

BY-LAWS

NEWTOWN PUBLIC LIBRARY

(as amended 9/15/2005)

ARTICLE I. Organization.

The affairs of the Newtown Public Library, established by Resolution #15, on the 13th day of August 1973, shall be under the exclusive control of a board of Library Directors to be composed of not less than five, not more than seven members. The municipal officers shall appoint the members, and fill any vacancies occurring from any cause. The first appointees shall be appointed as nearly as possible, one-third for one year, one-third for two years and one-third for three years. All appointments thereafter will be for terms of three years. Vacancies shall be filled for unexpired terms. No member of the board shall receive any salary for his or her service as such.

If, at some future date, the library shall cease to exist, upon dissolution of the Library, the Library Board of Directors shall, after paying or making provisions for the payment of all the liabilities of the Library, dispose of all the assets of the Library exclusively for the purposes of the Library in such manner, or to such organization(s) organized and operated exclusively for charitable, educational, 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 1986 (or corresponding provision of any future United States Internal Revenue Law), as the Board of Directors shall determine. Any such assets not so disposed of shall be disposed of by the Court of Common Pleas of Delaware County, Pennsylvania, exclusively for such purposes or to such organization(s), as the court shall determine, which are organized and operated exclusively for such purposes.

ARTICLE II. Officers.

Section 1. A President, Vice President, Secretary, and a Treasurer shall be nominated and elected from among directors at the annual meeting.

Section 2. They will serve a one year term until their successors are duly elected at the January meeting.

Section 3. The President shall preside at all meetings, call special meetings, appoint committees, serve as ex-officio voting member of all committees, and generally perform all duties associated with that office.

Section 4. The Vice President will assume the role of President if the President is absent.

Section 5. The Secretary will keep true and accurate records of all meetings of the board, issue notices of all regular and special meetings, and other duties associated with that office.

Section 6. The Treasurer is the officer overseeing the financial operation of the Library. All bills are paid by check or electronic fund transfer and all checks shall be signed by two of four persons so designated on the bank resolution. The treasurer shall submit written monthly financial reports to the board. An audited report shall be submitted no later than one hundred eighty days after the annual meeting. The budget must be completed, adopted by the board and submitted to the Board of Supervisors of Newtown Township by October 1st of each year. The Treasurer shall be bonded in an amount to be determined annually by the board.

ARTICLE III. Meetings.

Section 1. The regular meetings shall be held once a month, the place, the date and the hour to be set by the board at its annual January meeting. The regular meeting shall be open to the public.

Section 2. If any individual board member is not present at three consecutive regular meetings, the board will call a vote to decide whether to request the resignation of said member.

Section 3. The order of business shall include but not be limited to the following items:

- a. Member roll call
- b. Disposition of minutes from previous meetings.
- c. Treasurer's report
- d. Committees' reports
- e. Communications
- f. Unfinished business
- g. New business
- h. Public questions or comments
- i. Adjournment

Section 4. A quorum for the transaction of business shall consist of five members of the board present. If vacancies exist on the board, the quorum shall consist of a simple majority of the remaining board members.

Section 5. Conduct of meetings: Proceedings of all meetings shall be governed by Robert's Rules of Order, with the exception that the President may vote upon and may move or second any proposal before the board. An affirmative vote of the majority of all members of the board present at the time shall be necessary to approve any action taken by the board.

ARTICLE IV. Committees

Section 1. The President shall appoint committees of one or more members each for such specific purposes as the business of the board may require from time to time. The committee shall be considered to be discharged upon the completion of the purpose for which it was appointed, and after the final report is made to the board.

Section 2. All committees shall make a progress report to the library board at each of its meetings.

Section 3. No committee will have other than advisory power unless, by suitable action of the board, it is granted specific power to act.

ARTICLE V. Amendments

Section 1. The by-laws may be amended by a two thirds vote of all members of the board, provided written notice of the proposed amendment shall have been distributed to all members at least ten days prior to the meeting at which such action is proposed to be taken.

January 2010

DUTIES & RESPONSIBILITIES OF THE LIBRARY BOARD

1. To employ a competent and qualified librarian.
2. To determine the purpose of the library and to adopt written policies to govern the operation and programs of the library.
3. Determine the program and needs of the library in relation to the community and to keep current of standards and library trends.
4. Secure necessary funding sources to keep the library fiscally sound.
5. To establish, support and participate in a planned public relations program.
6. To assist in the preparation of the annual budget, and approve the final document.
7. Be familiar with local and state laws, and actively support library legislation on the State and Federal level.
8. To establish among the library policies those dealing with book and materials selection.
9. To attend all board meetings and see that accurate records are kept on file at the library.
- 10 To attend regional, state and national trustee meetings and workshops. Affiliate with appropriate professional organizations that may benefit the library.
11. To be aware of the services of the state library.
12. To report regularly to the governing officials and the general public.

MISSION
STATEMENT

of the

NEWTOWN PUBLIC LIBRARY

The Newtown Public Library provides quality library services by offering a variety of resources, programs, and services that help meet the educational, informational, and recreational need of the community and promotes the values of literacy and lifelong learning.