

## BY-LAWS OF THE BOARD OF TRUSTEES of the GREENE COUNTY LIBRARY SYSTEM

### Article I – Name

The name of this organization shall be the Greene County Library System.

### Article II – Purpose

The purpose of the Greene County Library System is to establish and maintain free public libraries for all residents of the County of Greene; to maintain a headquarters unit and appropriate associate member libraries in Greene County, Pennsylvania; to act as the sole conjoined county library system under the provisions of the Pennsylvania Public Library Systems Standards and Guidelines for Pennsylvania Public Library Systems information memorandum #78-18 of June 1978, and provided that the members of said County System shall abide by and support the Constitution and laws of the United States of America and the Commonwealth of Pennsylvania.

The purpose of the Board of Trustees is to establish and implement such policies with respect to administration, finance, personnel, property, and publicity pertaining to the business of the Greene County Library System as may best ensure the development and effective functioning of free public library services in accordance with the needs of the residents of the County of Greene and the mandate established by the provisions of the Pennsylvania Public Library Code of June 14, 1961 (P.L. 324) as amended and revised 2012.

### Article III – Service Area

The service area for the Greene County Library System, under the provisions of the Pennsylvania Public Library Code of June 14, 1961 (P.L. 324) as amended, shall consist of the entire service area of the County of Greene.

### Article III – Membership

The member libraries of the Greene County Library System are the Eva K. Bowlby Public Library and the William F. and Mary A. Flenniken Public Library, which said libraries by mutual agreement and in agreement with the Commissioners of Greene County did establish the Greene County Library System in 1976 by resolutions.

### Article IV – Authority

**Section 1.** The authority of the general governance of the County System shall be vested in a Board of Trustees. The duties of the Board shall be: to study and approve the system budget annually; to approve system grant proposals and help with writing them, as needed; to make presentations to funding agencies on behalf of the System, with the assistance and recommendations of member boards and staffs; to supervise the disbursement of all System

funds, according to a formula devised by a joint committee of the member library boards; to write a long-range plan and update it annually; to develop methods to be used in evaluating yearly progress; to pursue new fund-raising plans and ideas; to plan and assist in coordinating county-wide library activities; to help to publicize library activities and needs; to investigate needs and help to plan for improved service to under-served areas of the county; to define duties of system administrator; to adopt bylaws for board procedures; and to introduce new system policy and procedures; and following approval by all library boards, initiate new system policies and to initiate those policies developed and approved by all member library boards.

**Section 2.** The seven-person Board of Trustees shall be made up as follows:

- 2 of its board members and one member at large nominated by the Eva K. Bowlby Library Board of Trustees and appointed by the County Commissioners.
- 2 of its board members and one member at large nominated by the Flenniken Library Board of Directors and appointed by the County Commissioners.
- 1 County Commissioner or commissioners' delegate.

Members at large should be selected from persons known to be interested in libraries and who have expressed a willingness to serve. Each member will serve a three-year term and may not serve more than two terms in succession. Terms of library board members must be staggered so that both from a particular library do not serve the same three-year term. In the event of a vacancy on the board, the unexpired term of that trustee shall be filled by appointment. The new trustee should be nominated by the organization which nominated the vacating trustee.

**SECTION 3.** The Board of Trustees shall elect a Chair, a Vice-Chair, a Secretary, and a Treasurer from among themselves for a term of one year, each of who shall be eligible for re-election to the same office for one successive term.

**SECTION 4.** Since the Real Estate and the majority of the funds of both present member libraries are from private gifts and endowments, the respective Boards of Trustees cannot abrogate their responsibility and therefore the System Board can have no jurisdiction over the Real Estate or endowment and gift funds, or personal property now owned or hereafter acquired through endowments or gifts.

**SECTION 5.** System funds shall be comprised of funds from State, County, county-wide organizations, major foundations, and corporations. All other funds shall be considered local funds belonging to the member library that receives them.

**SECTION 6.** All funds allocated to each member library by the agreed upon formula must be dispersed to the member libraries since each library by becoming a member of the Greene County Library System acquires and retains the right to its negotiated share of funds.

**SECTION 7.** The Chair of the system board shall preside at all meetings of the Board, shall authorize all calls for special meetings except as specified in Section 8, shall appoint all committees, shall execute all documents authorized by the system board, shall serve as an ex officio member of all committees, and shall generally perform all duties associated with that office.

**SECTION 8.** Any three trustees may call a special meeting by written request to the Chair and the Secretary. The Secretary shall then call a special meeting within the time frame of the request.

