

## **SINKING SPRING PUBLIC LIBRARY BY-LAWS**

### **ARTICLE I: NAME**

This organization shall be called “the Board of Trustees of the Sinking Spring Public Library”, existing by 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 statute. It shall hereafter be referred to as the “Board” in this document.

### **ARTICLE II: MEMBERS**

Section 1. There shall be seven (7) members of the Library Board. The President shall be the member of the Borough Council who heads the Library Board Committee. Six members shall be patrons of the Sinking Spring Public Library. Those parties shall be approved by the Sinking Spring Borough Council.

Section 2. In the event of a vacancy on the Board, the position shall be filled by the appointment of the President to serve out the remainder of the term.

Section 3. Regular attendance at Board meetings is expected by all members. If a Trustee is unable to attend four (4) meetings in a calendar year, the Trustee may be asked to resign.

### **ARTICLE III: OFFICERS**

Section 1. The President of the Board shall be a member of the Sinking Spring Borough Council, appointed every two years when the Borough Council President assigns committee responsibilities.

Section 2. The other officers shall be a Vice President, a Secretary, and a Treasurer. The Vice President, Secretary, and Treasurer shall be elected from among the appointed Board at the first meeting of the New Year.

Section 3. Officers shall serve a term of two years from the first meeting of the new year at which they are elected and until their successors are duly elected.

Section 4. 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.

Section 5. The Vice President, in the event of the absence or disability of the president, or a vacancy in that office, shall assume and perform the duties and function of the President.

Section 6. The Secretary shall keep a true and accurate record of all meetings of the Board, shall issue notice of all regular and special meetings, and shall perform such other duties as are generally associated with that office.

Section 7. The Treasurer will review Sinking Spring Public Library's expenses and compare to Sinking Spring Borough's financial reports. Any expenses over \$1,000.00 requires the verbal consent by 2 of the 3 following members—President, Vice President and Treasurer.

#### **ARTICLE IV: TERMS OF OFFICE**

Section 1. Board members shall serve a term of three years.

Section 2. Board members must be a resident of Pennsylvania and may not serve more than nine consecutive years.

#### **ARTICLE V: MEETINGS**

Section 1. The regular meetings shall be held at the Sinking Spring Public Library on the third Monday of each month, except for July and December. There shall be no meeting in July. The December meetings shall be held on the second Monday of the month. Meeting times for all meetings shall be from 7:00 PM until adjournment.

Section 2. The election of officers shall take place at the first meeting of the year.

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

- A. Roll call of members
- B. Disposition of Minutes
- C. Treasurer's financial report of the Library
- D. Action on bills
- E. Progress and service report of the Director
- F. Committee reports
- G. Communications
- H. Unfinished business
- I. New business
- J. Public discussion with the Board
- K. Adjournment

Section 4. Special meetings may be called by the Secretary at the direction of the President, or the request of three members, for the transaction of business as stated in the call for the meeting.

Section 5. A quorum for the transaction of any meeting shall consist of four members of the Board present in person.

Section 6. Conduct of meetings: proceedings of all meetings shall be governed by “Robert’s Rules of Order.”

## **ARTICLE VI: LIBRARY DIRECTOR AND STAFF**

Section 1. The Sinking Spring Public Library shall appoint a qualified Library Director, with the approval of the Sinking Spring Borough Council. The Library Director will be the executive and administrative officer of the library on behalf of the Board and under the review and direction of the President.

Section 2. The Library Director shall recommend to the Board the appointment and specify the duties of other employees and shall be responsible for the proper direction and supervision of the staff, for the care and maintenance of library contents, for an adequate and proper selection of books in keeping with the stated policy of the Board, for its financial operation within the limitations of the budgeted appropriation.

## **ARTICLE VII: COMMITTEES**

Section 1. The President shall appoint committee chairs for such specific purposes as the business of the Board may require from time to time. 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 powers unless, by suitable action of the Board, it is granted specific power to act.

## **ARTICLE VIII: 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 emailed to all members at least ten (10) days prior to the meeting at which such action is proposed to be taken.

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 constructed as being contrary to the Library Code of the Commonwealth of Pennsylvania, P.L. 324, and in any case said statute shall supersede these By-Laws.

Reviewed 2014