

# **Village Library**

## **Bylaws**

Morgantown, PA 19543

### **Article I - Name**

The name of this organization is: Village Library. Its address is: 207 N Walnut St, PO Box 797. Morgantown, PA 19543

### **Article II – Board of Trustees**

Section 2.1 – General Purpose: The Board of Trustees is the governing body of the Village Library. Being a trustee is not an honorary position; it is a working relationship with the community, the library staff, and fellow trustees.

Section 2.2 – Composition and Number of Trustees: The Village Library Board of Trustees will consist of up to seven (7) members confirmed by the Board of Supervisors of one of the service area townships. Trustees shall be patrons of the Village Library, and residents of Caernarvon Township, Robeson Township, New Morgan Borough, or other nearby townships or boroughs.

Section 2.3 – Tenure: The term of office shall be three (3) years. A Trustee may be appointed for a second consecutive term, but then will not be eligible for reappointment for one year.

Section 2.4 – Nomination and Election: Trustee slots will be filled by appointment from nominees put forth by the Library Board of Trustees and confirmed by the Board of Supervisors of one of the service area townships.

Prospective trustees should attend a minimum of one board meeting before they are eligible for election onto the board.

Section 2.5 – Vacancies: Vacancies for un-expired terms shall be filled by the Board in accordance with section 2.4. Any person appointed to fill a vacancy shall be eligible to serve two additional 3-year terms.

#### Section 2.6 – Trustee duties and responsibilities:

- Attending eight (8) of the twelve (12) meetings each year
- Fiscal oversight and planning
- Planning, developing and evaluating library policy
- Engaging in continuing education by attending county and state workshops and/or webinars.
- Reading and becoming familiar with the latest edition of *Handbook For Public Library Trustees* published by the State Library of Pennsylvania
- Becoming familiar with the library staff and operations of the library in order to make the required evaluation of the Library Director at the end of each year.

- Ensuring the Library remains accountable to its constituencies
- Act as library ambassadors to the community

Section 2.7. Resignation: A Trustee may resign at any time by filing a written resignation with the Board Chair.

Section 2.8. Removal: The Board may remove any Trustee for cause by two-thirds (2/3) vote of all Trustees then in office, at any regular or special meeting of the Board, provided that a statement of the reason or reasons shall have been mailed by Registered Mail to Trustee proposed for removal at least thirty (30) days before any final action is taken by the Board. This statement shall be accompanied by a notice of the time, and the place, the Board is to take action on the removal. The Trustee shall be given an opportunity to be heard and the matter considered by the Board at the time and place mentioned in the notice.

### **Article III – Meetings**

Section 3.1. General: Regularly scheduled meetings are open to the public and will be held once each month at a time and place established by the Board unless canceled at the previous meeting. An annual notice of the board meeting schedule shall be published in the appropriate local newspaper no later than January 5. Notice will also be posted on the library website. Information on how to access virtual meetings (when held) will also be posted on the library website.

Section 3.2. Special Meetings: The Board Chair may call special meetings upon the written request of three (3) trustees. The purpose for the special meeting will be stated in the request.

Section 3.3. Telephone and Electronic Participation: When necessary, Trustees may participate in Board meetings and vote on matters discussed therein, by means of a video conference, telephone conference call, or similar communications technology, such that all persons participating in the meeting can hear each other at the same time. Participation by such means shall constitute “in person” presence of the trustee at the meeting.

Section 3.4. Mail or electronic votes: Mail or electronic votes of the Board of Directors may be taken provided all voting Board members are canvassed simultaneously. An affirmative vote of a simple majority of the voting Board members shall be required to pass a motion. On each mail or electronic vote, each voting Board member shall have the option of voting for or against the motion, to abstain, or to hold for discussion at the next regularly scheduled meeting. If no time limit is set, no vote shall be counted unless received within 30 days from the day the text of the matter voted upon was sent. Actions shall be confirmed at the next regular meeting of the Board.

### **Article IV – Quorum**

A quorum shall be a majority of the members of the Board and is required for the transaction of official business. In the event a quorum is not present, Trustees shall be permitted to vote by proxy. All proxies must be in writing and address specific issues or items of business. The Library Director is not considered a voting member of the Board and may not carry a member’s proxy vote.

## **Article V – Officers**

During the January meeting each year a slate of officers will be presented for election. Officers to be elected are: chair, vice-chair, secretary and treasurer. Officers will serve for one year with the option of being reelected. Officers will receive no compensation for fulfilling their duties.

## **Article VI – Annual Review of Bylaws and Policies**

In accordance with the Berks County Public Library Systems Uniform Requirements and Responsibilities, each year the Board (or a committee appointed by the Board Chair) and the Library Director will review and amend where necessary the personnel, conflict of interest, and fiscal policies. The Board is also responsible for an annual review of the bylaws and long range plan. Review and/or revision of policies will be recorded in the minutes of the relevant meeting.

