

The Palmerton Area Library Association  
402 Delaware Avenue  
Palmerton, PA 18071

By-Laws

Article I: Definition and Purpose

The Palmerton Area Library Association is a 501(c)(3) non-profit corporation dedicated to providing services, both cultural and intellectual, and access to information for the patrons of the Palmerton Area Library. The role of the Library Board of Trustees, hereafter referred to as "the Board," is to govern and oversee the provision of library service to meet the needs of the residents in the Palmerton Area Library area of service.

Article II: Area of Service

The Palmerton Area Library Association provides free library services to all residents of the Palmerton Area School District, Access PA cardholders, and all residents of the Lehigh-Carbon Library Cooperative. All others may avail themselves of library services by payment of an annual fee.

Article III: Library Governance

The Palmerton Area Library Association shall be governed by a board of not more than nine (9) trustees. One (1) trustee may be provided by:

Borough of Palmerton  
Borough of Bowmanstown  
Towamensing Township  
Lower Towamensing Township  
Palmerton Area School District

If qualified under prevailing state guidelines.

The Board may appoint up to two (2) Honorary Members to serve one (1) year terms. These Honorary Members shall have no vote but shall advise the Board or speak for the Board in certain matters determined by the Board.

The remainder, including a member of the Friends and Consultants of the Library, shall be elected by the Board. The initial term of all trustees shall be for three (3)

years which can be renewed by the Board for one (1), two (2), or three (3) year terms. All voting shall be by secret ballot.

If any Public Body fails to exercise its privilege to appoint trustees as herein provided, the Board may, after three (3) months, elect a trustee to serve in their place until such time as the Public Body makes an appointment.

#### Article IV: Power of the Board of Trustees

The power of the Board shall be in accordance with the provisions of the Pennsylvania Library Code.

Trustees serve without compensation but may be reimbursed for expenses incurred during the execution of their duties. Trustees shall avoid conflicts between private interests and official responsibilities. A Statement of Associations shall be signed on date of appointment to the Board and then annually in the month of January.

#### Article V: Officers of the Board of Trustees

A President, a Vice-President, a Secretary, and a Treasurer shall be elected by the Board at the January meeting for a one (1) year term. All duties are specified in the Board of Trustees – Officer Job Description Policy.

No officer shall serve more than three (3) consecutive terms unless by unanimous vote of the Board. All voting done by secret ballot.

#### Article VI: Amendments

These By-Laws may be altered or amended at any regular or special meetings of the Board by a vote of two-thirds of the full board, provided that notice of such meeting specifies that a purpose of the meeting is to amend the by-laws of the Association.

#### Article VII: Board of Trustees Meetings

The rules contained in Robert's Rules of Order shall govern the business of the Board in all matters not covered by the bylaws. A majority of the members of the Board constitutes a quorum.

Regular monthly meetings of the Board shall be held. Unless otherwise determined, the place of the meeting shall be at the library. The meetings are open

to the public and shall be posted on the library website, local print media, and social media.

Special meetings may be called, with 24 hours' notice to members, by the President, by three (3) members of the Board, or by the Director.

The fiscal year shall be the calendar year. The annual budget is approved at the December meeting and an audit is performed annually.

#### Article VIII: Dissolution

In the event of dissolution any funds and all assets of the Association shall be turned over to a charitable association or a municipal corporation that has one of its interests the purposes of the Palmerton Area Library.

#### Article IX: Library Director

The Board shall appoint a Library Director who will be responsible for the administration of the library.

The duties of the Library Director shall be consistent with the practice of current good librarianship and are specified in the Library Director Job Description.

The Library Director shall receive such salary as may be determined by the Board and shall work such hours as prescribed by the Board.

The Library Director shall be a full-time employee. All other employees shall be paid on an hourly basis and shall be paid for the actual time spent in employment at the hourly rate as set forth by the Board.

The Board shall ratify schedules, rates of pay, and personnel to hire or fire as recommended by the Library Director who shall have said responsibilities.