#### Article V – Duties of Officers and Staff

**SECTION 1.** Chair: The Chair of the system board shall preside at all meetings of the Board, shall authorize all calls for special meetings, shall appoint all committees, shall execute all documents authorized by the system board, shall serve as an ex-officio member of all committees, and shall generally perform all duties associated with that office. In addition, the chair shall collaborate meeting agenda in consultation with the system administrator, keep abreast of activities as well as problems at member libraries; represent the county library system in the community, see that board duties, such as long-range planning, evaluations, and fund raising, are carried out; appoint committees, as desired; see that system reports, budgets, and other requirements are met at the proper time; be authorized to sign checks.

**SECTION 2.** Vice Chair: Serve in place of the Chair when necessary; share administrative, public relations, and advocacy duties with the Chair, and be authorized to sign checks.

**SECTION 3.** Secretary: Take minutes of meetings, and distribute them to board members; and be authorized to sign checks.

**SECTION 4.** Treasurer: Be aware of the finances of the system, be prepared to answer questions of the Board of Trustees; sign system financial reports, as necessary; provide figures, information, and assistance in writing system grant proposals, and be authorized to sign checks.

**SECTION 5.** System Administrator: Must be a certified professional librarian with at least two (2) years public library experience including supervisory experience or equivalent. (Pa Library Code 141.24 (f)(2)) Attend system board meetings; report to board on system activities; provide any information about system activities required by the board; assist in writing the long-range plans and goals; assist in evaluation of progress in carrying out plans; assist in preparing reports; initiate system grant proposals; work with member libraries for continuing and improved cooperation in meeting the goals of the system.

**SECTION 6.** A Trustee of the system shall, to the maximum extent permitted by the laws of the Commonwealth of Pennsylvania, have no personal liability for monetary damages for any action taken, or any failure to take action as a Trustee; provided, however, that this provision

shall not eliminate the liability of a Trustee in any case where such elimination is not permitted by law.

#### Article VI – Meetings

Regular meetings of the Board of Directors of the Greene County Library System shall be held at least quarterly. The Board of Directors may set meeting dates and times and any additional meetings they deem necessary. The annual meeting for purposes of reorganization and elections shall be in May.

#### ARTICLE VII – Rules of Order

On all points of order shall follow the latest edition of Robert’s Rules of Order and adhere to the Pennsylvania Sunshine Law.

#### ARTICLE VIII - Dissolution

In the event of a dissolution of the Greene County Library System, or the withdrawal of any member library from the Greene County Library System, the withdrawing library shall be entitled to withdraw its real estate, its endowment funds, its records and all items of personal property of the disassociating library.

#### ARTICLE IX - Amendments

The approval of all member library boards is required to amend these By-Laws. Each member library board must meet separately to approve amending these By-Laws. The unanimous approval of the member libraries is required for amendment.

#### ARTICLE X - Powers

The Greene County Library System Board shall receive and disburse all county and state funds and generally oversee the financial administration of the county system, receiving and approving reports and clarifying all expenditures on behalf of the system. The GCLS shall establish policies and standards for the system to assure meeting state requirements and other policies and standards as it deems necessary. The GCLS shall also operate on a fiscal year of January 1 – December 31.

#### Article XI - Committees

The chair may appoint whatever committees may be necessary to deal effectively with the business of the county system. Reports of all such committees shall be made to the system board at each meeting, and to the Board of Trustees of each member library.

## ARTICLE XII - General

**SECTION 1.** An affirmative vote of the majority of the members of the board present and voting shall be necessary to approve any action before the board. The chair of the board may move, second, or vote on any matter before the board.

**SECTION 2.** Any rule or resolution of the board, whether contained in these by-laws or otherwise, may be temporarily suspended in connection with business at hand, but such suspension to be valid may only be taken at a meeting at which two-thirds of the members of the board shall be present, and with two-thirds of those present in approval. Such suspension shall not be used to amend these by-laws.

**SECTION 3.** No board member shall be absent from more than two meetings in succession and retain his seat on the board unless excused by board action.

**SECTION 4.** Checks issued from any system bank account must be signed by two of trustees listed on the account. The System Administrator is also listed on the account and may sign when a second trustee is unavailable.

**SECTION 5.** A quorum for the transaction of business at any board meeting shall consist of a majority of the members of the board, said members being present in person.

**SECTION 6.** Removal – Any Trustee may be removed from such office, with or without cause, by a five-sevenths vote of the trustees at any regular or special meeting of the Board called expressly for that purpose.

**SECTION 7.** These by-laws may be amended by a majority vote of all members of the board, providing written notice of the proposed amendment shall have been distributed to all members of the board at least ten (10) days prior to the meeting at which action on the proposed amendment is to be taken. No amendment shall conflict with the Constitution and laws of the United States of America and the Commonwealth of Pennsylvania, nor shall such amendment conflict with the Constitutions of the respective member library boards.

Approved GCLS Board of Trustees – March 30, 2015  
Correction completed and approved May 18, 2015