



ACLS Purpose: Connecting people to opportunities that enrich their lives

ACLS Core Values: Excellence, trustworthiness, and stewardship

ACLS Mission: Open gateways for exploration

ACLS Vision: Every life fulfilled

Thank you for your interest in an Associate Trustee Board position for the Adams County Library System (ACLS)! Here is some basic information for your review.

A Summary of the Adams County Library System:

The Adams County Library System, Inc. (the Library) was incorporated in 1945 in the state of Pennsylvania as an independent library serving the citizens of Adams County. It operates a main library in Gettysburg, Pennsylvania with branches in New Oxford, Biglerville, Carroll Valley, and Littlestown, Pennsylvania. The Library also operates an outreach department that services the local area. The Library also serves as a support library, distributing supporting revenues and assisting with collection purchasing for the East Berlin Community Library d/b/a Jean Barnett Trone Memorial Library of East Berlin.

The Library is supported primarily through local and state government support, contributions and investment income. Approximately 70% of the Library's revenues came from public support (state and local government support and contributions) for the year ended December 31, 2017. Without this public support, the Library's ability to carry out its program services would be significantly reduced.

One unique feature of the ACLS is its relationship with the Trone Memorial Library. An agreement is officially entered into by both parties so that library services are provided in a unified manner; however, the Trone Memorial Library is independently governed and operated by a local Board of Directors.

Please find attached details about the ACLS:

- Structure and Organization
- Board and Officer Duties
- Standing Committees and Duties
- Conflict of Interest Statement
- Confidentiality Agreement
- Board Code of Conduct
- Organizational Chart
- Board Calendar
- By-Laws

Again, thank you for your interest. Please let me know if you have any questions.

Sincerely,

Karen Arthur,
ACLS Nominating and Membership Chair

Chapter 2 - Structure and Organization

Establishment of the Organization 2.1

The Adams County Library System (ACLS) is established as part of a state-wide system of local Libraries, made possible by enabling legislation of the General Assembly of Pennsylvania when it enacted the Library Code 24 PA C.S. Section 9301 et seq. The board of trustees (board) is established as the authority to operate the ACLS as indicated in Library Code and in accordance with board policies.

The ACLS will conduct itself in accordance with the laws of the Commonwealth of Pennsylvania, the mandates of the Pennsylvania Library Code, the standards as established by Pennsylvania Library Code and board policies to assure it accomplishes its stated mission.

Authority of the Board of Trustees 2.2

Each member of the ACLS board of trustees, together with other members of the board, is responsible for establishing the operation of the system. All members of the board share in a joint and collective authority, which exists and can only be exercised when the group is in session.

Board Member Commitment 2.3

Serving as a board member of the ACLS involves a special commitment. To meet that commitment, board members are expected to act as follows.

- Adhere to the library's core values, mission, and vision.
- Be a resident of Adams County, 18 years or older, nominated by ACLS board of trustees, and appointed by the Adams County Commissioners.
- Be an ACLS library card holder in good standing.
- Must be able to qualify for a Pennsylvania Child Abuse History Clearance (good for 5 years) and Pennsylvania State Police Criminal Record Check (good for 5 years), plus complete Pennsylvania Mandated Reporter training (only need to complete once). ACLS will pay any applicable fees.
- Attend and actively participate in all the board's meetings and notify the appropriate person of anticipated absence.
- Participate fully in board and committee meetings.
- Serve on at least one ACLS committee.
- When absent from a meeting, review minutes and results of the missed meeting.
- Become familiar with the provisions of the by-laws, this manual, system financial matters, and system policy.
- Become a member of the Friends of the Adams County Library System, New Oxford Friends, or the Littlestown Friends.
- Make an annual donation that is meaningful to you or participate in fund raising activities.
- Act only with the full board, not individually unless authorized to do so by the full board.
- Speak for the full board only when the full board sanctions their doing so.

Board Duties 2-4

The ACLS board as a collective body is charged with the following responsibilities.