The Board shall perform an annual evaluation of the Library Director.

## Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, age, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.
- VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council;  
amended October 14, 1944; June 18, 1948; February 2, 1961;  
June 27, 1967; January 23, 1980; January 29, 2019.  
Inclusion of "age" reaffirmed January 23, 1996.

**Palmerton Area Library Association  
Officers of the Board of Trustees  
Job Descriptions**

**President**

The president performs all duties incident to the office of president including, but not limited to, the following: Presides at all meetings of the Board and authorizes calls for any special meetings. Appoints all committees and their chairpersons and is an ex-officio member of all committees. Signs documents which the Board has authorized to be executed and cosigns checks when required. Assists in the preparation of agendas for Board meetings. Coordinates the Library Director annual performance appraisal. Conducts new Trustee orientation. Assists in the preparation of the annual budget. The president shall be bonded in an amount as specified by the Board.

**Vice-President**

The vice-president, in the event of the absence or disability of the president, or of a vacancy in that office, shall assume and perform the duties and functions of the president. The vice-president performs any other duties as assigned by the president.

**Treasurer**

The treasurer shall monitor the budget of the library, cosign checks when required, chair the finance committee and at each monthly meeting of the Board, render a report regarding the receipts, disbursements and balances of all funds held for the library. The treasurer will review the annual audit. The treasurer shall be bonded in an amount as specified by the Board.

**Secretary**

The secretary shall take complete and accurate minutes of all Board meetings, monitor compliance with the Palmerton Area Library Association By-Laws, and perform such other duties as are associated with the office. In the absence of the secretary, the president will appoint another trustee to take the minutes of the meeting.

Palmerton Area Library  
Conflict of Interest Policy

**Definition of conflicts of interest**

A conflict of interest arises when a person of authority over the Library may benefit financially from a decision he or she could make in that capacity, including indirect benefits such as to family members or businesses with which the person is associated. This policy is focused upon material financial interest of, or benefit to, such persons.

**Individuals covered**

Persons covered by the policy are the Trustees and employees of the Palmerton Area Library.

**Facilitation of disclosure**

Persons covered by this policy will annually disclose or update to the President of the Board of Trustees on a form provided by the Library their interests that could give rise to conflicts of interest, such as a list of family members, substantial business or investment holdings, and other transactions or affiliations with businesses and other organizations or those of family members.

**Procedures to manage conflicts**

The President of the Board of Trustees will monitor proposed or ongoing transactions for potential or actual conflicts of interest. For each potential or actual conflict of interest disclosed, the President will determine whether to a) take no action; b) assure full disclosure to the Board of Trustees and other individuals covered by the policy; c) ask the person to recuse from participation in the related discussions or decisions regarding the proposed or ongoing transactions; d) ask the person to resign from his or her position in the Library; e) if the person refuses to resign, become subject to possible removal.

Approved February 2021

Palmerton Area Library  
Conflict of Interest  
Disclosure Statement

No trustee of the Palmerton Area Library shall derive any personal profit or gain, directly or indirectly, by reason of his or her participation. Other than compensation, no employee shall derive any personal profit or gain, directly or indirectly, by reason of his or her employment by the Palmerton Area Library except through activities that may facilitate professional advancement or contribute to the profession such as publications and professional service and have been fully disclosed to the Board of Trustees.

Everyone shall disclose to the President of the Board any personal interest which he or she may have in any matter pending before the Board and shall refrain from participation in any decision in such matter.

In addition, trustees and employees shall refrain from obtaining any list of library patrons that may result in personal benefit.

Statement of Associations

This is to certify that to the best of my knowledge I am not now nor at any time during the past year have been a participant, directly or indirectly, in any arrangement, agreement, investment, or other activity with any vendor, supplier, or other party doing business with the Palmerton Area Library that has resulted or could result in personal benefit to me. Any exceptions are stated on the reverse of this sheet with a full description of the transactions, whether direct or indirect, which I have (or have had during the past year) with the persons or organizations having transactions with the Palmerton Area Library.

