

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 monthly on the third Wednesday at 7:00 p.m. at the Systems Office on 1040 Berks Rd. Leesport, PA 19533. Each trustee is expected to attend at least one meeting each year. Representatives from the Library will be expected to attend a minimum of six (6) 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 Robeson 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 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