

Saxonburg Area Library
240 West Main Street ~ P.O. Box 454 ~ Saxonburg, PA 16056
Telephone: 724-352-4810 Fax: 724-352-1815 www.bcfls.org/Saxonburg

By-Laws

(Amended April 8, 2010)

ARTICLE I - NAME

This Board shall be known as the Board of Trustees of the Saxonburg Area Library and the Rumbaugh Community Center.

ARTICLE II - OBJECTIVES

To identify, prioritize, provide and continually improve services: educational, self-improvement and leisure opportunities: literary materials: facilities: and professional, voluntary and charitable leadership and support.

ARTICLE III - MEMBERSHIP

1. The Board of Trustees shall consist of three (3) members from each of the participating communities, Winfield Township, Clinton Township and Saxonburg Borough. Voting members from those communities shall be appointed by their Council/Board of Supervisors for a term of three (3) years. One non-voting member from each non-participating municipality, Penn Township, Jefferson Township, and Buffalo Township may be appointed by their Board of Supervisors for a term of three (3) years. Non-voting members will be afforded the same rights and privileges as voting members to participate in all discussions and considerations related to the management of the library at Board meetings. Those rights include such things as serving on committees, making and seconding motions, etc. Non-voting members will not vote on any matters brought before the Board. Likewise, non-voting members will not serve in any officer position; or, represent the Saxonburg Area Library at any meeting related to the Butler County Federated Library System (BCFLS). (Amended March 13, 2008)

2. The Council/Board of Supervisors shall fill any vacancies occurring from any cause. Vacancies shall be filled for the un-expired term. All members, if possible, will serve until their successors have been named. Members wishing to resign shall do so through their municipality.

3. Board members (voting/non-voting) absent from three consecutive entire board meetings without explanatory correspondence to the Board President or a call to the library will be required to resign and their Council/Board of Supervisors will be notified of this request, asking for a new Trustee to be appointed by the Township/Board.

4. If a request for an extended leave of absence from a Trustee has been approved, the Board has the right to request an alternate to be appointed by their Township/Borough to replace them during their leave of absence.

5. Term limitation will comply with each Township/Borough policy unless the State Library By-Laws overrule such policies.

6. No member of the Board of Trustees shall receive any salary for his or her services as such.

ARTICLE IV - ORGANIZATION

1. The Board of Trustees shall elect officers from their membership. The officers shall be a President, Vice-president, Secretary and Treasurer.

a. The President shall preside at all meetings of the library association; shall appoint standing committees; shall be an ex-officio member of all committees except the nominating committee; will execute, in the name of the association, all contracts and agreements authorized by the Board of Trustees.

b. The Vice-president shall assume the duties of any absent officer.

c. The Secretary shall keep full and accurate reports of the Board meetings, shall arrange for public notice to be given of all meetings and make available meeting minutes to municipalities that are members of the association.

d. The Treasurer is the custodian of the funds for the library association and is responsible for the accounts of the designated banking institutions. The treasurer shall be chairperson of the Finance Committee. The Treasurer along with the Finance Committee and Library Director shall prepare the annual report. The Treasurer shall report and interpret the library's finances to the Board at every meeting. The Treasurer shall be bonded. All financial records shall be secured safely in the library. (Amended March 12, 2009)

2. At the regular meeting in April, a Nominating Committee shall be established and report at the regular meeting in May. At that meeting, additional nominations may be made from the floor. Election of officers shall be conducted at the June meeting.

3. Officers shall be elected annually. Their term of office shall begin July 1 of the current year and end June 30 of the following year. (Amended April 8, 2010)

a. Any voting member may serve for three consecutive one-year terms in the same position. They must take a one-year break from that position before the Board member can again serve in that respective officer capacity for up to three additional consecutive one-year terms followed by another one-year break. The Board member can, however, serve in one of the other Officer positions during the year he or she is not performing the duties of the office held during the previous three-year period. (Amended March 13, 2008)

b. An interim appointment will be made by the Board of Trustees from the remaining voting members in the event any Officer vacancy occurs before the Officers current term expires. Each circumstance will be acted upon at the next regularly scheduled meeting of the Board of Trustees after the vacancy becomes known. The term of an interim Officer appointment shall remain in effect through June 30 of the current election cycle. The duration of service in an interim Officer position will not be included as part of the term limit provision. (Amended April 8, 2010)

4. No member shall hold more than one office at a time.

5. All checks in the payment of operating expenses and employment costs; and, all documents managing financial instruments such as Certificates of Deposits, Checking and Trust accounts must be signed by two of the four officers of the Board of Trustees. (Amended March 12, 2009)

ARTICLE V - MEETINGS

1. The regular meeting of the Board of Trustees shall be on the second (2nd) Thursday of the months of January, February, March, April, May, June, July, August, September, October and November. No meeting will be held during the month of December unless needed. (Amended March 13, 2008)

2. Meetings may be rescheduled by the President with the approval of a majority of voting members. (Amended March 13, 2008)

3. The regular meeting in November shall be for the purpose of presenting and adopting the budget for the next year. The Treasurer will present the annual budget. (Amended March 13, 2008)

4. The regular meeting in June shall be for the election of officers and for any other business that may arise.

5. Special meetings may be called by the President. The purpose of the special meeting shall be stated in the call.

6. A majority of the voting members shall constitute a Quorum at any board meeting.

7. All meetings shall be conducted in accordance with the Pennsylvania Sunshine Act. (Added by Amendment March 12, 2009)

ARTICLE VI - COMMITTEES

1. The President of the Board shall establish committees to advise and carry out Board activities and involve the community in the Board's work. Committees will include interested individuals from the community.

a. Standing Committees. There shall be five (5) standing committees appointed by the President. They are: Building and Grounds, Finance, Personnel, Program and Public Relations.

b. Special Committees. Special committees shall deal with areas of temporary concern. Appointments shall be made as the need arises by the President with the Board's concurrence.

ARTICLE VII - FISCAL YEAR

1. The fiscal year shall start January 1 of each year.

ARTICLE VIII - AMENDMENTS

1. All members must be notified at least a month in advance of the date on which an amendment is to be made.
2. Affirmative votes by the majority of voting members present are required for passage of an amendment.

ARTICLE IX - CONDUCT OF MEETINGS

1. Robert's Rules of Order will govern.

ARTICLE X - DISPOSITION OF ASSETS

In the event of the necessity for disposition of assets, the Board of Trustees shall:

1. Pay all bills.
- 2a. Conduct a book sale or auction to convert as much of the library's book collection, educational and entertainment videos and digital video discs, books on tape, compact discs and reference and research materials as possible into cash. (Amended March 12, 2009)
- 2b. Give the remainder of the library's book collection, educational and entertainment videos and digital video discs, books on tape, compact discs and reference and research materials after the book sale or auction to another library or libraries; or, some other non-profit, non-religiously affiliated organization approved by the Board of Trustees. (Amended March 12, 2009)
3. Sell all remaining assets such as the furniture and fixtures, building and land. (Amended March 12, 2009)
4. Return cash in proportion to the participating municipalities based on per capita contributions.

ARTICLE XI - LIABILITY

1. The Board of Trustees shall not be personally liable for monetary damage resulting from any action taken or from failure to take any action in their role as Trustee for the library unless:
 - a. The Trustee has breached or failed to perform the duties of his or her office.
 - b. The breach or failure to perform constitutes self-dealing, willful misconduct or reckless behavior.
 - c. This exemption from personal liability shall not apply to any Trustee who is deemed liable pursuant to a criminal statute or who may be liable for payment of any local, state or federal taxes.