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Print Name \_\_\_\_\_  
Position \_\_\_\_\_

This Statement of Associations shall be signed on date of appointment to the Board or on first day of employment. Then shall be signed by all parties annually in the month of January. The completed form is to be returned to the President of the Board by January 31<sup>st</sup> of each year.

Palmerton Area Library  
Board of Trustees and Library Employee  
Ethics Policy

The Palmerton Area Library is dependent on the trust of its supporting communities to successfully achieve its mission. Therefore, it is crucial that all Board members and employees conduct business on behalf of the Palmerton Area Library with the highest level of integrity avoiding any impropriety or the appearance of impropriety.

Guiding Principles:

- Board members and employees should uphold the integrity of the Palmerton Area Library and should perform their duties impartially and diligently.
- Board members and employees should not engage in discrimination of any kind including that based on race, class, ethnicity, religion, sex, sexual orientation, or belief system.
- Board members and employees should protect and uphold library patrons' right to privacy in their use of the library's resources.
- Board members and employees should avoid situations in which their personal interests, activities or financial affairs are, or are likely to be perceived as being in conflict with the best interests of the Palmerton Area Library.
- Board members and employees should avoid having interests that may reasonably bring into question their position in a fair, impartial and objective manner.
- Board members and employees should not knowingly act in any way that would reasonably be expected to create an impression among the public that they are engaged in conduct that violates their trust as Board members or employees.
- Board members and employees should not use or attempt to use their position with the Palmerton Area Library to obtain unwarranted privileges or advantages for themselves or others.
- Board members and employees should not be swayed by partisan interests, public pressure, or fear of criticism.
- Board members and employees should not denigrate the organization or fellow Board members or employees in any public area.

I have read the Palmerton Area Library Ethics Policy and my position job description.

Board member/Employee \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

Adopted March 2020



Palmerton Area Library  
Long Range Plan  
2020 – 2025

Vision Statement

The vision of the Palmerton Area Library is to enrich lives, build community and foster services by bringing people, information and ideas together.

Mission Statement

Our mission is to provide quality materials and services which fulfill the educational, informational, cultural, and recreational needs of the entire community in an atmosphere that is welcoming and respectful.

As the Board of Directors and staff of the Palmerton Area Library look to the future, these are our goals for the next five years:

- Goal 1: Continue to enhance current Library collections, programs and services for the personal enrichment, enjoyment, and educational endeavors for patrons of all ages.
- Goal 2: Explore emerging technologies and their role in daily life and offer increased opportunities for training, education, and usage.
- Goal 3: Increase public awareness of the Library's services and collections through marketing and promotion.
- Goal 4: Provide for the Library's continued financial stability for a facility that is well maintained and welcoming, and for continued support of all Library programs and services.
- Goal 5: Connect with supporting municipalities and school district to identify commonality of interests, avoid duplication of efforts, and share resources and talents to better serve the community.

Adopted July 17, 2019

Palmerton Area Library  
New Trustee Orientation

1. Tour of Library Facility
2. The Staff
  - a. Library Director
  - b. Network Administrator
  - c. Programs Administrator
  - d. Bookkeeper
  - e. Cataloger
  - f. Library Assistants
  - g. Custodian
3. Review:
  - a. Trustee Job Description
  - b. Staff Job Descriptions
  - c. Employee and Trustee Ethics Policy
  - d. Conflict of Interest Policy & Disclosure Statement
4. Other Essential Documents:
  - a. Trustee USB Drive
    - 1) By laws
    - 2) Mission/Vision Statement
    - 3) Policies
    - 4) Library Director Evaluation Forms
  - b. Financial/Budget Documents
  - c. Information for Public Library Trustees  
(Search: Trustees – State Library of Pennsylvania – PA.gov)
    - 1) Training
    - 2) Web Junction
5. Newsletter/Programs
6. Supported organizations
  - a. Friends of the Library
  - b. Teen Group(s)

Palmerton Area Library  
Library Director Performance Appraisal by Board Members  
2021

Instruction: Please complete this form by placing a X in the appropriate box corresponding to your response for each item. Additional comments may be submitted at the end. Please return your form to the board president by January 31st. Thank you.

