

BY-LAWS OF  
THE SOUTH FAYETTE TOWNSHIP LIBRARY BOARD

These By-Laws, which are consistent with the powers and duties outlined in the Pennsylvania State Library Code, shall govern the organization and procedure of the Library Board of the South Fayette Township Public Library.

**ARTICLE I**

NAME

This organization shall be called "The South Fayette Township Library Board".

**ARTICLE II**

OBJECTIVE

The purpose of the Library shall be to conduct, without profit, a free library for the residents of South Fayette Township, Allegheny County, Pennsylvania.

**ARTICLE III**

BOARD MEMBERSHIP

SECTION 1 - Appointment of Library Board Members: The South Fayette Township Board of Commissioners shall appoint all Board members. Provided, however, that the Library Board shall have the ability to submit a slate of proposed Library Board Members to the Board of Commissioners for the Board of Commissioners' review.

SECTION 2 - Membership of Board: The Library Board shall consist of seven (7) members who are residents of South Fayette Township. Each member shall be appointed for a three (3) year term. If a Board Member resigns during the extent of his or her term, then the Board of Commissioners shall have the right to appoint someone to serve for the unexpired portion of the resigning Member's term. Provided, however, that the Library Board shall have the ability to submit a slate of proposed Library Board Members to the Board of Commissioners for the Board of Commissioners' review.

SECTION 3 - Compensation of Board Members: No Board Member shall receive any salary or compensation for their service on the Library Board. However, the Library Board may pay the Treasurer a stipend for his or her performing said duties in such capacity. The Library Board may authorize reimbursement to a Board Member for an out-of-pocket expense incurred in Library business. All reimbursements must be

authorized by the Library Board before the Board Member incurs the expenses in order to be eligible for reimbursement.

SECTION 4 - Board Membership Criteria: The Board of Commissioners shall evaluate the qualifications of each Board Member or Proposed Member. The Board of Commissioners shall take into account the following factors: (1) Does the Proposed Member have an interest in meeting the objectives of the library: (2) Does the Proposed Member have a willingness and the ability to devote the necessary amount of time required to the Library Board to fulfill these objectives: (3) Does the Proposed Member have the skills and background to enhance the Library's purpose and function?

SECTION 5 - Removal of a Board Member: Any Library Board Member missing three (3) or more consecutive unexcused meetings or special meetings may be removed from the Library Board. A Board Member may also be removed if that Member has committed an act which is inconsistent with that Member's continued service on the Library Board. Any Board Member may make a motion for removal at a regular meeting. Such motion for removal must be adopted by a majority of the Library Board Members present at the meeting. Upon passage of such a motion, the Board shall then notify the Township's Board of Commissioners so that action can be initiated to obtain a replacement.

SECTION 6 - Conflict of Interest: A Library Board Member shall not vote or participate in any discussion on any agenda item which would directly, or indirectly, benefit said Library Board Member. At the time when an agenda item concerning such a conflict of interest comes to the floor, the Member shall abstain from voting on the same and shall state for the record the reason why the Member has abstained.

## ARTICLE IV

### OFFICERS

SECTION 1 - Election of Officers – The election of officers shall be the first order of business at the reorganization meeting. The reorganization meeting will be the first Library Board meeting following an appointment by the Board of Commissioners.

SECTION 2 - Nominating Committee – The Nominating Committee, composed of three (3) Board Members, excluding the President, shall be elected by a majority vote by the Board at a regular meeting held at least thirty (30) days prior to the Annual Meeting. The Nominating Committee shall propose a slate of Officers at the Annual Meeting of the Board. Additional nominations may be made from the floor, with the consent of the Nominee.

SECTION 3 - Duties of Officers – The officers of the Library Board shall be a President, Vice-President, a Secretary, an Assistant Secretary, a Treasurer and an Assistant Treasurer.

- A. President's Duties - To preside at all regular and special meetings, appoint all committees, serves as an ex-officio voting member on all committees, and generally perform all duties associated with that office.
- B. Vice President's Duties - To perform the duties of the President in the absence of the President.
- C. Secretary's Duties - Shall keep accurate minutes of all meetings, shall issue notices of all regular and special meetings, shall have custody of the minutes, shall send copies of the minutes to each member, shall conduct all correspondence, and shall notify the Board of Commissioners of any vacancies on the Library Board.
- D. Assistant Secretary's Duties - To perform the duties of the Secretary in the absence of the Secretary, or to assist the Secretary in performing his or her duties.
- E. Treasurer's Duties - Will secure all funds; prepare a complete report at each regular meeting of receipts and expenditures. The Treasurer oversees the payment of all bills approved by the Board. The accounts of the Treasurer of the Library Board, as related to the Township funding shall be audited as in the case of other municipal entities. A private accountant will be hired to perform a financial review/audit on an annual basis. The Treasurer shall be bonded in an amount as may be required by the Board.
- F. Assistant Treasurer's Duties - To perform the duties of the Treasurer in the absence of the Treasurer, or to assist the Treasurer in performing his or her duties.