- Establishing policies and strategic plans for the system.
- Approving the annual budget and making sure new board members are properly informed with respect to the various financial matters of the system such as sources of income, operational costs, debts and mortgages, insurance, budget, salaries, and endowment.
- The payment of all bills and the incurring of debt.
- Ensuring staff are paid a wage scale commensurate with that of the community and other public libraries.
- Endeavoring to secure funding to meet approved budget expenses by initiating and implementing various fund-raising efforts.
- Engaging a qualified entity to complete an independent annual audit of all accounts to be completed no later than September 30.
- Hiring and managing the executive director, including setting goals and annually evaluating performance.
- Authorizing contracts with a total financial commitment over \$25,000.
- Recruiting qualified and effective trustees and associate trustees.
- Conducting the business of the board in accordance with the provisions of the by-laws of the system and Robert's Rules of Order Newly Revised.

Board Officer Duties 2.5

The officers of the board of trustees consist of: President, Vice President, Secretary and Treasurer. The duties of each office are as follows.

Board President Duties

- Preside at board meetings.
- Administer board business in accordance with the provision of the by-laws of the system and Roberts Rules of Order Newly Revised.
- Appoint the following standing committees and committee chairs: Executive, Finance, Administration/Operations, Board Membership/Nominating, and Planning and Development.
- Appoint ad hoc committees as necessary to fulfill board responsibilities.
- Serve as an ex officio member of all committees with full voting rights.
- Act for the board in maintaining liaison with the executive director except where other board members are so specifically charged.

Vice President Duties

- Preside at meetings when the president is absent.
- Carry out the duties and responsibilities of the president should the president, because of absence, incapacitation, or other reasons, be unable to perform the president's usual role.

Secretary Duties

- Be responsible for the minutes of the board meeting and for notes of Executive Committee meetings.
- Act as corresponding officer of the board when requested by the president.
- Act as board parliamentarian.
- Chair the Board Membership/Nominating Committee.
- Serve as presiding officer at regular meetings of the board in the absence of both the president and vice president.

Treasurer Duties

- Chair the Finance Committee and be responsible for notes from committee meetings.
- Assist in the preparation of the annual budget and in the management of the finances of the system.
- At least quarterly present to the board an analysis of the finances about income and expenditures in relation to the budget to date and as projected.
- Prepare a summary of the year's audited finances for presentation at the annual meeting.
- Together with the board president and executive director, arrange for loans as necessary for the operation of the system with Executive Committee authorization.
- The treasurer, in conjunction with the executive director, shall examine annually the system insurance program about adequacy of coverage at economical rates, and report to the board regarding same annually.

Standing Committees and Duties 2.6

The Executive Committee

The elected officers of the board shall constitute the Executive Committee. The president may appoint other members of the board, associate board members, and non-board members to serve on this committee, either as permanent or ad hoc members. Associate board members and non-board members shall serve on the Executive Committee without a vote.

The previous system board president may be appointed to the Executive Committee in the interest of continuity and to benefit from that individual's experience and counsel.

The Executive Committee is responsible for the following.

- Advise the president on those matters which he/she may bring to it for consideration.
- Act on behalf of the board on emergency matters which may occur between board meetings.
- Facilitate accurate and detailed reporting.
- Evaluate the executive director at least annually and report the evaluation to the board by the October meeting.
- Determine salary adjustments and make recommendations accordingly to the board for approval.
- Execute contracts approved by the board, signed by two officers.
- Bear responsibility for monitoring the performance and effectiveness of board members and associate board members, recommending action when it deems necessary.
- Evaluate the executive director at least annually and report the evaluation to the board by the October meeting.
- Appoint an individual to conduct an orientation session for new trustees and associate trustees prior to their participation in regular board meetings.

Administration/Operations Committee Duties

The Administration/Operations/Property Committee, with the executive director, shall oversee the system's property management and be responsible for the following.

- Be aware of any problems concerning buildings, grounds, and vehicles and discuss responsibility for their solution with the executive director.
- Periodically review the various services, policies, practices, and procedures dealing with how the board and its committees should function.
- Make recommendations to the board with respect to changes in present services or the adoption of new or extended services related to the use of the library system by its members.
- Review the staffing requirements of the system.
- Review manuals and make recommendations to the board for amendments thereto.

