

BYLAWS NEWTOWN PUBLIC LIBRARY

ARTICLE I. Organization.

Section 1. The affairs of the Newtown Public Library shall be under the exclusive control of a board of library directors, to be known as the Board of Trustees. The Board shall be composed of not less than five (except in the case of vacancy), nor more than seven members.

Section 2. 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.

Section 3. No member of the Board shall receive any salary for his or her service as such.

ARTICLE II. Officers

Section 1. A President, a Vice President, Secretary, and a Treasurer shall be nominated and elected from among the Trustees 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 an ex-officio voting member of all committees, and generally perform all duties associated with that office.

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

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

Section 6. The Treasurer is the officer overseeing the financial operation of the Library.

- a. All bills are paid by check, credit or debit card or electronic fund transfer and all checks shall be signed by two persons, one of whom will normally be the library director and the other(s) a Trustee or Trustees so designated on the bank resolution.
- b. The Treasurer shall submit written monthly financial reports to the Board.
- c. A report of independent auditors shall be submitted no later than one hundred eighty days after the annual meeting, such report to be either a review or audit when and as required by law.
- d. The budget must be completed each year when required by the Township officials; provided that the budget may be revised even after it is adopted.
- e. The Treasurer shall be bonded in an amount to be determined annually by the board.

ARTICLE III. Meetings

Section 1. The place, date and hour of regular meetings of the Board shall be set by the Board at its annual January meeting. Regular meetings will occur monthly unless a different schedule is adopted by the Board at its annual meeting. The regular meetings 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. Library director's report
- e. Committees' reports
- f. Communications
- g. Unfinished business
- h. New business
- i. Public questions and comments
- j. Adjournment

Section 4. A quorum for the transaction of business shall consist of a simple majority of the board members then in office.

Section 5. One or more Trustees may participate in a meeting by means of telephone or other telecommunications device, provided that all Trustees participating in the meeting are able to hear one another and fully participate.

Section 6. The Board may act, in lieu of a meeting, by unanimous written consent signed by all Trustees.

ARTICLE IV. LIBRARY DIRECTOR

Section 1. The Board will retain the services of a library director to oversee the Library and manage its day to day operations.

Section 2. The library director will report to the Board of Trustees and, subject to such limitations as may be established by the Board from time to time, serve as its chief executive officer. As such, the library director will see to the safe, proper and efficient operation of the Library, including but not limited to: managing staff; ordering materials and supplies; certifying hours worked to the payroll company; preparing reports and assuring that all reports and filings are made on a timely basis; assisting on fundraising activities; interfacing with Township officials; maintaining relations with other libraries, operating within budget and advising the Board when expenses will overrun budget: and bringing to the attention of the Board matters that the Board ought to be aware of in order to properly discharge its duties. The library director will prepare a monthly report to the Board and normally will attend all meetings of the Board.

Section 3. During such time as the office of library director may be vacant, the Board may appoint an interim director, who may be a member of the existing staff, but who will not necessarily have all of the duties of the library director.

ARTICLE V. 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 Board of Trustees 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 VI. Amendments and Concluding Provisions

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 the members at least ten days prior to the meeting at which such action is proposed to be taken.

Section 2. The Library was established by Resolution #15, on the 13th day of August 1973. If, at some future date, the library shall cease to exist, upon dissolution of the Library, the Board of Trustees, shall, after paying or making provisions for the payment of all 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(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 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.