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ARTICLE I – NAME & PURPOSE

1.1 Name

This organization shall be called "The Board of Trustees of the Yeadon Public Library" (The Board) existing by virtue of the provisions of Section 411 of the Library Code of the Commonwealth of Pennsylvania and the Code of the Borough of Yeadon and exercising the powers and authority and assuming the responsibilities delegated to it under the said statutes.

The Library is organized as a public library and exists by virtue of the Commonwealth of Pennsylvania Public Library Code Act of Nov. 1, 2012 (24 PA.C.S.) P.L.O, No. 210, §§9301 to 9376. The Library shall exercise the powers and authority and assumes the responsibilities delegated to it under that statute.

ARTICLE II – BOARD OF TRUSTEES

2.1 Appointments, elections, and Term of Trustees

To be eligible for the position on The Board, the individual should display an active interest in the library, a willingness to advocate for library issues, and the capacity to fulfill the duties as outlined in the State of Pennsylvania's handbook for library trustees. All Board Trustees shall be persons of at least eighteen (18) years of age. There shall be governing board members who are responsible for the entire custody and management of the library and are authorized to vote on related issues. There may also be advisory board members who represent the thinking of the community regarding the use and policies of the library but do not have voting authority.

Up to two Trustees may be appointed by the Borough of Yeadon. Appointed Trustees will be appointed/reappointed by the Borough of Yeadon by virtue of The Pennsylvania Public Library Code Section §§9318.

The Board of Trustees shall consist of a minimum of seven (7) and a maximum of nine (9) members. The library director may not serve as a trustee but shall attend board meetings to report on library operations.

Effective 1/1/2022 board members appointed by the Board of Trustees shall be elected to fill three-year terms until he or she dies, resigns, or is removed by a majority vote of the remaining Board members at the annual January meeting and their term begins on January 1. Board elections are by vote of the current Board members including outgoing members, by majority vote. A Board member can be re-elected up to two (2) terms.

2.2 Officers

The officers shall be a President, a Vice-president or Co-Vice Presidents, a Secretary or Co-Secretaries (Corresponding and Recording), one or more Financial Officers, and a Parliamentarian nominated and elected from among the appointed trustees at the annual meeting of The Board which shall take place in January of each calendar year. The Vice President, Secretary or Financial Officer can serve dual roles, but the President can only serve in the role of President.

2.3 Term

Officers shall serve a term of two years from the annual meeting at which they are elected and until their successors are duly elected. Officers may serve a maximum of three (3) consecutive terms.

2.4 Duties

(a) The President shall be the principal executive officer of The Board. The President shall preside at all meetings and set meeting agenda in consultation with the Library Director. The President shall appoint all committees and will be ex officio member of all standing committees. The President shall call special meetings, act as liaison between the Library Director and The Board between meetings; sign appropriate library documents; preside at all meetings of The Board. Subject to the control of The Board the President shall have general and active management of the business of The Board. The President shall see that all orders and resolutions of The Board are carried into effect subject to the right of The Board to delegate any specific powers as allowed by law; and shall execute bonds, mortgages, and other contracts.

(b) The Vice President shall in all cases act as the President in his or her absence or incapacity, in emergency situations or in the absence of a Financial Officer, he/she will also take over the Financial Officer's duties by cosigning checks and shall perform such other duties as he/she may be required to do by The Board from time to time.

(c) The Secretary shall be secretary of The Board and shall record and keep accurate minutes of all proceedings; shall issue all notices of all meetings to The Board; and shall perform such other duties as are generally associated with that office as The Board may from time to time designate.

(d) The Financial Officer shall maintain accurate and audited financial records, monitor, control, receipt, and assets of funds; give a complete report at each regular meeting on receipts and expenditures, and at other times when requested by The Board: and shall perform such other duties as may be prescribed by The Board. The office of the Financial Officer shall be responsible for securing documents and all signatures necessary for orderly transference of authority to his/her successor immediately following the election. The Financial Officer's accounts shall be examined annually by an auditor, who, satisfied that the Financial Officer's annual report is correct, shall sign a statement of the fact at the end of the report.

(e) The Parliamentarian shall advise The Board on the proper interpretation of the Bylaws and shall ensure that the rules of order is observed during the planning and conduct of meetings. The Parliamentarian shall also perform related duties as may be assigned by The Board.

2.5 Vacancies

A Trustee shall attend seven (7) of the regular Board meetings annually. Notification of absence must be communicated to the President or any officer of The Board in attendance. A Trustee who misses three consecutive meetings, without explanation, shall be presumed to have resigned and shall be contacted by the President concerning his/her intentions about continuing as a Trustee. A Trustee position is declared vacant if the Trustee is absent for three consecutive regular meetings of The Board without proper excuse. A majority vote of The Board present at any duly convened meeting of The Board will address extenuating circumstances if a Trustee is absent for more than three (3) consecutive regular meetings due to health or personal reasons. A Trustee's absence due to service performed on behalf of The Board or Library must be approved by a majority vote of The Board to constitute a proper excuse. If the position of Trustee becomes vacant, by reason of death, resignation, and disqualification or otherwise, the vacancy will be filled by a majority vote of the remaining Board. A Trustee may resign such position at any time, such resignation to be made in writing and to take effect from the time of its receipt by The Board, unless some later time may be fixed in the resignation, and then from that date. The acceptance of the resignation shall not be required to make it effective.