Board Membership/Nominating Committee Duties

The board Membership Nominating Committee is responsible for vetting worthy candidates for appointment to the board as trustees and associate trustees in accordance with Article IV of the Constitution and By-Laws, taking into consideration demographic and geographical representation of the county, as well as diversity in regard to, but not limited to, age, social economic status, ethnicity, religion, and/or gender. The committee is also responsible for developing and presenting a slate of officers to the board for election. The members of the committee will consist of a minimum of three members and up to five members, chaired by the board secretary.

Finance Committee

The Finance Committee, with the executive director, shall oversee the system's financial resources and be responsible for the following.

- Oversee the finances of the system and participate in the preparation of the annual budget for presentation to the board.
- Review all non-budgeted requests, including those of other committees, and present its recommendations concerning same to the board.
- Recommend to the board appropriate arrangements for the borrowing of money when necessary.
- Work in cooperation with other committees where financing is involved.
- Conduct quarterly budget reviews and take corrective action when necessary.
- Be responsible for the investment and management of funds.
- Facilitate accurate and detailed reporting.

Planning and Development Committee Duties

The Planning and Development Committee, with the executive director, shall oversee the system planning and development and be responsible for the following.

- Strategic planning for stewardship of library donors and gifts.
- Leading community, media, and government relations.
- Providing an integrated approach to identifying persons and organizations to procure funding including grants, donations, and sponsorships.
- Providing information and recommendations regarding proposed library legislation and regulation at the federal and state levels.
- Encourage gifts to the library in the form of annual donations, planned giving, volunteerism, and sponsorships.

ADAMS COUNTY LIBRARY
SYSTEM CONFLICT OF
INTEREST STATEMENT

The Adams County Library system (the "system") was established to provide public library service to the residents and taxpayers of Adams County. The system is a non-profit corporation, and its Articles of Incorporation were filed in 1945. The system has adopted By-Laws, and it is governed by those By-Laws and the applicable State Law.

The purpose of the Conflict of Interest Statement is to set forth the on-going obligation of the Executive Directors, Officers, Members, Employees, and Consultants of the system (each, a "Member") to act in good faith and in the best interests of the system. These obligations arose under the By-Laws and State Law.

No Member of the system shall derive any personal profit or gain, directly or indirectly, by reason of his or her involvement with the system. Each Member shall disclose any personal interest which he or she may have in any manner pending before the system and shall refrain from participation in any decision on such matter.

Any Member of the system who is also an officer, board member, committee member, or staff member of a contractor, vendor, supplier, or other entity (each, an "Agency") that has a relationship with the system shall immediately identify his or her affiliation with such Agency or Agencies. In connection with any system action specifically directed to that Agency, he/she shall not participate in a decision affecting that Agency. Further, such decision must be made and/or ratified by the board of Executive directors of the system, excluding if appropriate, the interested Member.

Any Member of the system shall refrain from obtaining any information or other property of the system for personal or private solicitation purposes at any time during the term of such affiliation.

At this time, I am a board member, committee member, consultant to, or employee of the following organizations:

Now, this statement is to certify that I, except as described below, am not now nor or at any time during the past year have been:

- 1) A participant, directly or indirectly, in any arrangement, agreement, investment, or other activity with any vendor, supplier, or other entity doing business with the system that has resulted or could result in personal benefit to me.

- 2) A recipient, directly or indirectly, of any payments, loans or gifts of any kind or any free service or discounts or other fees from or on behalf of any person or organization engaged in any transaction with the system.

Any exceptions to 1 or 2 above are stated below or attached with a full description of the transactions and of the interest, whether direct or indirect, which I have (or have had during the past year) in the persons or organizations having transactions with the system.

This information is true and correct to the best of my knowledge, information and belief.

Date: _____

Signature: _____

Printed: _____

Appendix 2 -Confidentiality Agreement

Adams County Library
System Confidentiality
Agreement

As a member of the ACLS board, I acknowledge the importance of confidentiality with respect to the affairs of the ACLS. In light of this acknowledgement, I agree to keep confidential, during and after service on the board, all confidential information acquired pertaining to the ACLS and any related activities in the course of membership on the board.

I particularly recognize the sensitivity of information regarding capital decisions, real estate purchases, decisions regarding closures, mergers and other strategic plans that may have impact on the ACLS's position relative to other organizations.

