

**BYLAWS OF
EASTON AREA PUBLIC LIBRARY
BOARD OF DIRECTORS**

ARTICLE I

Section 1. NAME: The name of the library is the Easton Area Public Library (hereinafter called the Library).

ARTICLE II

Section 1. AREA SERVED: The Easton Area Public Library shall provide services to the residents of the Easton Area School District (hereinafter called the School District), which is comprised of Easton, Forks Township, Palmer Township, and the former Lower Mt. Bethel Independent School District.

ARTICLE III

Section 1. MEMBERS: The Board of Directors (hereinafter called the "Board") shall consist of seven (7) members.

Section 2. APPOINTMENT: Except as hereinafter provided, members of the Board shall be appointed by its members. Notwithstanding the foregoing, the School District may appoint up to two (2) of the seven (7) members of the Board; however, the School District shall not be required to do so. Upon expiration of the term of any member of the Board, if less than two (2) members appointed by the School Board are then serving, the Library shall notify the School District in writing of such expiration, in which case the School District may appoint someone to serve a new term, otherwise the remaining members of the Board shall appoint someone to serve a new term. Any members of the Board appointed by the School District shall be identified and their terms designated at the time of their appointment. Upon failure of the School District to appoint someone to serve a new term (where less than two (2) members appointed by the School Board are then serving) within sixty (60) days of notice from the Library Board as herein provided, the remaining members of the Library Board shall appoint someone to serve the new term. The rights granted to the School District to appoint up to two (2) of the seven (7) members of the Board, where less than two (2) of the seven (7) members of the Board then serving have been appointed by the School District shall be continuing in the future as provided herein.

Section 3. TERM OF OFFICE: Each member shall be appointed for a term of three (3) years, such term to begin July 1 and expire June 30 of the appropriate year. Appointments shall be staggered so not more than three terms expire in any one year.

BYLAWS OF EASTON AREA PUBLIC LIBRARY BOARD OF DIRECTORS

Section 4. RESIGNATION: Any director may resign at any time upon written notice to the Board.

Section 5. VACANCY: Any vacancy on the Board resulting from death, resignation, or other cause of vacancy shall be filled by the remaining members of the Board or by the School District, if less than two (2) of the seven (7) members of the Board then serving have been appointed by the School Board, in accordance with the provisions of Section 2 of this Article III hereinabove with respect to the unexpired portion of the term of the vacancy so created.

Section 6. QUORUM: A majority of the directors then in office shall constitute a quorum for the transaction of business at any meeting of the Board. Except as provided in Article XI (Amendments), the act of a majority of the directors present at any such meeting shall be an act of the Board.

ARTICLE IV

Section 1. OFFICERS: The officers of the Board shall consist of a President, Vice President, Treasurer, and Secretary, each of whom must be a director.

A Recording Secretary who need not be a member of the Board may be appointed.

Section 2. ELECTION AND TERM OF OFFICE: All officers shall be elected at the meeting of the Board held in June each year. The term of office will be two (2) years and officers may serve no more than two (2) consecutive terms.

Section 3. VACANCIES: Any vacancy of an office resulting from the death or resignation of an officer shall be filled by election by the directors currently in office at the next regular Board meeting scheduled after each vacancy occurs.

Section 4. POWERS AND DUTIES: The President shall preside at all meetings of the Board at which they are present, appoint members of all committees, authorize calls for any special meetings, and perform the duties of a presiding officer. The President shall be an Ex-officio member of all committees of the Board.

The Vice President shall perform the functions of the President in their absence.

BYLAWS OF EASTON AREA PUBLIC LIBRARY BOARD OF DIRECTORS

The Treasurer shall be responsible, under the guidance of the Board, for overseeing the management and custody of the funds and accounts of the Library. This includes assuring that funds are kept in depositories designated by the Board, that expenditures are properly authorized, and that full and accurate accounts are maintained for all financial transactions and audited annually. The Treasurer shall be an Ex-officio member of the Finance Committee.

The Secretary shall assure that a permanent and correct copy of the minutes of all meetings of the Board are kept for the archives of the library and are made available for public inspection. The Secretary shall sign such documents as require the signature of the position and perform such other duties as are assigned by the Board.

The Recording Secretary shall attend and keep the minutes of all meetings of the Board and issue notices of all Board and Committee meetings, subject to the control of the Board.

ARTICLE V

Section 1. CAREER STAFF: The Board shall appoint and determine the compensation of the Library Director.

Section 2. DUTIES: The Library Director shall be the executive agent of the Board and shall have sole charge of the administration of the Library. The Library Director shall be held responsible for the proper care and maintenance of the buildings and equipment owned or controlled by the Library at the main library and all branch locations. The Library Director shall be held responsible for the employment and direction of all staff personnel, for the efficiency of the library's service to the public, and for the operation of the library within the financial conditions set forth in the annual budget adopted by the Board and approved by the Easton Area School Board (hereinafter called the School Board). The Library Director or a Board member shall attend all School Board meetings and keep the School Board informed of matters which require School Board consideration.

ARTICLE VI

Section 1. COMMITTEES: The Board shall establish four standing committees; namely, a Finance Committee, a Personnel and Policy Committee, a Buildings and Grounds Committee, and a Public Relations/Marketing Committee and may also establish additional special committees when and if required or desirable.

