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SOUTH BUTLER COMMUNITY LIBRARY BYLAWS (Amended April 12, 2018)

ARTICLE I – NAME

This Board shall be known as the Board of Trustees of the South Butler Community Library.

ARTICLE II – OBJECTIVES

To support the mission of the Library in its dedication to building community connections and providing tools for lifelong discovery and learning and access to cutting-edge information and to continually improve services.

ARTICLE III – MEMBERSHIP AND VOTING

1. a. By agreement with the Direct Service municipalities of Winfield Township, Clinton Township and Saxonburg Borough the Board of Trustees shall consist of one person from each who shall be appointed by the municipal governing bodies for a term of three years.
 - b. One Board member from the Non-Direct Service municipalities of Penn Township, Jefferson Township, and Buffalo Township shall be appointed by their governing bodies for a term of three years.
 - c. At a scheduled meeting of the Board of Trustees and by majority vote of those in attendance, the Board shall appoint three at-large members.
 - d. A municipality, through written correspondence with the Board, may delegate to the Board of Trustees the recruitment and selection of their appointee. The Board may suggest a candidate to the municipalities as well.
 - e. All Board members shall have one vote and have the duty to participate in all discussions and considerations related to the mission of the Library including, but not limited to, serving on committees and as officers.
2. Board members wishing to resign shall notify their municipality in writing and shall simultaneously notify the Board and the Library Director in writing. Electronic notice to the Board and the Library Director constitutes a writing. The Board member should give at least 30



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days' notice to the Board and to their municipality before resigning. Whenever possible, Board members should serve until a successor is appointed.

3. Any Board member absent from three consecutive entire board meetings without explanatory correspondence to the Board President or to the Library Director shall be deemed to have resigned.
4. In the event that a vacancy occurs for a municipality appointee's position before the municipality appointee's term is completed, the Board shall request that the municipality appoint an interim successor to complete the term. If a vacancy occurs before at-large member's term is completed, the Board shall appoint a successor.
5. No member of the Board of Trustees shall receive any salary for his or her services on the Board.

ARTICLE IV

A Board member may be removed from the Board with or without cause by majority vote of the Board members, effective immediately.

ARTICLE V – TERMS

1. Board members shall serve a three-year term with one three-year renewal possible. After two terms the Board member shall have a hiatus of at least one year before being eligible to return to the Board. Former Board members may continue to serve on committees.
2. Time spent as an interim Board member fulfilling a predecessor's term is not part of the term limit. A term year is January to December.

ARTICLE VI – OFFICERS

1. The Board of Trustees shall elect officers from their membership. The officers shall be a President, Vice-President, Secretary and Treasurer. The Library will provide bonding and director's and officer's insurance for all officers. No Board member shall hold more than one office at a time except that the office of Secretary may be combined with that of Vice-President or Treasurer, if necessary.
2. The President shall preside at all Board meetings. The President shall execute, in the name of the Library, all contracts and agreements authorized by the Board or required by law.



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3. The Vice-President shall assume the duties of any absent officer.
4. The Secretary shall keep full and accurate reports of the Board meetings and shall transmit meeting minutes or a summary thereof to the municipalities at least annually. The Secretary shall arrange for publication of the date and time of all Board meetings. The Secretary may delegate to the Library Director the responsibility for transmission of the report and publication of the date and time of Board meetings.
5. The Treasurer is the custodian of the funds for the Library and is responsible for the budget and the accounts of all banking and investment institutions. The Treasurer shall be the chairperson of the Finance Committee.
 - a. The Treasurer shall report on the Library's finances to the Board at every Board meeting.
 - b. The Treasurer, together with the Finance Committee and the Library Director, shall prepare the annual report. The Treasurer may delegate the responsibility for preparing the annual report to the Library Director but must review and approve the report before it is submitted to the State.
 - c. The Treasurer, together with the Finance Committee and the Library Director, shall create the annual budget. The regular meeting in November shall be for the purpose of presenting and adopting the budget for the next year. The Treasurer shall be responsible for transmitting the annual budget to the municipalities. The Treasurer may delegate the responsibility for transmission of the budget to the Library Director.
 - d. The Treasurer shall arrange for all financial records to be stored in the Library safe or otherwise secured in the Library.
 - e. All checks must be signed by two officers. All documents relating to other financial instruments must be signed by two officers. In the case of an endowment fund, the President and the Treasurer shall be the only signatories and both signatures are required.