I agree that this confidentiality agreement includes, but is not limited to:

- information pertaining to performance of the ACLS employees including evaluation data, compensation, and grievances and
- issues related to the board's legal, moral and regulatory responsibility for the oversight of statistical data, risk management information and litigation information, and reviews of attitudes and opinions from those who work at the ACLS.

I understand that it is the board's responsibility to address infractions of confidentiality by individual board members and to take action to remedy the problem. I also understand that if infractions of confidentiality by individual board members continue, it is the expectation that the board will ask for the resignation of the individual board member who has violated this confidentiality agreement.

I agree to resign my board membership if requested by a majority vote of the board members for any confidentiality infraction.

Date: _____

Signature : _____

Printed: _____

**Adams County Library System
Board of Trustee Code of
Conduct**

As a member of the ACLS board, I will...

- Listen carefully to my colleagues, and those served by the ACLS.
- Respect the opinion of other board members.
- Respect and support the majority decisions of the board.
- Recognize that all authority is vested in the board when it meets in legal session and not with individual board members.
- Keep well informed of developments that are relevant to issues that may come before the board.
- Participate actively in board meetings and actions.
- Call to the attention of the board any issues that I believe will have an adverse effect on the ACLS or those we serve.
- Attempt to interpret the needs of constituents to the ACLS and interpret the action of the ACLS to its constituents.
- Refer constituent or staff complaints to the proper level on the chain of command.
- Recognize that the board member's job is to ensure that the ACLS is well managed, not to manage the ACLS.
- Vote to hire the best possible person to manage the ACLS.
- Represent all constituents of the ACLS and not a particular geographic area or special interest groups.
- Consider myself a "trustee" of the ACLS and do my best to ensure that the ACLS is well maintained, financially secure, growing and always operating in the best interests of constituents.
- Always work to learn more about the board member's job and how to do it better.
- Declare any conflict of interests between my personal life and my position on the ACLS board and avoid voting on issues that appear to be a conflict of interest.

As a member of the ACLS board I will not.....

- Be disparaging, in or outside of the board meeting, of other board members or their opinions.
- Use the ACLS or any part of the ACLS for my personal advantage or the personal advantage of my friends or relatives.
- Discuss the confidential proceedings of the board outside the board meeting.
- Promise prior to a meeting how I will vote on any issue in the meeting.
- Interfere with duties of the executive director or undermine the executive director's authority.
- I agree to resign my board membership if requested by a majority vote of the board members for any code of ethics infraction.

