of three persons to fill the board vacancies which will occur the following December 31.
- e. When other than end-of-year vacancies occur on the Board of Trustees, the following steps will be followed:
 1. If the vacancy occurs with more than six (6) months of the term remaining, the normal nomination procedure will be followed.
 2. If the vacancy occurs with less than six (6) months of term remaining, the President has the option to appoint a person to fill the unexpired term.
- f. Interest and willingness to serve as Trustee on the Robesonia Community Library Board is commendable. To participate in the development of the Library is the hallmark of an effective Trustee. Therefore, attendance at scheduled Board meetings shall be mandatory. The Board shall expect to be notified of any legitimate absences. If any Board member has two consecutive unexcused absences, that member will be notified. If a third consecutive unexcused absence occurs, the Member will be encouraged to resign from the Board.
- g. Paid employees or subcontractors of Heidelberg Township, North Heidelberg Township or Robesonia Borough may not serve on the Board of Trustees due to a conflict of interest. h. Only one member of a household/immediate family may serve on the Board of Trustees at a given time.

Article 4. Meetings

- a. At least ten regular meetings of the Board of Trustees shall take place each year in the Library. Special meetings of the Board of Trustees may be called by the President as the need arises, or at the request of at least three (3) trustees.
- b. A quorum shall be a majority of the members of the board and is required for the transaction of official business.

Article 5. Election of Officers

- a. If necessary, at the regular September meeting, the President shall appoint a Nominating Committee of three (3) persons for the purpose of presenting a slate of officers to be elected at the regular November board meeting.
- b. Candidates for officers of the Board of Trustees do not have to serve one (1) full year as a trustee to become eligible to serve as an officer, but it is recommended.

- c. Elected officers shall be President, Vice President, Secretary and Treasurer.
- d. The President and Vice President shall serve a term of at least one year, with the option of continuing in the position for a full term (three years) if no other candidate is interested in the position. Every effort shall be made to recruit a candidate for Vice President who would be willing to move on to the office of President at the end of his/her term as Vice President.
- e. One person may serve as both Secretary and Treasurer.

Article 6. Duties of Officers

- a. The President shall, with the Library Director, prepare agendas for board meetings; shall appoint chairpersons of the standing committees, nominating committees, and ad hoc committees; shall be an ex-officio member of all committees except the Nominating (officers) Committee; and sign checks and other documents as necessary.
- b. The Vice President shall assist the President in every possible way and shall, in the absence, inability, or resignation of the President, perform all duties of that office.
- c. The Secretary shall serve as both Recording and Corresponding Secretary; shall provide copies of the minutes of board meetings to each trustee; and shall keep a current list of all contact information for all trustees.
- d. The Treasurer shall receive all monies related to the operations of the Library, depositing them in a bank approved by the board; shall pay all routine invoices; shall keep accurate accounts of all financial transactions; shall present a current financial report at each board meeting and an end-of-the-year report at the January Meeting; and shall assist in an advisory capacity in the preparation of the budget.
 - 1. The Board has the option of hiring a bookkeeper who would have the responsibility of issuing checks and keeping accurate financial records, and otherwise assisting the treasurer as deemed necessary by the Board Treasurer.
 - 2. The Treasurer is required by law to be bonded.
 - 3. All checks shall be signed by the bookkeeper and Treasurer. If the bookkeeper is unavailable, checks shall be signed by the Treasurer and co-signed by the President or secretary.
 - 4. The Treasurer shall reconcile and deposit all monies received in the library as payment of fines, fees, etc. in a timely manner.
 - 5. The Treasurer shall support the Bookkeeper to submit necessary records for preparation of tax statements and financial records for audit as required by the Federal, State, or County government, by the Berks County Public Library System, or by this Library.

Article 7. Committees

- a. There shall be the following committees: Finance, Volunteers, Public Relations, and Personnel.
- b. At the regular January meeting of the Board of Trustees, the President of the Board shall appoint chairpersons from the trustees for each of these committees.
- c. Although chaired by a trustee, membership of the standing committees is open to other trustees and to patrons of the library who may be interested in serving on any of the committees.
- d. The committee chairpersons shall be responsible to the Board of Trustees for directing the activities of each committee, in cooperation with the Library Director.

Article 8. Annual Items of Business

- a. The board will review the library by-laws, policies, and plans each year at or before the regular September board meeting for possible changes, additions and/or corrections.
- b. A financial audit/review will be performed each year in accordance with the Pennsylvania Library Code.

Article 9. Amendments

These by-laws may be amended/revised by a majority of the Board of Trustees present when the special amendments/revisions are introduced.

Original Constitution/By-Laws May 3, 1971
Reviewed September 2010
Reviewed October 2011
Revised and Approved August 2012
Revised and Approved October 2013
Revised and Approved August 2018
Revised and Approved October 2022
Revised and Approved October 2023

Policies of the Board of Trustees

ORDER OF BUSINESS The agenda provided by the Librarian and the President for board meetings should follow a standard format which should include a review and/or approval of the minutes and approval of the Treasurer's report. The meeting should then proceed with the Librarian's report, correspondence and committee reports. This is followed by unfinished business, new business and adjournment.