All policies will be available to the public via the library website and/or other means.

Each policy statement or its revision will be sent to the Office of Berks County Public Libraries.

## **Article VII – Annual Reports**

It is the responsibility of the Board to ensure all forms and reports required by Commonwealth Libraries and by Berks County Public Libraries will be submitted by established deadlines.

## **Article VIII – Annual Financial Audit**

It is the responsibility of the Board to follow State Library and System requirements as to fiscal year and audit. All required forms and reports will be submitted to Commonwealth Libraries by October 1.

An annual audit of the Village Library shall be performed by an independent auditor in accordance with Generally Accepted Auditing Standards.

The library's fiscal year will be the calendar year.

## **Article X – Duties of Officers**

### **Board Chair**

- Develops with the Library Director the agenda for each meeting and distributes it to each Trustee prior to the next meeting.
- Presides at each meeting
- Expedites business in every way compatible with the rights of the other Trustees
- Summarizes discussion in order to clarify the issues
- Calls for motions at appropriate times

- Signs official documents
- Represents the Board at public and other official functions as directed by the Board
- Appoints committees as needed
- Oversees the implementation of the BCPL Uniform Requirements and Responsibilities document needed to receive county funding.

#### **Vice-Chair**

- Presides in the absence of the Chair

#### **Secretary**

- Maintains a record of the proceeding of all Board meetings
- Prepares minutes of each meeting, and distributes it to each Trustee prior to the next meeting.
- Keeps all the Board records in an orderly fashion in a safe place
- Handles all necessary correspondence in conjunction with the library staff
- In the absence of both the Board Chair and Vice-Chair, calls the meeting to order. The first item of business then will be to elect a chair pro tempore.

#### **Treasurer**

The Board may hire a qualified person (bookkeeper) to fulfill all financial record-keeping and paying of bills. If a bookkeeper is hired, the Treasurer's duties include:

- Works as needed with the Library Director and bookkeeper to prepare the annual budget.
- Submits the completed annual budget to the board for approval.
- Distributes monthly financial reports prepared by the bookkeeper to all board members before each meeting. (Or delegates the distribution to the Library Director.)
- Presents the financial report prepared by the bookkeeper at each board meeting, for board approval.
- Works as needed with the Library Director and bookkeeper to prepare and submit federal and state tax reports and 990 forms.
- Works as needed with the Library Director and bookkeeper to prepare and submit all audits.
- Presents final audit reports to the board.

### **Article XI – Committees**

The Board Chair will appoint the following committees as needed:

- Fundraising
- finance
- long range planning
- personnel

NOTE: If a committee consists of a majority of the Board, then its meetings must be open to the public, called, and posted in accordance with the Sunshine Law.

Other functions are the responsibility of the Library Board of Trustees as a whole. Committee reports should be submitted to the Board.

### **Article XII – System Participation and Trustee Education**

Each year the Board Chair will appoint at least one Trustee and one alternate to be its representative at meetings at the Berks County Public Library System Board of Directors.

In addition, Trustees will meet the minimum requirements for trustee education as stated in the Berks County Public Library System’s Uniform Requirements and Responsibilities.

### **Article XIII – Trustee/Library Director**

It is the Board’s responsibility to formulate and adopt all policy and procedures. The Library Director is charged to administer the policies and to supervise the staff.

### **Article XIV – Order of Business**

Meetings will be conducted in the following order:

- Call to order
- Approval of last meeting’s minutes
- Township supervisors’ report (if applicable)
- Correspondence
- Treasurer’s report
- Library Director’s report
- Committee reports (if applicable)
- Any special presentation
- New business
- Unfinished business
- Confirmation of time and date of next meeting
- Adjournment

### **Article XV – Parliamentary Procedure**

All business will be conducted according to the most recently available edition of *Robert’s Rules of Order* where they are not in conflict with the policies that are adopted by this Board.

### **Article XVI – Professional Meetings**

The Board encourages the library staff to attend as many county and state workshops as possible. The Library Director is also encouraged to attend the Pennsylvania Library Association (PALA) conference whenever possible. Time off with pay will be provided to attend continuing education opportunities approved by the Board. The Board will pay the current IRS mileage rate for conferences approved.

### **Article XVII – Amendments**

These bylaws may be amended at any regular meeting of the Board by a two-thirds vote of the members present, provided the amendment has been submitted in writing at the previous regular meeting.

### **Article XVIII – Dissolution**

In the event that this organization is dissolved the Board of Trustees shall, after making provisions for payment of all liabilities of the Village Library, distribute all remaining property and assets to Berks County Public Libraries.

Reviewed, amended and approved.

Signed: *Lisa Betz*

Lisa Betz, Board Chair

Date: 5/24/2021

[Link to BCPL Uniform Requirements and Responsibilities](#)