ARTICLE VII – ADDITIONAL RESPONSIBILITIES OF BOARD MEMBERS

1. All Board members shall volunteer to serve as an officer during their tenure on the Board.

2. All Board members must serve on at least one committee. Board members are encouraged to participate in additional committees and to volunteer their time for both Board-sponsored and Library events.
3. All Board members shall provide meaningful support to the Library which could include, but not be limited to, either a financial contribution, participation in at least one fundraising activity, or participation in committee work.

ARTICLE VIII – OFFICER ELECTION AND TERMS

1. At the regular Board meeting in April, a Nominating Committee shall be established and shall report at the regular meeting in May. At the May meeting, additional nominations may be made from the floor. Election of officers shall be conducted at the June meeting. Officers shall be elected annually. The term of office shall begin July 1 of the current year and end June 30 of the following year.
2. Officers may serve three consecutive one-year terms in any one position. After three consecutive terms in one officer position, the Board member must relinquish that office for one year but may accept a position in a different officer position or relinquish all officer positions.
3. If an officer resigns or is unable to fulfill the duties of the office before the end of a term, an interim appointment will be made by the Board from the remaining Board members. The interim appointment will be made at the next regularly scheduled meeting of the Board after the vacancy becomes known and will extend through June 30 of the election cycle. The time spent as an interim officer is not considered part of the officer term limit.

ARTICLE IX – MEETINGS

1. The regular meeting of the Board shall be on the second Thursday of each month except that no meeting will be held in December unless needed.
2. Meetings may be rescheduled by the President with the approval of a majority of voting members.
3. Special meetings may be called by the President. The purpose of the special meeting shall be stated in the call. Publication notice of the special meeting shall be made by the Secretary who may delegate the responsibility to the Library Director.



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4. In accordance with the Pennsylvania Sunshine Act, 65 Pa.Cons.Stat. § 701, *et seq.*, the Secretary may delegate the responsibility of publishing all meeting notices to the Library Director.
5. A majority of those attending a Board meeting at which a vote is taken shall constitute a quorum.
6. Robert's Rules of Order shall govern.

ARTICLE X – COMMITTEES

1. The President of the Board shall establish committees to carry out Board activities and further the Library's mission. The President may establish special committees to address areas of need. The President shall be an ex-officio member of all committees except the nominating committee.
2. There shall be three standing committees:
 - a. Governance Committee
 - b. Finance Committee
 - c. Library Director Support

ARTICLE XI – FISCAL YEAR

The fiscal year shall start January 1 of each year.

ARTICLE XII – AMENDMENTS TO BYLAWS

1. All Board members must be notified at least one month in advance of the date on which an amendment to the Bylaws will be presented for Board vote.
2. A majority of members present must vote to accept an amendment for the amendment to be adopted.

ARTICLE XIII – DISPOSITION OF ASSETS AND OTHER REQUIREMENTS IN THE EVENT OF DISSOLUTION OF THE LIBRARY

In the event of dissolution of the Library, the Board shall:

1. Cause all bills to be paid.



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2. Conduct a sale or auction to convert as much of the Library's collection as possible into cash.
3. Donate the remaining collection to another library or libraries or other non-profit organization as approved by the Board or as required by law.
4. Sell all remaining assets. Any assets remaining unsold shall be donated to another library or libraries or non-profit organization as approved by the Board or as required by law.
5. Return cash in proportion to each municipality's donation during the most current fiscal year.

ARTICLE XIV – LIABILITY

The Board and its individual members shall not be personally liable for any action or inaction in connection with its and their responsibilities to the Library. This exemption from liability does not apply to an action or inaction that is the result of willful misconduct or gross negligence or to liability pursuant to a criminal statute or for payment of any local, state or federal tax.

ARTICLE XV - ELECTRONIC COMMUNICATION

With advanced notice to the Board President and/or Library Director, Board members are permitted to participate in Board matters electronically when unable to be physically present. Participation includes but is not limited to attendance at Board meetings, committee meetings, voting, and any other matters deemed appropriate under the circumstances. All current technologies available at the Library may be utilized after consultation with the Director.