

BYLAWS

of the

Oakmont Carnegie Library Board of Directors

Preamble: The Board of Directors of the Oakmont Carnegie Library (Board) have established these bylaws to ensure smooth operation of all Board business and activities and to work with The Borough of Oakmont to insure the maintenance and safety of the physical plant of this historic landmark. Recommendation from the Commonwealth of PA and the Allegheny County Library Association is that each Library Board Member attend one (1) hour of a continuing education (CE) class annually.

Purpose/Duties: The purpose of the Board is to:

- Support the on-going mission of the Library and the Library staff
- Provide general guidance and community feedback to the Library Director's operation of the Oakmont Carnegie Library (Library);
- Conduct and supervise fund-raising;
- Vigorously champion the programs before the community and Oakmont Borough Council (the Council).
- Interview Library Director candidates and communicate their suggestions to the Borough Manager for final approval by Council.
- Review the annual budget prior to submittal to Council for approval.

Composition: The Board is composed of seven (7) Oakmont residents and one (1) Verona resident who all have voice and vote on the Board. The Library Director (Director) participates in all Board meetings in an advisory capacity.

Meetings: The Board meets the second Wednesday of every month, except February and August. Meetings are held in the library and begin at 6:30 p.m. A quorum of 5 voting members must be present to conduct business requiring a vote. Ad hoc meetings may be added at the Board's discretion. Board meetings are advertised in a circulated news outlet and on the Borough's website in keeping with the Sunshine Law of the Commonwealth of Pennsylvania. **65 Pa.C.S.A. § 709.**

Several days prior to the meeting, the Director distributes meeting materials to Board members for review. Materials include the Director's report, the Board Chair's report, minutes of the previous meeting, financial reports, reports from staff, a consent agenda, and any other materials supporting agenda topics.

Meetings are conducted via Robert's Rules of Order. Board members are expected to attend all meetings. If unable to attend, the member is responsible for notifying the Chair and Director. If absences are excessive, the Board has the option to remove them.

Board Membership and Terms: When there is an opening on the Board, the Board Chair notifies the Borough Manager of Oakmont (Manager). The Manager puts a notice on the Borough's website,

notifying residents of this volunteer opportunity. Notices are also posted in the library and on social media. Applications can be submitted to the Borough at any time, whether there is an opening available. The Manager collects the applications and sends them to the Board Chair. The applicant is interviewed by members of the Board and the Director, and their candidacy is voted on. If accepted, the Board Chair notifies the Manager to seek approval of Council. The Manager sends a notification letter to the applicant if the Council approves their board membership. The applicant is invited to appear before the Council to be introduced and sworn in. After being sworn in, the new Board member can attend their first Board meeting. The Board Chair notifies each of the applicants who were not selected.

Sometimes, the Borough or the Board Chair may receive membership applications. The Board Chair notifies the applicant of openings on the Board. Applications should be kept on file.

Board members shall be dismissed from the Board immediately in instances of criminal conviction.

Should a board member be dismissed or resign, the Chair shall notify the Manager to initiate the board member replacement process.

Term length for Board Members is five (5) years. Near the end of their term, the Manager notifies the Chair. The Chair contacts the members to gauge their interest in renewing their membership. Members can re-up for one more 5-year term, via notification to the Manager. Board members may have a maximum of 2 consecutive 5-year terms. The Board Chair tracks board membership terms.

Board Officers: The Board shall have a Chair, Vice-Chair, and a Secretary elected annually by majority vote of the Board membership. Board members may assume roles reflecting the needs of the Library and the Board. This may include, but is not limited to fundraising manager, Library treasurer, and physical plant advisor.

Election/Appointment Process: Annually, Board members who wish to assume a role as an officer shall notify the Director to have their name put on the slate of officers, which is voted on at the December Board meeting. Officer term limits begin at the January Board meeting.

Officer Roles and Responsibilities:

- A. The Board Chair is responsible for:
 - 1. Managing smooth operation of Board meetings
 - 2. Collaborating with the Director on library operations/concerns.
 - 3. Providing Board members with information about opportunities for growth and development
 - 4. Appearing at Council meetings when library matters are on the agenda
 - 5. Attending ad-hoc meetings as necessary
 - 6. Communicating important updates/concerns to Board members and Library staff when necessary
- B. The Vice Chair is responsible for leading Board meetings in the Chair's absence.
- C. The Secretary is responsible for taking minutes at Board meetings.

Review and Amendment of Bylaws: The Board will review the bylaws annually and make amendments as needed. The Bylaws will be approved annually by the Board. A copy of the bylaws will be on file at the Council office.

Adopted: 9/2017

Revised: 6/2023