

Tinicum Memorial Public Library By-Laws

Article I:

Name:

The name of the organization shall be the Tinicum Memorial Public Library Board of Trustees. The organization shall be referred to as the Library Board of Trustees throughout the by-laws.

Article II:

Purpose:

The purpose of the Library Board of Trustees is to determine policy, not to run the library on a daily basis.

Article III:

Meetings:

The Library Board of Trustees meetings are held at 7pm on the last Thursday of every other month. These months include: January, March, May, July, September and November. The exception to this may be in November based on the occurrence of Thanksgiving Day; in which case the meeting will be held the previous Thursday.

Meetings are held in the Library building.

The Library Board of Trustees shall consist of a minimum of 7 members. A quorum will consist of 5 members to vote on issues at the Library Board meetings. If vacancies are present on the Library Board, a quorum shall be a simple majority of the remaining board members.

If a Library Board member misses more than 2 consecutive meetings without permission from the President, this may be cause for dismissal from the Library Board of Trustees.

If a Library Board member misses more than 4 meetings in one fiscal year, this may be cause for dismissal from the Library Board of Trustees.

Article IV:

Organizations:

Applicants for the Library Board of Trustees are reviewed and may be interviewed by the current Library Board members prior to recommendation to the Board of Commissioners.

The Board of Commissioners will have final approval of nominations to the Library Board.

Members of the Library Board are appointed for a 3 year term and may be reappointed by the Board of Commissioners at the end of their term without limitation.

Terms of 2 members will end each year.

Article V:

Officers:

A slate of nominees is presented to the Library Board of Trustees, from within the Library Board members, each September. All officers on the Library Board of Trustees are elected from the Library Board members at the November meeting each fiscal year. The officers are as follows:

- o President
- o Vice President
- o Secretary
- o Assistant Secretary
- o Treasurer
- o Assistant Treasurer

In the event that there are two or more candidates for an office, a written ballot will be used to vote.

The office of President cannot be held by the same person for more than 4 consecutive years.

The President may call emergency meetings between scheduled meetings, when warranted, or if suggested by at least 3 Library Board members. A minimum 24 hour notice shall be given to the Board members, and the Secretary at Tincum Township Municipal Offices shall be notified to have the meeting announced in the newspaper for public notification.

Duties:

President –

- o Preside at meetings of the Library Board of Trustees
- o Appoint committee members
- o Maintain contact with County and State Library Officials either through personal contact or seminars.
- o Review and sign PENNSYLVANIA PUBLIC LIBRARY ANNUAL REPORT for Tincum Library.

- o In conjunction with the Library Director, prepare and submit to the Tinicum Township Board of Commissioners, for their January meeting, a State of the Library Report for the preceding year.
- o Ensure that the budget is followed throughout the year and that the Library Board is aware of any impending variation.
- o Promote Library use in all avenues of life.

Vice President –

- o Preside in the absence of the President.
- o Carry out special assignments.
- o Represent the Library Board in external functions during the absence of the President.

Secretary –

- o Record the minutes of each Library Board meeting. Duplicate these minutes and provide them to the members at the next Library Board meeting.
- o Maintain a history file of all minutes of the Library Board.
- o Maintain a file of all correspondence originating from the Library Board.
- o Prepare and post all official correspondence origination from the Library Board
- o When required, contact all Library Board members of any special meetings.

Assistant Secretary –

- Shall carry out the duties of Secretary, when the Secretary is absent from the Library Board meeting.

Treasurer –

- Receive all bills from the Library operations and draw checks upon arrival of the Library Board.
- Prepare monthly Treasurer’s report for the Library Board meeting.
- Maintain a ledger in standard financial form.
- Provide all required information for yearly audits. (Note - Audit is performed by an outside auditor at the same time as the Township books are audited, and is paid for by the Township.)
- Provide financial documentation for Pennsylvania Public Library Annual Report to Library Director.
- Ensure budget is being followed throughout the year.

Assistant Treasurer –

- Shall carry out the duties of the Treasurer, when the Treasurer is absent from the Library Board meeting.

Article VI:

Committees:

Committees are formed by the volunteers from the Library Board members or by the appointment from the President of the Library Board.

Committees shall report at every business meeting.

Committees have advisory power only, unless granted specific power to act by a suitable action from the Library Board.

The following are standing committees:

Finance – This committee is responsible for developing and recommending to the Library Board, the annual budget for approval in November, for the following fiscal year beginning in January.

It will determine sources of additional income when needed. It will review the present year’s budget and alert the Library Board to any problems.

Building and Maintenance – This committee will assess what repairs and/or additions are required (excluding electronic assets). It will be responsible for obtaining estimates and proposals for any repairs or modifications to the Library building, after approval by the Library Board. It will make recommendations to the Library Board on source selections.

Electronic Information Oversight – This committee is to develop a 5 year plan (begun in 1998) to maintain the capability of providing required or desired levels of electronically accessed information. It will identify equipment needed, estimate procurement and installation costs to maintain or improve public access.

Policy – The purpose of this committee is to maintain Library policies to reflect today’s world with respect to information and access to it. It is also to develop changes to the above policies and present them to the Library Board for approval.

Tinicum Representative to Delaware County Board of Director – This person is to attend the Delaware County Board of Directors meetings on the first Thursday of each month. They are to report to the Tinicum Library Board of Trustees, the results of the Board meetings and potential impacts or benefits of the Board actions. They are to report to the County Board, when directed, of Tinicum’s concerns.

Article VII:

Library Director and Staff:

There will be an annual review of the Library Director by the Board of Trustees. The Director of the Library shall review the Library staff.

Article VIII:

Liability:

The Township of Tincum holds the liability insurance for the Library Board members if action is taken against the Trustees.

Article VIII:

By-Laws:

The by-laws may be amended by the majority (2/3) vote of all members of the Library Board.

Revisions:

Approved 5/30/19 - ad

Updated: 2/1/2016 – mmh

Approved: 10/2012 – cal

Approved: 3/2005 – cal

Approved: 3/7/2000 – cal