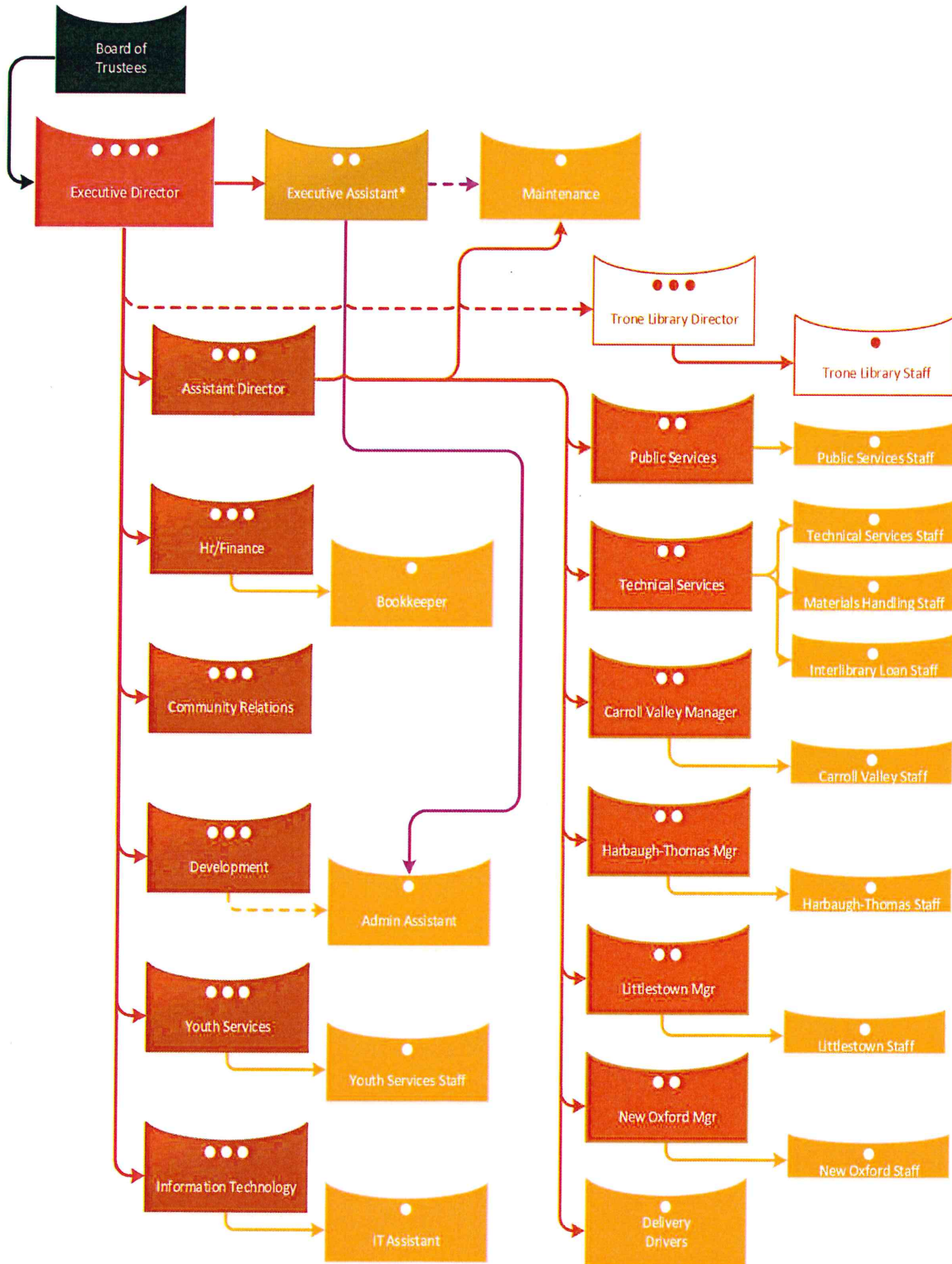
Date: _____

Signature: _____

Printed: _____

Appendix 5 – Organizational Chart

Adams County Library System



Appendix 6 – Board Calendar

January

Second Thursday	Administration/Operations Committee Meeting Planning & Development Committee Meeting
Third Thursday	Executive and Finance Committee Meetings <ul style="list-style-type: none">• Review Investment Policy
Fourth Thursday	Board of Trustees Meeting
TBD	Membership/Nominating Committee Meeting

February

Second Thursday	Administration/Operations Committee Meeting Planning & Development Committee Meeting
Third Thursday	Executive and Finance Committee Meetings
Fourth Thursday	Board of Trustees Meeting

March

Second Thursday	Administration/Operations Committee Meeting Planning & Development Committee Meeting
Third Thursday	Executive and Finance Committee Meetings
Fourth Thursday	Board of Trustees Meeting
TBD	Membership/Nominating Committee Meeting

April

Second Thursday	Administration/Operations Committee Meeting Planning & Development Committee Meeting
Third Thursday	Executive and Finance Committee Meetings
Fourth Thursday	Board of Trustees Organizational Meeting <ul style="list-style-type: none">• Membership/Nominating Committee conducts election of Officers• Membership/Nominating Committee conducts election of new Trustees and associate trustees Treasurer provides a summary of the audited finances

May

Second Thursday	Administration/Operations Committee Meeting Planning & Development Committee Meeting
Third Thursday	Executive and Finance Committee Meetings
Fourth Thursday	Board of Trustees Meeting <ul style="list-style-type: none">• Update Conflict of Interest, Confidentiality and Code of Conduct Agreements/Statements• Review clearances
TBD	Membership/Nominating Committee Meeting

June

Second Thursday	Administration/Operations Committee Meeting Planning & Development Committee Meeting
Third Thursday	Executive and Finance Committee Meetings
Fourth Thursday	Board of Trustees Meeting