BYLAWS OF EASTON AREA PUBLIC LIBRARY BOARD OF DIRECTORS

Section 2. MEMBERSHIP: Each committee shall consist of at least two directors. Committee members shall be appointed by the President not later than the meeting following their election as President and shall serve until their successors are appointed.

Section 3. FINANCE COMMITTEE: Shall be responsible for the preparation and presentation of an annual budget to the Board and will oversee investment of funds and administration of trust accounts in accordance with the investment objectives determined by the Board. In addition, the Committee will assist the Board in promoting local support and state aid sufficient to maintain good library services.

Section 4. PERSONNEL AND POLICY COMMITTEE: Shall be responsible for recommendations to the Board concerning personnel policies and other policies for the Library.

Section 5. BUILDINGS AND GROUNDS COMMITTEE: Shall be responsible for recommendations to the Board concerning the maintenance, repair and replacement of all buildings and grounds, furniture, and fixtures owned or used by the Library.

Section 6 PUBLIC RELATIONS/MARKETING: Shall be responsible for increasing public awareness of the Library's services and resources.

Section 7. SPECIAL COMMITTEES: Ad hoc committees may be established by the President for specific tasks.

ARTICLE VII

Section 1. REGULAR MEETINGS: Regular monthly meetings of the Board shall be held on a recurring date/time and at locations as determined by the Board, except that no regular monthly meeting shall be scheduled for the months of July and August each year.

Section 2. SPECIAL MEETINGS: Special meetings may be called by the President whenever, in their judgment, such meetings are necessary. Special meetings must be called by the President when requested in writing by three (3) or more directors of the Board.

BYLAWS OF EASTON AREA PUBLIC LIBRARY BOARD OF DIRECTORS

Section 3. NOTICE OF MEETINGS: The Recording Secretary shall send a written notice of all regular meetings to each director at least three (3) days prior to the scheduled meeting date. In the case of special meetings, such notice shall be given forty-eight (48) hours in advance unless emergency circumstances dictate otherwise. Notice of Board meetings shall also be published on the Library website and in any other location required by Pennsylvania law or regulation.

Section 4. PUBLIC COMMENT AT BOARD MEETINGS: If such individuals are present and agree to comply with the rules set forth below, the Board will listen to public comment from interested citizens following completion of the Roll Call by the Recording Secretary. Interested citizens must sign in using a form provided by the Recording Secretary upon which they record their name and the general topic of their planned comments. Any presentation by an interested citizen is limited to five (5) minutes. This time limit applies to a single individual or an individual presenting on behalf of a group of citizens. Only one (1) member of a group shall be afforded the opportunity to speak on behalf of the entire group. No person may speak more than once on the same topic. Regardless of the number of individuals who may wish to speak, the public comment period of any Board meeting shall not exceed a total of twenty (20) minutes. The Board is neither expected nor required to respond to comments made by interested citizens during this portion of the meeting. Comments from interested citizens shall be presented with respect and courtesy to the Board and other members of the public who may be present at the meeting. The presiding officer shall be responsible for the orderly conduct of this and all other portions of a Board meeting.

ARTICLE VIII

Section 1. BUDGET: Each year the Board shall approve and submit to the School District for review, a budget covering the financial support required from the School Board for operation of the Library for the fiscal year commencing July 1 of the current year and ending June 30 of the next succeeding year.

Section 2. BONDING: The Board in accordance with Section 412 of the Library Code shall provide a bond for the Treasurer of the Board to the School District in such amounts as required.

Section 3. OTHER FUNDS: All monies from the Commonwealth of Pennsylvania, U. S. Government agencies, fines, rentals, deposits, gifts, bequests, endowments, and other sources shall be held or deposited in the name of the Library and are to be expended solely for Library purposes, and in accordance with any legal terms or conditions relating to the expenditure of such funds. All expenditures must be approved by the Board.

BYLAWS OF EASTON AREA PUBLIC LIBRARY BOARD OF DIRECTORS

Section 4. SIGNERS OF CHECKS: All checks shall be signed by such persons as may be authorized by the Board.

ARTICLE IX

Section 1. RULES AND REGULATIONS: The Board shall approve general hours of operation, fee charges, and policies governing the operation of the Library and all branch libraries established under its jurisdiction.

ARTICLE X

Section 1. DISSOLUTION OF THE LIBRARY: Upon the dissolution of the Library, the Board shall, after paying or making provision for the payment of all of the liabilities of the Library, dispose of all of the assets of the Library exclusively for the purposes of the Library in such manner, or to such organization or organizations organized and operated exclusively for charitable educational, religious or scientific purposes as shall at the time qualify as an exempt organization or organizations under Section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law), as the Board shall determine. Any such assets not so disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the Library is then located, exclusively for such purposes or to such organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

ARTICLE XI

Section 1. AMENDMENTS: These bylaws may be amended at any regular meeting of the Board with a quorum present, provided the amendment was stated in the call for the meeting. Notwithstanding the requirement for a quorum to be present, approval of bylaw amendments must receive five (5) affirmative votes at any such meeting.

Approved: February 13, 2023