Board of Trustee Bylaws

Article 1: Name and Location

This organization shall be called, “The Board of Trustees of the Brandywine Community Library Inc,” existing by the virtue of the provisions of the Library Code, Act of June 14, 1961, P.L.324 of the Commonwealth of Pennsylvania, and exercising the powers and authority and assuming the responsibilities delegated to it under the said status. It shall hereafter by referred to as the “Board” in this document.

The principal office for the transaction of business for the Brandywine Community Library (herein after referred to as the Library) is 60 Tower Drive, Topton, Berks County, Pennsylvania -19562. The Library may also have offices at such other places as the Board of Trustees may from time to time appoint or the activities of the Library may require.

Article II: Purpose

The purpose of the Board is to plan, develop and provide comprehensive library services for the people within the Brandywine Heights Area School District. As the officially designated library for Topton Borough, District Township, Longswamp Township and Rockland Townships, the Library encourages learning by providing access to information, technology, resources and services for life-long learning.

Article III: Board of Trustees

Section 1:

The Board consists of nine trustees. Every attempt will be made to select Trustees from each of the boroughs/townships in the service area. The townships are Longswamp, District, Rockland, and the Borough of Topton. There may also be a trustee representing the Lutheran Home at Topton and/or one member-at-large. The intent of the Board is to have a broad spectrum of local representation.

Ex-Officio Member. The Library Director shall be an ex-officio member of the Board of Directors, without voting power.

Section 2:

In the event of a vacancy on the Board, the position shall be filled by appointment from the appropriate authority of the designated area, for the remainder of the term of office, as required by provision of the Library Code, P.L. 324 Commonwealth of Pennsylvania if a volunteer can be found.

Section 3:

Trustees will serve a term of three years. Trustees are limited to serving no more than two consecutive terms for a maximum of six years unless a trustee has served a partial or incomplete term after being appointed to complete such term. When the term expires, the majority of the board must approve the next term. After a year off the Board, the person may be appointed again. Terms shall be staggered so that the terms of no more than 1/3 of the trustees shall expire in one year.

If after every effort is made to fill the position and no one new steps up, a trustee can extend their term until a new trustee can be appointed.

Due to the nature of the position of treasurer, a specialized position with a specific skill set, the Treasurer may continue to hold position with annual approved vote of the board.

Section 4:
On expiration of board vacancies, townships will be notified by the President by September 1st regarding filling the opening(s). If a Board member leaves his/her position before the end of the term, the president will notify the township or borough. Vacancies will also be shared on social media, the library website, across the email and posted in the library.

Section 5:
Attendance at Board meetings at scheduled meetings shall be considered mandatory and necessary. Absences from said meetings shall require notification in advance of the meeting. The Board shall notify any member who incurs two (2) or more unexcused absences as being unacceptable attendance. Should a third (3rd) such unexcused absence occur, the member may be removed by vote of the Board without prior notice to said member.

Section 6
A trustee may resign at any time by delivering written notice to the Board, its presiding officer or to the President or Secretary. Any trustee may be removed, with or without cause, by the vote of two-thirds of board members at any meeting at which there is a quorum.

All trustees shall serve without compensation.

Article IV: Officers

Section 1:
The officers shall be a President, Vice-President, Secretary, and Treasurer, elected from among the appointed Trustees present at the annual meeting of the Board.

Section 2:
The President shall appoint a nominating committee three months prior to the annual meeting. The committee will present a slate of officers at the meeting. Additional nominations may be made from the floor.

Section 3:
The President shall preside at all meetings of the Board, authorize calls for any special meetings, appoint all committees, execute all documents authorized by the Board, serve as an ex-officio voting member of all committees, and generally perform all duties associated with that office. Trustees must serve a year before they can be considered to fill the President role.

Section 4:
Officers shall serve a term of one year from the annual meeting at which they are elected and until their successors are duly elected.

Section 5:
The Vice-President, in the event of the absence or disability of the President, or vacancy in that office, shall assume and perform the duties and functions of the President. VP shall preside over the meeting if President is absent.

Section 6:
The Secretary shall keep a true and accurate record of all meetings of the Board and shall perform other duties as are generally associated with that office.

Section 7:
The Treasurer shall be the disbursing officer of the Board, co-signing all checks, in addition to the President or Vice-President, as designated by the Board, and shall perform such duties as generally devolve upon the office. The Treasurer shall be bonded in an amount as may be required by a resolution of the Board. Blank checks shall not be pre-signed. In the absence or inability of the Treasurer, such other members of the Board shall perform the duties as the Board may designate.

Board members may not hold more than one office at a time.