July

Second Thursday	Administration/Operations Committee Meeting Planning & Development Committee Meeting
Third Thursday	Executive and Finance Committee Meetings
Fourth Thursday	Board of Trustees Meeting (Optional)
TBD	Membership/Nominating Committee Meeting

August

Second Thursday

Administration/Operations Committee Meeting
Planning & Development Committee Meeting
Executive and Finance Committee Meetings
Board of Trustees Meeting

Third Thursday

Fourth Thursday

September

Second Thursday

Administration/Operations Committee Meeting
Planning & Development Committee Meeting
Executive and Finance Committee Meetings
Board of Trustees Meeting

Third Thursday

Fourth Thursday

- Executive Director performance review forms distributed

Membership/Nominating Committee Meeting

TBD

September 30th

Independent audit of all accounts to be completed

October

Second Thursday

Board members return Executive Director review form to the Board President

Third Thursday

Fourth Thursday

Administration/Operations Committee Meeting
Planning & Development Committee Meeting
Executive and Finance Committee Meeting
Board of Trustees Meeting

- Treasurer and executive director review system insurance Coverage and report to the board
- Treasurer provides financial reports
- Executive Session for executive director performance review

November

Second Thursday

Administration/Operations Committee Meeting
Planning & Development Committee Meeting
Executive and Finance Committee Meetings

Third Thursday

TBD

- President provides executive director review results to committee

Membership/Nominating Committee Meeting
No Board of Trustees Meeting

December

Second Thursday

Administration/Operations Committee Meeting
Planning & Development Committee Meeting
Executive and Finance Committee Meetings
Board of Trustees Meeting

Third Thursday

TBD

- Executive Session for Executive Committee recommendation for executive director compensation
- Approval of budget for coming year
- ACLS and Jean Barnett Trone Memorial Library contract Negotiation completed and presented for approval

ADAMS COUNTY LIBRARY SYSTEM
A PENNSYLVANIA NON-PROFIT CORPORATION
BY-LAWS

ARTICLE I – NAME

The name of the Corporation shall be the Adams County Library System, hereafter referred to in these by-laws as the "System".

ARTICLE II – MISSION STATEMENT

The mission of the Adams County Library System is to provide all county residents access to library material and information systems that address the needs and expand the aspirations of county residents for formal and lifelong learning, enrichment and pleasure.

ARTICLE III – PURPOSE

The purpose is the operation and maintenance of a free, public, non-political and non-sectarian library system in and for Adams County, Pennsylvania, in order to disseminate information and ideas necessary to the present welfare and future advancement of Adams County, to strengthen and extend knowledge and appreciation of the cultural values of life, and to provide the perpetual means of self-education and recreational reading to every person.

ARTICLE IV – RESTRICTIONS

Notwithstanding any other provision of these by-laws, the Corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from Federal Income Tax under Section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law) or (b) by Corporation contributions to which are deductible under Section 170(c)(2) of any Internal Revenue Code of 1954 (or the corresponding provisions of any future United States Internal Revenue Law) or (c) under Library Code 24 PA C.S. Section 9301 et seq..

Upon the dissolution of the Corporation, assets shall be distributed for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code for a public purpose. All disbursements shall be made as required by applicable law(s). Any such assets not so disposed of shall be dispersed by the Court of Common Pleas of Adams County, the county where the principal office of the Corporation resides.

ARTICLE V - GOVERNANCE

The management of the property, business and affairs of the System shall be conducted by a Board of Trustees (hereafter referred to as the Board). The composition of the Board and its duties are specified in Articles VI- VIII of these by-laws. The Board shall employ an Executive Director who shall be responsible for providing leadership and supervision of the day-to-day operations of the System. The Executive Director shall develop policies, employ and supervise personnel and, with Board approval, implement these activities. The Executive Director will also identify other activities appropriate to support the Mission and Purpose of the System identified in Articles II and III of these by-laws.

