

## BYLAWS FOR THE NORTHAMPTON AREA PUBLIC LIBRARY BOARD of TRUSTESS

**Name:** The name of the library shall be NORTHAMPTON AREA PUBLIC LIBRARY.

**Directors:** The directors of the Northampton Area Public Library are legally constituted trustees, not less than five (5) and not more than nine (9) in number, representative of the service areas within the Northampton Area School District. Members are approved by the Northampton Area School Board in staggered three-year terms. Three-year terms begin immediately upon board approval for all vacant positions. They serve without compensation. These Trustees are authorized to make and adopt such policies and bylaws for the programs and welfare of the library as they deem necessary. Board members shall not be relatives of current library employees. The key areas of board responsibility shall be:

1. Fiduciary Responsibility
2. Strategic Planning
3. Oversight of the Library Director
4. Library Advocacy

The vision of the Board of Trustees is to guide the creation of the Library for tomorrow.

Our mission is to create an integrated environment for the community where **we are the first point of access for information, self-enrichment, leisure, and social connections within the community.**

The Board's practical duties and responsibilities include the following:

1. Employ a competent and qualified library director.
2. Determine the purposes of the library and secure adequate funds to carry on the library's programs and services.
3. Provide a strategy which guides the overall operations and direction of the library and library services.
  - 3.1 In the strategic plan the Board shall provide both short and long term objectives, with specific descriptions and time frames and if possible, responsibilities for execution.
4. Understand the needs of the library in relation to the community and keep abreast of current standards and library trends.
5. Establish, support, and participate in a planned public relations program.
6. Review and approve the annual budget.
7. Know local and state laws; actively support library legislation in the state and nation.
8. The Board shall be responsible for key donor relations and management as well as oversight of current fundraising efforts that are executed by the Library Director, staff, Friends of the Library, and other affiliates of the library.

9. Engagement of the community: individual and corporate donors, businesses, and partners from whom the library would benefit in order to implement the strategic plan.
10. Attend all board meetings and see that the accurate records are kept on file at the library.
11. Attend regional, state and national trustee meetings and workshops, and affiliate with the appropriate professional organizations.
12. Be aware of the services of the state library.
13. Report regularly to the governing officials and the general public; approve the annual audit.

**Officers:** The officers of the board for the upcoming year shall be chosen at the last regular meeting of the Board in each calendar year (coinciding with the reorganization meeting) and shall be as follows:

President, Vice President, Secretary, and Treasurer

Their terms of office shall be for one year coinciding with the calendar year. The duties of all officers shall be such as by custom and law and the rules of this Board usually revolve upon such officers in accordance with their personal titles. The President shall be, ex officio, a member of all standing committees. The outgoing President is to serve as Vice President for one term following elections. In the absence of the Secretary or illness thereof, the librarian shall serve as assistant Secretary of the Board. In the absence of the Treasurer or illness thereof, their functions shall be performed by the President. The Secretary shall act as presiding officer at Board meetings in the absence of the President and Vice President.

**Meetings:** Regular meetings of the Library Board shall be held monthly at the library at a time determined by the current board members and made public knowledge as law dictates. Rescheduling of meetings shall follow the same public notification standards. The current meetings are the 2<sup>nd</sup> Thursday of the month 6:30 PM, at the library. These meetings are open to the general public.

Special meetings may be held at any time at the call of the President or Vice President or at the call of any two members of the Board, provided notice thereof is given to all Trustees at least twenty-four hours in advance of the special meeting.

The annual reorganizational meeting of the Library shall be designated for December at the regular time.

A quorum at any meeting shall consist of a majority of the currently filled Board member positions (allowing for quorums when vacancies exist).

Robert's Rules of Order shall govern in the parliamentary procedure of the Board.

**Order of Business:**

The order of business at all regular meetings of the Board shall follow the general areas below:

Call to order motion

Roll call

Approval of minutes (either as read or previously received)

Report of the Library Director

Report of the Operations Director

Reports of Standing Committees

Reports of Special Committees

Unfinished/old business

New and miscellaneous business

**Committees:** Committees shall be formed as needed.

**Attendance:** The public library trustee should have time to attend meetings to become familiar with the techniques of library operation and library philosophy. The membership of any library board trustee who is absent from three regular monthly meetings of the Board in one calendar year shall automatically terminate unless excused by the Board for good and sufficient reasons. The secretary shall notify, in writing, any board member missing two meetings of this situation.

**Amendments:** Amendments to these bylaws may be proposed at any regular meeting but can become effective only after a favorable vote at a subsequent meeting.

**References**

A Handbook for Public Library Trustees. 4<sup>th</sup> ed. Harrisburg: State Library of Pennsylvania, 1993.

Bolt, Nancy M. Evaluating the Library Director. Published under auspices of The American Library Trustee Associations, The American Library Association, 1983.

Staff Development Committee Personnel Administration, Library Administration and Management, Association of the American Library Association. Personnel Performance Appraisal—A guide for Libraries.

Getting on Board: Tools for Board development and Assessment. Institute of Museum and Library Services. 2011. Commonwealth of PA Department of Education, Office of Commonwealth Libraries.

Appendix:

a. Organizational Structure of the Library

