

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. The organization shall exercise the powers and authority and shall assume the responsibilities designated to it under said Statute.

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. To apply for, receive and disburse state aid and county support and to 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, 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 from member library boards may attend meetings in the absence of the County Commissioner-appointed member but may not vote.
- Section 4.** All Board members shall be full-time residents of Lycoming County.
- Section 5.** Any member may resign by submitting a letter to this effect to the Secretary of the Board. When the office of a Board member becomes vacant for any cause, the County Commissioners will be notified to promptly fill the unexpired term.
- Section 6.** Any member unable to attend two successive in-person or virtual regular meetings of the Board, unless excused by the President or their designee, shall be considered to automatically resign.
- Section 7.** Each Board member shall attend no fewer than two (2) meetings in-person each year.
- Section 8.** Each Board member shall attend a Board orientation provided by the Lycoming County Library System once during the first year of their first term of office. Each Board member shall actively participate in continuing education opportunities from the Lycoming County Library System, North Central Library District, or the Office of Commonwealth Libraries.

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.
- Section 7.** The treasurer, shall be the disbursing officer of the Board and shall perform such duties as are generally associated with said office. In the absence or inability of the Treasurer, their duties shall be performed by such other members of the Board as the Board may designate.

Article V. Meetings

- Section 1.** Regular meetings of the Board shall be held no less than four (4) times during a calendar year with 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) Board members. A quorum must be sustained throughout all business transactions.
- Section 6.** A majority vote of the Board members present 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.
- Section 8.** A vote by phone shall be acceptable via conference telephone call; in which case, the meeting must be conducted in such a way that all members participating can hear each other at the same time.
- Section 9.** A vote by e-mail shall be acceptable; to conduct an e-mail vote, a message is sent to the voting membership stating exactly what is to be voted on and the subject line (or equivalent) should contain the term "ballot."

If a vote is to be counted, the ballot should clearly designate the choices:

- I vote Yes.
- I vote No.
- I abstain.

Any vote by e-mail shall be carried by unanimous consent. If unanimous consent is not reached, the question shall roll over to a deliberative meeting.

Article VI. System Administrator

- Section 1.** The Board shall be assisted in the performance of its duties by the System Administrator. The Administrator shall be hired by the James V. Brown Library Board of Trustees, where the System Headquarters resides, with a recommendation from the System Board. The System shall be administered by a certified professional librarian who meets the minimum requirements for this position as specified in Title 22, Education, section 141.24 of the *Pennsylvania Code*.
- Section 2.** The Administrator shall be the executive officer of the System on behalf of the Board and shall function within the policies, procedures, and budgeted appropriations established by the Board. The Administrator shall advise the Board on matters related to policy-making, planning, and compliance with library system standards established in *The Public Library Code* and Title 22, Section 141.24 of the *Pennsylvania Code*.

Section 3. The Administrator shall be held responsible for the proper direction and supervision of the staff, for the care and maintenance of System property, and for the System headquarters financial operation within the limitations of the budgeted appropriations. The system administrator shall be responsible for the preparation and submission of all necessary plans, reports and documents required by the Office of Commonwealth Libraries 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 and all member library directors 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.

Article IX. Dissolution

Section 1. Upon the dissolution of the corporation or the organization, the Board of Directors or governing staff shall, after paying or making provision for the payment of all the liabilities of the corporation or organization, dispose of all the assets of the corporation or organization in such manner, or to such organization(s) organized and operated exclusively for charitable, education, religious, or scientific purposes as shall at the time qualify as an exempt organization(s) under section 501(c)(3) of the Internal Revenue Code of the 1954 (or corresponding provision of any future United States Internal Revenue Law), as the Board of Directors or governing staff 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 corporation or organization is then located, exclusively for such purposes as said Court shall determine, which are organized and operated exclusively for such purposes.

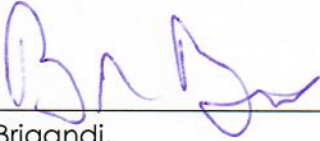
Approved by the Lycoming County Library System Board on December 10, 2024



Diane Eck,
Lycoming County Library System President

12-12-24

Date



Ben Brigandi,
Lycoming County Library System Secretary

12/12/24

Date