Article V: Meeting

Section 1:
The regular meeting shall be held throughout the year on dates determined by the board in the Library or virtually. A sign designating the time and location of the regular meeting will be posted on the library door in accordance with the Sunshine Laws. Meetings for the year will be announced through a public notice and posted to the Board of Trustees shared drive. The library director or their designee shall attend the meeting. All business transacted at a regular meeting shall be recorded by the secretary. The meeting shall follow an agenda which is available to trustees at least two (2) days prior to the meeting. Notice of the time and place of board meetings shall be communicated in advance and displayed in the library, on its website and as required by law.

Section 2:
The annual meeting shall be for the purpose of the election of officers and shall be held at the time of the regular meeting in January of each year.

Section 3:
The order of business for regular meetings shall include, but not limited to the following items, which will be covered in the sequence shown so far as circumstances will permit.
1. Roll call of members

2. Disposition of minutes
3. Treasurer's financial report
4. Action of bills
5. Progress and service reports of the Librarian
6. Committee reports
7. Communications
8. Unfinished business
9. New business
10. Public discussion with the Board
11. Adjournment

Section 4:
The Secretary or President or the request of four members, may call special meetings for the transaction of business as stated in the call for the meeting.

Section 5:
A quorum for the transaction of business at any meeting shall consist of five members of the Board present in person and/or virtually.

Section 6:
Proceedings of all meetings shall be governed by "Robert's Rules of Order".

Section 7:
Meeting minutes after approval shall be posted on the library web site for public access.

Section 8:
A vote by call in shall be acceptable via conference: in which case, the meeting must be conducted in such a way that all members participating can hear each other at the same time.

Section 9:
A vote by email shall be acceptable: to conduct an email vote, a "ballot" is sent to the voting membership stating what is being voted on. The subject line of the email should contain the term ballot. These votes shall be recorded in the meeting minutes of the next regularly scheduled board meeting.

Article VI: Librarian and Staff

The Board shall appoint a qualified Librarian who shall be the executive and administrative officer of the Library on behalf of the Board and under its review and direction. The Librarian shall recommend to the Board the appointment and specify the duties of other employees and shall be held responsible for the proper direction and supervision of the staff, for the care and maintenance of library property, for an adequate and proper selection of books in keeping with the stated policy of the Board, and for its financial operation within the limitations and deadlines set forth by the budget committee.

Article VII: Committees

Section 1:
The President shall appoint committees of one or more members each for such specific purpose as the business of the Board may require from time to time. The President and library director are ex officio members of each committee. Each committee shall be chaired by a member of the Board, but members of the library community may also be asked to serve on committees.
The committee shall be considered to be discharged upon the completion of the purpose for which it was appointed and after the final report is made to the Board.

Section 2:
All committees shall make a progress report to the Board at each of its meetings.

Section 3:
No committee will have other than advisory power unless by suitable action of the Board, it is granted specific power to act.

Section 4:
The Executive Committee shall be composed of the President, Vice-President, Treasurer, Secretary, and Immediate Past President, if still serving on the Board of Directors.

Article VIII: Policies

Section 1:
The board and library director jointly plan and develop policies to ensure a smooth running for the library. The board will develop a review schedule for each policy.

Section 2:
The board will develop and maintain a personnel policy for all library employees not covered by a contractual agreement. This policy shall be reviewed annually.

Section 3:
The board will issue and maintain a mission statement and a strategic plan for the library.

Article IX: General

Section 1:
An affirmative vote of the majority of all members of the Board present at the time shall be necessary to approve any action before the Board. The President may vote upon and may move or second a proposal before the Board.

Section 2:
These By-Laws may be amended by the majority vote of all members of the Board provided written notice of the proposed amendment shall have been mailed to all members at least ten days prior to the meeting at which such action is proposed to be taken or discussion of each amendment was held at the previous Board meeting.

Section 3:
Any rule or resolution of the Board, whether contained in these By-Laws or otherwise, may be suspended temporarily in connection with business at hand, but such suspension, to be valid may be taken only at a meeting at which two-thirds of the members of the Board shall be present and two-thirds of those present shall so approve.

Section 4:
No part of these By-Laws shall be construed as being contrary to the Library Code, Commonwealth of Pennsylvania, P.L. 324, and in any case said statute shall supersede these By-Laws.

Section 5:
The fiscal year of the Library shall begin on the first day of January and end on the thirty-first day of December in each year.

Section 6:
The officers and the library director shall be bonded in the amounts and by sureties that are satisfactory to the Board.

Section 7:
A unanimous vote is needed to allow family members or members of the same household to sit on the Board simultaneously. Will grandfather in all existing Board members.