2.6 Removal

Any Trustee may be removed from office with the assignment of cause by a majority vote of The Board at any duly convened meeting of The Board, provided that written notice of the intention to consider removal of such Trustee has been included in the notice of the meeting. No Trustee shall be removed without having the opportunity to be heard at such meeting, and no formal hearing procedure shall be required.

2.7 Income

By Pennsylvania State law, trustees receive no salary or other compensation and may receive reimbursement only for expenses with prior approval by The Board.

2.8 Quorum

A majority of the trustees in attendance shall be necessary to constitute a quorum for the transaction of business and the acts of a majority of The Board. Once a quorum is present at a meeting, there shall continue to be a quorum for all purposes of the remainder of the meeting notwithstanding the withdrawal of one or more members.

ARTICLE III – MEETINGS

3.1 Meeting Schedule

There are nine (9) regular meetings each year, one in each of the following months: January, February, March, April, May, June, July, September, and October. The regular meetings shall be held on the fourth Thursday of each of these months, and if postponed for any reason, shall be held on a designated date approved by the Board. The regular meetings are open to the public.

3.2 Annual Meeting

The regular meeting in January of each year shall be for the purpose of the election of officers, Board self-evaluation, strategic plan review and the presentation of any pertinent annual reports. The Board may opt to meet on an alternate date for Board self-evaluation and strategic plan review.

3.3 Special Meetings

Between regular meetings of The Board of Trustees, special meetings may be called by the secretary at the direction of the President, or at the request of three Board members, for the transaction of business as stated in the call for the meeting. Special meetings may be conducted via phone, conference call or online meeting, or votes may be conducted via email on specific issues (e.g., approving expenditures, appointments, etc.), particularly if the matters are time sensitive and cannot wait for the next regular meeting.

3.4 Conduct of Meetings

The rules contained in Robert's Rules of Order shall govern The Board in all cases to which they are applicable, and in which they are not inconsistent with the Bylaws or the special rules of order of The Board.

3.5 Order of Business

The order of business for regular meeting shall include, but not be limited to the following items, which shall be covered so far as circumstances will permit:

- Call to order
- Disposition of minutes of previous regular meeting and any intervening special meeting.
- Financial Officer's report of the library.
- Director's report
- Committee reports
- Unfinished business
- New business
- Announcements
- Public presentation to or discussion with the Board.
- Adjournment

ARTICLE IV – LIBRARY DIRECTOR

4.1 Appointment

The Board shall appoint a library director and who shall be executive and administrative officer of the library on behalf of The Board and under its review and direction. The Director is under the review and direction of The Board. The position will be a paid position on such terms as The Board shall deem appropriate.

4.2 Description

The Library Director 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 for the efficiency of library service to the public; and for its financial operation within the limitations of the budgeted appropriation. The Library Director shall attend all regular Board meetings, except those at which his/her appointment or salary is to be discussed. The Library Director shall be a non-voting, ex-officio member of all committees.

4.3 Removal

The Library Director may be removed by a majority vote of The Board.

4.4 Vacancy

If the position of the Library Director becomes vacant, by reason of death, resignation, disqualification or otherwise, The Board may appoint a new Library Director by affirmative majority vote of The Board. The Board declares vacant the position of Library Director, if he/she is declared incapacitated by order of court, is convicted of a felony, or does not fulfill such other requirements of qualification as The Board may specify.

ARTICLE V – COMMITTEES

5.1 Establishment of the Committees

The President shall appoint standing and ad hoc committees of one or more members each for such specific purposes as the business of The Board may require from time to time. The President shall appoint the chairperson of such committees and such chairperson may select additional committee members. The ad hoc committees shall be considered discharged upon completion of the purpose for which it was appointed and after the final report is made to The Board.

5.2 Procedure for Committee Reports

All committees shall make a progress report to The Board at each of its meetings.

5.3 Powers of Committee

No committee will have other than advisory powers unless by suitable action of The Board, it is granted specific power to act. Any committee having budgeted funds may expend up to the given limit. At no time shall any committee incur any indebtedness without first obtaining authority from the Board.

ARTICLE VI – GENERAL

6.1

An affirmative majority vote shall be necessary to approve any action. The President may vote on all matters.

6.2

Any rule or resolution of The Board, other than Bylaws, may be suspended at any meeting by a majority vote, or they may be amended or rescinded by majority vote of The Board.

ARTICLE VII – REVIEW AND REVISION OF BYLAWS

7.1 Amendment of Bylaws

These Bylaws may be adopted, amended, or repealed by majority vote of The Board at any regular or special purpose meeting duly convened after written notice to members of The Board of Trustees for that purpose. Any such notice shall state the time and place of the meeting and shall contain the complete text of the present Bylaws and the complete text of the proposed amendments.

7.2 Review of Bylaws

Bylaws and policies shall be reviewed in depth in even years and a cursory review in odd years.

Reviewed on 4/25/02

Revised on 05/11/06

Revised on 1/22/96

Revised 10/28/10

Revised 2/28/13

Revised 9/16/17

Revised 4/26/18

Revised 11/17/2020

Adopted at Special Board Meeting on 12/15/2021