## ARTICLE V

### BOARD OPERATIONS

SECTION 1 – Fiscal Operations – The Board of Commissioners shall annually appropriate a sum for the operation of the Library. This appropriation, in addition to the Library fund raising, state grants and appropriations, and private operating monies shall constitute the Library's revenues for budget purposes. On or before November 1<sup>st</sup> of each year, the Library Board shall submit a proposed budget, detailing revenues and expenses, to the Board of Commissioners for the Board of Commissioners' review and comment. The Library Board shall adopt the Budget for the following year, taking into account the comments from the Board of Commissioners on or before December 31<sup>st</sup>.

SECTION 2 – Policies and Procedures – The Library Board shall determine and adapt written policies governing the operation of the library to promote the Library's services and to provide for appropriate uses of Library facilities and

equipment. The Library Board shall also have the authority to adopt policies and procedures with regard to the duties of its staff.

SECTION 3 – Annual Report – If the Library Board requests the performance of an audit separate and apart from an audit performed by the Township’s auditor, the Library Board shall submit a report to the Board of Commissioners of the monies received by the Library Board from the Township and from all other sources, and the disposition thereof. In addition to this report, the Library Board shall provide the Township with a copy of the report which it files with the State Library in Harrisburg, Pennsylvania, within thirty (30) days of filing the same.

SECTION 4 – Minutes – The Library Board Secretary shall keep minutes of each meeting. These minutes shall be ratified at the next Library Board meeting. Upon ratification, the minutes shall be made available to the public.

## ARTICLE VI

### COMMITTEES

The President shall appoint special committees as needed upon the request of the Allegheny County Library Association, the Library Board, or the Board of Commissioners. The special committee shall be considered to be discharged upon the completion of the purpose for which it was appointed and after its final report is made to the Library Board.

## ARTICLE VII

### MEETINGS

SECTION 1 - Robert’s Rules of Order – All Library Board meetings shall be operated according to Robert’s Rules of Order.

SECTION 2 - Annual Meeting – The Annual Meeting, which shall be for the purpose of the election of Officers and the adoption of the annual report, shall be held at the time of the regular meeting in February of each year.

SECTION 3 - Order of Business – The order of business (agenda) for regular meetings shall include, but shall not be limited to, the following items which shall be covered in the sequence as shown below:

1. Disposition of minutes of previous regular meeting and any intervening meetings;
2. President’s Report;
3. Treasurer’s Report;
4. Library Director’s Report
5. Committee Reports;
6. Unfinished Old Business;

7. New Business;
8. Any additional items submitted by Board Members or the Public;
9. Adjournment

SECTION 4 – Quorum – A quorum consists of a majority of the Library Board Members for the transaction of business.

SECTION 5 – Special Meetings – The Library Board may call a special meeting for any purpose by a majority of the Library Board Members. Each special meeting must be held at the time fixed by the Secretary.

SECTION 6 – All Board Meetings are open to the Public.

## ARTICLE VIII

### LIBRARY DIRECTOR AND STAFF

SECTION 1 - Library Director – The Library Board may appoint a qualified librarian who shall be the administrative officer of the library on behalf of the Board and under its review and direction. The Librarian, also known as the Library Director, shall implement the policies of the Board as adopted, and fulfill all duties as outlined by the Allegheny County Library Association. The Library Director shall be bonded in an amount as may be required by the Library Board.

SECTION 2 - Background Checks – Any employee hired by the Library, whether they are to be full or part-time, shall have the requisite clearances and background checks required by Pennsylvania law. In the event that such individual does not pass said checks, that individual shall not be hired.

## ARTICLE IX

### GENERAL

SECTION 1 - Fiscal Year – The fiscal year of the Library Board shall be the calendar year.

SECTION 2 - Check Authorization – At least two Library Board Members must sign all checks or drafts.

SECTION 3 - Voting - An affirmative vote of the majority of all members of the Library 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 4 - Fines and Violations – The Library Board shall have the power and authority to proceed under the penal provisions of #4426 of the Pennsylvania Library

Code to prosecute those persons who retain any book, magazine, pamphlet, newspaper, manuscript, map or other property belonging in or to or on deposit with the Library, in addition, to bring any appropriate proceeding under #4426 of the Pennsylvania Library Code in cases where any person willfully damages or defaces any property belonging in or to or on deposit with the Library.

SECTION 5 - Amendment of By-Laws - These By-Laws may be amended from time to time by the Library Board. An amendment to the By-Laws must be approved by the Library Board at two successive meetings in order to be effective.

SECTION 6 - Repealer - All prior By-Laws are hereby repealed in whole.

### CERTIFICATE

**THESE BY-LAWS HAVE BEEN ADOPTED BY THE LIBRARY BOARD OF SOUTH FAYETTE TOWNSHIP ON THIS 11th DAY OF MAY, 2010**

---

PRESIDENT - Thomas P. Hickey

---

SECRETARY – Darlene Sosa-Anderson