

## Section 1.2

### Library Board Officers & Committees

The Greenville Area Public Library bylaws define the duties of the board officers, typically the President, Vice President, Secretary and Treasurer. Such officers are elected at an annual reorganization meeting and serve for a period of one year. Officers may be re-elected for up to the extent of their term on the Board.

#### President:

- The **president presides at all meetings of the board**, and is responsible for the proper conduct and effectiveness of such meetings. They authorize the call for any special meetings, appoints committee members, executes all documents authorized by the board and generally performs all duties associated with that office. The **president also serves as the primary liaison between the board and the director**.
- The **president is the board's leader**. The board must always function as a team and it is the role of the president to promote teamwork among board members. It is their duty to run board meetings, making sure all board members have an equal voice in board matters, and ensuring the board follows its meeting agenda. The president has no more authority than any other individual member except in those instances where they are empowered by the board to act on its behalf regarding a specific issue.
- The **president assigns board members to committees or to investigate other board matters** and is usually an ex officio member of any committee. They are usually the board's public voice, speaking for the board at budget hearings, community affairs, and to the media.
- The **president is the director's conduit to the board** and works with the director to set meeting agendas, handle matters that come up between meetings, and discuss joint concerns with the director.

#### Vice President:

- The **vice president assumes the duties of the president in their absence**.
- The vice president is often a president-in-training and traditionally serves as a backup for the board president in the event of their absence. In addition to stepping in for the board president, the **vice president should accept extra assignments such as chairing a committee or presiding over various functions** to help prepare for the possibility of moving to the presidency position when the president completes their term.

#### Secretary:

- The **secretary is responsible for an accurate and timely record of all meetings of the board**, issues notice of all meetings, and performs other duties associated with that office.
- The **secretary is responsible for making sure that the minutes are properly maintained and accurately reflect the business addressed during the meeting**.

#### Treasurer:

- The **treasurer is responsible for ensuring that the library's financial functions conform to the letter of the law and meet all reporting requirements**.
- It is not uncommon in many libraries for staff members to take on tasks that have traditionally been done by the board treasurer. This would include keeping the board informed of financial activities, writing checks and handling the books.
- The **treasurer is required by Pennsylvania law to be bonded**, even if the position no longer keeps the books or pays the bills.

## **GAPL Library Board Standing Committees & Duties:**

Committees can be realigned at the discretion of the Board President. The President and Director serve on all committees.

### **1. Finance and Futures**

- a. Prepares Budget
- b. Recommends and supervises financial policy, salaries and benefits
- c. Contacts outside agencies (boroughs, townships etc...) for financial support
- d. Establishes where the library should be in 5-10 years
- e. Explores best practices and what other libraries are doing and report to the Board;
- f. Surveys staff and public as necessary to determine needs;
- g. Studies survey results;
- h. Presents viable projects to the Board for approval and implementation by appropriate committees

### **2. Policy and Personnel**

- a. Reviews and revises the policies of the library;
- b. Reviews salaries and benefits/recommends any changes;
- c. Reviews and revises personnel policies;
- d. Handles, when necessary personnel requests, complaints, disputes;
- e. Conducts annual performance review of the Director
- f. Oversees how the Board operates;
- g. Reviews bylaws on an annual basis;
- h. Receives bylaw revision requests and recommends bylaw language and content revisions when necessary;
- i. Recruits and receives recommendations for potential Board members
- j. Recommends to the Board those qualified to serve as directors and officers;
- k. Plans the annual January Board retreat at which time goals are set for the new year

### **3. Property**

- a. Ensures work is done to keep facility up;
- b. Recommends and researches maintenance work and new projects;
- c. Helps with soliciting bids for on-going maintenance (mowing, shoveling, cleaning);
- d. Anticipates future maintenance products and expenses

### **4. Fundraising, Events and Programming**

- a. Works with Director to identify and develop grant and fundraising opportunities to support new programming and services as identified by the Director

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- b. Identifies and solicits funds from external sources of support by establishing one fundraising opportunity a year (in addition to the Friends of the Library Fundraisers)
- c. Coordinates with the Friends of the Library to best meet the needs of the library and to ensure proper timing of fundraising events
- d. Works to expand the library's presence and influence, as well as enhance its image and credibility to the public
  
- e. Promotes community awareness of the library's services and resources
- f. Conveys the value of the library membership
- g. Research and implement relevant social media tools
- h. Oversees the programming for the Baughman Community Series to ensure that the building is being used and new people are being brought in
- i. Works with Director and staff to plan, implement and publicize library programs
- j. Informs public about needs and services

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*Approved 5/17/2022*

Greenville Area Public Library Board of Directors