

Lycoming County Library System Board

By-Laws

Article I. Name

Section 1. This organization shall be called the Lycoming County Library System Board, hereinafter referred to as the Board, having been created March 4, 1982 by Resolution of the Lycoming County Commissioners and existing by virtue of the provisions of the Pennsylvania Code, Title 22, Education, section 141.24, Library Systems.

Article II. Purpose of the Board

Section 1. The purpose of the Board shall be to provide a secure future for the provision of library services throughout Lycoming County and to provide a sound plan for future library funding and development.

Section 2. In pursuit of the aforesaid purpose, the Board shall exercise the powers and authorities and assume the responsibilities delegated to it as enumerated in Minimum Standards for Library Systems Receiving State Aid.

1. To have written agreements of participation between the System Board and each local library which is a member of the System in which the obligations, services and contributions of each party shall be stated.
2. To have and file with its local agencies and the State Library a written plan for System-wide service and development.
3. To ensure that the annual operating expenditures of the total System are equivalent to the state aid for the total population and the amount of local effort necessary to qualify for that aid.
4. To make sure the System is an agency of county government.
5. To make written financial and statistical reports at least four times a calendar year to funding agencies and member libraries.
6. To commit the System by resolution to participation in the District Center Program.
7. To develop a written statement differentiating between the functions of the Board and the administrator.

8. To develop criteria for membership and adopt policies that will be applicable throughout the System.
9. To review plans for new construction, remodeling, etc.
10. The System Board is responsible for applying for, receiving and disbursing state aid and county support and will make policies for this purpose.

Article III. Membership of the Board

Section 1. There shall be up to nine (9) members of the Board. All members shall be appointed by the County Commissioners. One member shall be appointed to represent each of the six member libraries and the seventh will represent county government and the eighth and/or ninth will represent the county residents at-large.

Section 2. Vacancies shall be filled for unexpired terms.

Section 3. Appointments shall be made so that terms of office begin January 1st and run for three-years subsequent to the January 1996 terms which provide for two one-year terms, three two-year terms, and two three-year terms. Alternates may attend meetings in the absence of members but may not vote.

Section 4. Any member may resign by submitting a letter to this effect to the Secretary of the Board.

Section 5. Any member unable to attend two successive regular meetings of the Board, unless excused by the President or his/her designee, shall be considered to automatically resign.

Article IV. Officers of the Board

Section 1. The Officers of the Board shall be a President, Vice-President, Secretary, Treasurer and such other officers as the Board deems advisable.

Section 2. The Officers shall be elected from among the members of the Board at the first meeting of the Board in alternate calendar years and will remain in office until their successors have been elected.

Section 3. The full term of office for all officers shall be two-years.

Section 4. The President shall preside at all meetings of the Board, authorize calls for any special meetings, appoint all committees, execute all documents authorized by the Board, serve as an ex-officio member of all committees, and

generally perform all duties associated with that office, including the rendering of reports to the Board of County Commissioners.

Section 5. The Vice-President in the event of the absence or disability of the President, or of a temporary vacancy in that office, shall assume and perform the duties and functions of the President.

Section 6. The Secretary shall keep a true and accurate record of all meetings of the Board, shall advertise and issue notices of all regular and special meetings, and shall perform such other duties as are generally associated with the office or are directed by the Board.

Article V. Meetings

Section 1. Regular meetings of the Board shall be held no less than four (4) times during a calendar year, the date, time and place to be determined at the beginning of each calendar year.

Section 2. Special meetings of the Board may be called by the Secretary at the direction of the President or at the request of four (4) members of the Board.

Section 3. The date, time and place of regular and special meetings of the Board shall be advertised in a newspaper of general circulation.

Section 4. Roberts Rules of Order, Newly Revised, shall provide the parliamentary authority for the Board except where they are inconsistent with these by-laws.

Section 5. A quorum for the transaction of business at a regular or special meeting shall consist of five (5) members.

Section 6. A majority vote of the Board shall be required to approve or disapprove any proposal presented for action by the Board.

Section 7. The President of the Board shall vote upon all proposals presented for action and may move or second a proposal presented for action.

Article VI. System Administrator

Section 1. The System shall be administered by a certified professional librarian with at least two-years of public library experience, including some supervisory experience or its equivalent. The services of a system administrator may be obtained through terms of the agreement between the System headquarters library and the Board. The system administrator shall be responsible for the preparation and submission of all necessary plans, reports and documents required by the State Library and county government.

Article VII. Committees

Section 1. The President may appoint committees of one or more members each from among the members of the Board for such specific purposes as the business of the Board may from time to time require.

Article VIII. Amendments

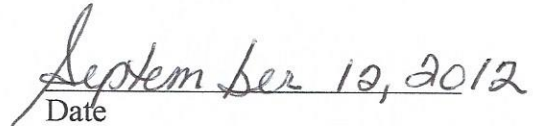
Section 1. Written notice stating any proposed amendment to the by-laws shall be provided to all members of the total Board at least ten (10) days prior to the meeting at which action is to be taken on any amendment.

Section 2. The by-laws may be amended only by a majority vote of the Board.

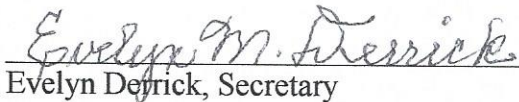
Approved by the Lycoming County Library System Board.



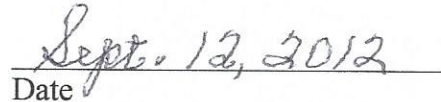
Louise Eakin, President



Date



Evelyn Derrick, Secretary



Date

Revised: August 14, 2012