

# **WERNERSVILLE PUBLIC LIBRARY ASSOCIATION**

## **BY-LAWS**

### **ARTICLE I - NAME**

Section 1. The name of this association shall be the Wernersville Public Library Association.

Section 2. The purpose of the Association is to maintain a free public library and to further the educational facilities of the people residing in Wernersville and its vicinity. As the officially designated library for Wernersville Borough, South Heidelberg Township, and Lower Heidelberg Township, the Wernersville Public Library dedicates its services to providing all patrons with information, technology, and literature, empowering them with knowledge to enhance their lives now and in the future.

Section 3. In the event of dissolution, distribution of the assets of the Association, after payment of all debts and liabilities, shall be transferred for public purposes to a successor, viz: the Borough of Wernersville, a Pennsylvania Municipal Corporation, or in the event said Borough would be unable to or unwilling to accept the assets at the time of distribution, then to the Conrad Weiser Area School District, a Pennsylvania Corporation.

### **ARTICLE II - MEETINGS AND MEMBERSHIP**

Section 1. The Association Board shall consist of no less than seven directors or more than nine who reside in our service area. The Wernersville Borough Council, the South Heidelberg Supervisors and the Lower Heidelberg Supervisors shall be invited to select representatives to serve on the Wernersville Public Library Association Board of Directors.

Section 2. As a seat on the Board of Directors becomes available, names will be presented by the Nominating Committee for consideration and approval by the Board of Directors to fill the vacancy.

Section 3. A simple majority of the Board members shall constitute a quorum. A simple majority of the board members present shall be required to carry a vote. Board may be taken in person, by e-mail, or phone call votes.

Section 4. The Association shall hold monthly meetings throughout the year with the exception of July and December. The day and time may be changed to best accommodate the majority of the members.

Section 5. Special meetings may be called by the President after giving one week's notice.

Revised 2/14/2023

### **ARTICLE III - FUNDS**

Section 1. Money paid by Commonwealth of Pennsylvania and Berks County Public Library System, Wernersville Borough, Lower Heidelberg Township, South Heidelberg Township, and all other monies received shall be used for such purposes as Board of Directors shall determine in annual budget.

### **ARTICLE IV - OFFICERS**

Section 1. Election of Officers, At the January meeting, the Board of Directors shall elect one or two of their members by majority vote, to be PRESIDENT or 2 CO-PRESIDENTS and shall also elect a VICE-PRESIDENT, RECORDING SECRETARY, CORRESPONDING SECRETARY, and TREASURER.

Section 2. Duties of the President. The President shall preside at all meetings of the Board of Directors. He/she shall sign all contracts in the name of the Association when authorized to do so by the Board of Directors, and shall perform such other duties as usually pertain to that office. The President shall be an ex-officio member of all committees.

Section 3. Duties of the Vice President. In the case of the death, resignation or inability of the President to serve, his/her duties shall devolve upon the Vice-President.

Section 4. Duties of the Recording Secretary. The Recording Secretary shall keep full minutes of all meetings of the Board of Directors. He/She shall perform such duties as may be assigned by the Board of the Wernersville Library or such duties that generally pertain to that office.

Section 5. Duties of the Corresponding Secretary. The Corresponding Secretary shall acknowledge all contributions to the library, write letters as directed by the Board of Directors, aid the Librarian with library correspondence, read correspondence at the meeting and perform the duties that generally pertain to that office.

Section 6. Duties of the Treasurer. The Treasurer shall oversee the care of the monies and securities belonging to the Association. He/She shall render to the Board at its regular meetings an account of all transactions.

### **ARTICLE V - RESPONSIBILITIES OF THE BOARD OF DIRECTORS**

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Section 1. The Board of Directors shall strive to meet and abide by the standards determined by the State Library and the Berks County Public Libraries.

Section 2. The Board of Directors shall employ a qualified Library Director who shall determine the duties of the library personnel, who will periodically evaluate employees, and agree upon a satisfactory compensation for each position. The Library Director will be in charge of hiring and termination of employees.

## **ARTICLE VI - COMMITTEES**

Section 1. The Executive Committee. The duly elected officers of the Board of Directors shall constitute the Executive Committee of which the President shall be called Chairman. A majority of the committee shall be necessary to constitute a quorum, and it shall meet at the call of the Chairman or any other member of the Committee.

The committee shall have the authority, during intervals between the meetings of the Board, to exercise ordinary, current and routine powers but not to inaugurate departure from fundamental policies and methods of conducting the Library as prescribed by the Board of Directors. All action of the committee shall be reported by the Board by its next meeting following such action, and shall be subject to revision by the Board.

Section 2. Standing Committees. The Board of Directors may have standing committees, such as the Nominating Committee, Auditing Committee, Publicity Committee, and Investment Advisory Committee. These committees may be appointed at any meeting of the Board of Directors. It is expected that each Board member shall chair a committee or serve as an Officer of the Board.

Section 3. Special Committees. From time to time the Board of Directors, by affirmative vote of a majority of the whole Board, may appoint other committees for any purpose, and such Committees shall have such powers as shall be authorized by the resolution of appointment, not inconsistent with the duties of the Directorate.

## **ARTICLE VII - ORDER OF BUSINESS**

Section 1. The usual order of business at regular meetings of the Board of Directors shall be as follows:

Call to Order

Meeting Minutes Approval

Treasurer's Report

Endowment Report

Correspondence

Friends

County Meeting

Director's Report

Old Business

New Business

Adjournment

## **ARTICLE VIII - SEAL**

Section 1. The Seal of the Association shall be circular in form, with the words "Wernersville Public Library Association" on the circumference surrounding the words "Established by Henry B. Werner in 1906" in a concentric circle, and the word SEAL in the center.

## **ARTICLE IX - AMENDMENTS**

Section 1. Any By-Laws may be amended or repealed by a two-thirds vote of the Association members having voting rights at any meeting or special meeting of the Association called for this purpose.

Revised 2/14/2023