RULES FOR PROCEDURE All Library business will be conducted according to Robert's Rules of Order where they are not in conflict with the policies adopted by the Board of Trustees. Library board meetings will be conducted under the Robert's Rules of Order Special Parliamentary Procedures for Small Groups.

PROFESSIONAL MEETINGS The Librarian and staff are encouraged to attend workshops whenever possible and to take advantage of continuing education opportunities. The Library will reimburse the staff for mileage in accordance with the effective rate per mile established by the Internal Revenue Service (IRS) in line with current allowances for attendance at such functions approved by the Board of Trustees.

FUNDRAISING The primary fundraising activity will be the annual letter to service area residents, out-of-service area members, and local businesses and organizations before April 1.

SYSTEM REPRESENTATIVE The Library will be represented on the Advisory Committee of Berks County Library System (BCPLS) by one or more trustees. The meetings of the BCPLS are held Quarterly on the third Wednesday at 7:00 p.m. at the Systems Office on 1040 Berks Rd. Leesport, PA 19533 and virtually on teams. Each trustee is expected to attend at least one meeting each year. Representatives from the Library will be expected to attend a minimum of four (4) BCPLS meetings annually. Should a trustee not be available to represent the Library, a representative may be selected from among Library patrons who demonstrate an interest in county-wide Library operations and who would be willing to take an active part as a member of the Advisory Committee.

TRUSTEE/LIBRARIAN The Board shall formulate and adopt all policies and procedures. The Library Director shall be charged with administering these and supervising the staff and volunteers.

VOLUNTEERS The Library will use volunteers wherever possible to assist the Librarian/Library Staff in the task of operating the Library. Volunteers will not be used to replace the Library Staff.

ANNUAL REPORTS The Library will provide an annual report as required by the State Library, and from time to time will prepare reports for the purpose of informing the people in the municipalities served by the Library.

INSURANCE The Library will maintain an adequate policy in force on the building contents, with liability insurance.

COMMITTEE RESPONSIBILITIES

Finance: Plan and execute approved fund raising activities to meet the Library's goals. Develop one idea annually for additional fund raising.

Volunteers: Enlist volunteers from the community to perform such work as is necessary for the successful operation of the Library. Plan a yearly recognition event, such as a luncheon.

Public Relations: Plan and execute all publicity relating activities of the Library by way of distribution of a calendar.

Prepare all notices for publication as required. Develop ideas and cooperate with the Friends of the Robesonia Community Library for making the community more aware of the Library and its operations.

Nominating: Place a note in a highly visible place in the Library for a period of four (4) weeks asking anyone residing in the area and interested in serving on the Board of Trustees of the Library to contact a member of the Nominating Committee before July 31 OR recruit from interested patrons. Review the membership file for possible nominees and consider persons of the area's business community. Take seriously the duty of selecting the best prospective board members who will be willing to take an active part in the functioning of the Board.

Personnel: Act as liaison between Library Staff and Board of Trustees. On a yearly basis, review and evaluate job performance of Library Director and, together with the Finance Committee, make recommendations with respect to salaries. Review Personnel Policy yearly and recommend to the Board any suggestions for revisions to the Policy.

Revised and Approved October 2010

Revised and Approved October 2011

Revised and Approved August 2012

Revised and Approved October 2022

Revised and Approved October 2023

Board Member Commitment to Serve

I understand that as a member of the Board of Trustees of the Robesonia Community Library, I have a legal and ethical responsibility to ensure that the library does the best work possible in pursuit of its goals. I believe in the vision and the mission of the library, and I will act responsibly and prudently as its steward.

As part of my responsibilities as a library trustee, I commit to the following: · To represent the library to the general public and elected officials through my personal, community, professional and social networks.

- To attend a minimum of 75% of scheduled board meetings and committee meetings. When I am not able to attend, I will notify the Library Director, Board President, or an administrative representative in advance. I will come to meetings prepared to discuss the items on the agenda and will have read the meeting materials in advance whenever possible.
- To actively participate in library fundraising activities.
- To support the activities of the Berks County Library System.
- To act in the best interests of the library, and excuse myself from discussions and votes where I have a conflict of interest.
- To stay informed about what is going on in the library. I will ask questions and request information. I will participate in and take responsibility for making decisions on issues, policies and other board matters.
- To work in good faith with staff and other trustees toward achievement of our goals.

In turn, RCL commits to supporting my board service by:

- Sending, without request, timely financial reports and an update of library activities that allow me to meet the "prudent person" standards of the law.
- Providing opportunities to discuss with the Library Director and the Board President the library's programs, goals, activities, and status; additionally, I can request such opportunities.
- Helping me perform trustee duties by keeping me informed about issues in the library field in which we are working, and by offering me opportunities for professional development as a board member.
- Working in good faith with me towards achievement of the library's goals.

Printed Name _____ Signature Date

Added October 2012