Article VI -THE BOARD OF TRUSTEES

Section 1 - Composition

A board of at least nine (9) Trustees, one of whom will represent Jean Barnett Trone Memorial Library of East Berlin, but not more than a number which is in accordance with all applicable state and federal library laws and regulations, and hereinafter referred to as the Board, shall be responsible for the operating and business of the System. Board members shall be elected by the membership and appointed by the Adams County Commissioners from the membership. The term of office for members of the Board shall be three years. In the event more Trustees are required to achieve a full Board complement, one or more members shall be nominated by the Board for election to the Board at the annual organizational meeting of the Board. A Member of the Board who has served two consecutive three-year terms shall be eligible to serve as a Trustee Emeritus for up to three (3) years and ineligible for Board membership for five (5) years immediately following such service. The Adams County Commissioners will appoint one of their members to serve with the Trustees, without vote, and act as liaison with the County Board of Commissioners.

Section 2 -Vacancies and Attendance Requirement

- (a) A vacancy among the elected members caused by resignation, death, inability to perform the duties of a Trustee, or as provided in the subparagraph immediately below, shall be filled by the Board as soon as practicable after such vacancy has been declared by the Board. Vacancies shall be filled by majority vote of currently seated Trustees at a regularly scheduled Board Meeting. When terms are of three years in length, if a new Board member is appointed to serve the term of someone who served less than 18 months, then that shall count as filling their first full term. If a new Board member is appointed to serve the term of someone who has served 18 months and 1 day, then that shall not count toward filling a full term. This person shall be given the opportunity to serve two full terms.

- (b) Any member of the Board of Trustees with two (2) consecutive absences, without notice of absence or reasonable cause, may be removed from the Board by majority vote of the Board and shall be notified of such by the most expedient means. The Trustee's seat shall be filled as specified in Section 2 (a).

Section 3-Associate Trustees

- (a) Associate Trustees shall participate with and assist the Board of Trustees in committee work, management functions and the general operation and business of the System, without voting privileges. Selection of Associate Trustees shall be made taking into consideration demographic and geographic representation of the county, as well as diversity in regard to, but not limited to, age, social economic status, ethnicity, religion, and/or gender and shall reflect an emphasis on personal skills, experience and interest in library services in Adams County.
- (b) Associate Trustees shall be appointed by the Board of Trustees for a one-year term, and are subject to reappointment.
- (c) Associate Trustees shall conduct themselves in accordance with guidelines established by the Board.

Section 4-Trustee Emeritus

- (a) A Trustee Emeritus shall participate with and assist the Board of Trustees in committee work, management functions, and the general operation and business of the System, without voting privileges.
- (b) A Trustee Emeritus is eligible to serve in this capacity for three (3) years.
- (c) Following Emeritus service, an individual is ineligible to serve on the Board in any capacity for a minimum of 5 years.
- (d) A Trustee Emeritus shall conduct him/herself in accordance with guidelines established by the Board.

Article VII - OFFICERS AND STANDING COMMITTEES OF THE BOARD OF TRUSTEES

Section 1-Officers

- (a) The Officers of the Board of Trustees shall consist of a President, a Vice-President, a Secretary, a Treasurer, and such others as the Board shall see fit.
- (b) The Officers will be elected by a majority vote of the Trustees. The terms of all Officers shall be one (1) year. Officers may be re-elected.
- (c) Vacancies in any office shall be filled at any regular or special meeting of the Board by a majority vote of the Trustees.

Section 2 – Duties of Officers of the Board of Trustees

- (a) The President shall preside at all public meetings of the Library, and Board of Trustees meetings at which he/she may be present; shall appoint committees as he/she may consider necessary or expedient shall coordinate the work of the officers and the committees of the System in order that the purposes (Article III) may be achieved.
- (b) The Vice-President shall act as aide to the President; shall perform the duties of the President in the absence of that officer and assume the office of the President when the President can no longer serve. The Vice-President shall perform other such duties as may be assigned by the President, or the Board of Trustees.
- (c) The Secretary shall ensure that a true and accurate account of all proceedings of Board Meetings is recorded; and other such duties as may be assigned by the President, or the Board of Trustees.
- (d) The Treasurer shall be responsible for System funds and all revenue of the System; oversee financial records; review financial reports presented to the Board of Trustees and perform other fiscal duties as assigned by the President, or Board of Trustees.
- (e) Authorized signatories for all general fund accounts must include at least two of the following: the President of the Board, the Executive Director, and other Board members or staff designated as signatories by the Board. Two signatures shall be required on all checks of \$2,500 or more.
- (f) The System shall be responsible for providing a fidelity bond in the usual form that includes the Treasurer, and one other individual authorized to sign checks on behalf of the System.

Section 3 - Committees

- (a) The Board of Trustees shall maintain the following standing committees: Executive, Finance, Administration/Operations, Board Membership/Nominating, and Planning & Development.
- (b) Other standing committees, as formed by the Board.
- (c) Ad hoc committees may be formed by the Board President
- (d) The President of the Board and the Executive Director shall be ex-officio members of all committees.

Article VIII - BOARD OF TRUSTEES RESPONSIBILITIES AND MEETINGS

The Board of Trustees shall set policy and control and manage the affairs and business of the System. The Trustees shall in all cases act as a Board regularly convened and in the transaction of business, a simple majority of the sitting Board members shall constitute a quorum, the action(s) of which will be sufficient to conduct business. The Board may adopt such rules and regulations for the conduct of their meetings and the management of the System as they deem proper, not inconsistent with the public law, or these by-laws.

Towards this goal, the following policies and procedures are set forth until such time as the Board may change them.

Section 1-System Year

The System year and fiscal year are defined as the calendar year. The term of Board members is based on the calendar year from April to April.

Section 2-Regular Board Meetings

- (a) The Board of Trustees shall meet on a regular basis, and at other times that the Board may determine necessary for the conduct of System business. The meetings will be held at a time and place determined by the Board.
- (b) The public may attend all meetings of the Board of Trustees. They shall be non-voting but are entitled to make brief statements if a written request is presented to the Executive Director at least three (3) working days in advance.

Section 3-Annual Organizational Meeting

The Board of Trustees shall in April hold an organizational meeting for election of officers and the nomination of members for Board positions which are open.

Section 4-Special Board Meetings

Special meetings of the Board of Trustees may be called by the President or upon a written request of a simple majority of the sitting members of the Board of Trustees, for the transaction of such business as is stated in the call for the Special Meeting.

Section 5 – Urgent Business

If time is of the essence, the Board can take action in writing between meetings. Action shall be initiated by the Board President and Executive Director and communicated by the President to the Board members. Within twenty-four hours of communication, the majority of the Board members must respond. The President shall then report results to the Executive Director and Board. Action shall then come back to the next meeting to be recorded in the minutes. In order for the action to be approved, a majority of sitting Board members must cast a positive vote.

Section 6 – Board Meeting Notices

- (a) Notices of all meetings of the Board shall be distributed to the Board members at least five (5) days before the meeting. In the case of special meetings, such written notice shall be distributed at least three (3) days before the designated day of the meeting.
- (b) Public Notice of Board of Trustees meetings shall be provided fourteen (14) days before the meeting. The public shall be entitled to attend (Article IX), but the Trustees may hold Executive Sessions closed to the public to discuss personnel and other matters which require confidentiality. Such Executive Sessions will be announced and noted at Board meetings.

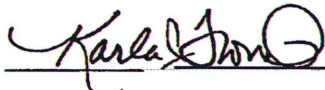
Article IX - SYSTEM MEMBER

The public membership of the System shall consist of the following. (1) Adults, eighteen (18) years of age and older who hold a Library card. (2) Minors, less than 18 years of age, who hold a Library card authorized by a parent or legal guardian.

Article X - AMENDMENTS TO BY-LAWS

Amendments to these by-laws may be made by a majority vote of the Board of Trustees at any regular or special meeting provided that due notice of the proposed change is given to the members of the System. Amendments are proposed at a board meeting and voted on at a subsequent meeting. A quorum of a simple majority of sitting Board members is required to approve the amendment.

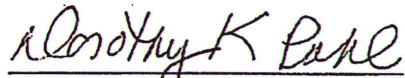
These revised by-laws of the Adams County Library System were enacted by the Board of Trustees during the regularly scheduled meeting, October 25, 2018.



Karla J. Trout, Executive Director

10/31/18

Date



10/31/18

Date

Board of Trustees