Ratings Defined:      VG – Often exceeds expectations  
                                  S – Fully meets expectations  
                                  N – Needs improvement; more is expected  
                                  U – Unknown

<b>Financial Responsibility and Oversight</b>	VG	S	N	U
Keeps informed about the financial needs of the library.				
Ensures that library funds are spent appropriately and in the best interest of patrons and organizations served.				
Maintains official records and documents in compliance with federal, state, and local regulations and reporting requirements.				
Provides the board with information regarding the financial status of the library through regular financial reports.				
Assists with the preparation of the annual budget and makes well-supported budget recommendations to the board.				
Explores and proposes to the board new potential sources of finances for programs and services.				

<b>Community Relations</b>				
Understands the needs of the library patrons and supporting communities and seeks to fill those needs.				
Emphasizes the importance of customer service and models best practices behavior.				
Works as an advocate for the library throughout the supporting communities.				
Establishes rapport and maintains productive relationships with patrons and organizations.				
Seeks out and promotes change that will better serve patrons and the supporting communities.				
Creates a vision that keeps the library on the cutting edge in technology, programming, and services.				

<b>Board Relationships</b>				
Keeps board members informed about issues, needs, and operation of the library.				
Supports board policies and board actions to patrons and staff.				
Regularly proposes new ideas to the board for better service to patrons and supporting communities.				
Seeks and accepts from the board, constructive criticism of work.				
Establishes and maintains a productive relationship with the board.				

<b>Facilities Management</b>				
Ensures that the library is clean, safe, and well maintained.				
Regularly reviews building needs and ensures that a plan is in place for facilities maintenance and repair.				
Places appropriate signage within the library to help patrons access various areas of service.				
Ensures that display cases of the library are welcoming and inviting.				

1. Comment on the Library Director's Goals submitted for 2021 and the corresponding Summary of Accomplishment.

2. Comment on the appropriateness of the Library Director's Goals submitted for 2022.

3. Any additional comments.

Palmerton Area Library  
Record Retention Policy

Accounts receivable ledger and documents	7 years
Annual financial report to auditor of the state	Permanent
Annual reports	Permanent
Annual reports to the state library	Permanent
Audit reports	7 years
Bank deposit receipts	7 years
Bank statements	7 years
Bids (successful)	
a. Copies of successful bids to provide goods and/or services – 3 years after expiration of contract	
b. Original, if made part of contract and filed with contract – 15 years after expiration of contract	
Bids (unsuccessful)	3 years after letting of the contract
Board policy files	Permanent
Board of Trustees' meeting packets **	Permanent
Building blueprints	Permanent
Building projects records (successful)	Permanent
Building projects records (unsuccessful)	3 years
Building specifications	Life of Structure
Cancelled checks	7 years
Cash books and cash journals	7 years
Check registers	7 years
Circulation records	until no longer of administrative value
Construction contracts	16 years after the project is completed
Contracts	15 years after expiration
Correspondence (general)	2 years
E-mail	retain according to content
Employee earning records	
5 years after termination of employment or order rescinded	
Employee withholding requests	until replaced or revoked by employee
Employment application	7 years
Employer quarterly federal tax return	7 years
Expense records	7 years
Formal legal opinions	Permanent
Garnishment orders	
5 years after termination of employment or order rescinded	
Grant files	7 years

Incident/accident reports	5 years
Insurance policies	2 years after expiration provided all claims settled
Interlibrary loan records	2 years
Investments	5 years
Library card applications	6 years
Library news releases	4 years
Litigation records	5 years after case is closed and appeals exhausted
Meeting room applications	1 year
Monthly statistical reports	until incorporated into year-end report
Operating procedures	Permanent
Overdue circulation records	3 years
Payroll journal/ledgers	7 years
Payroll reports	7 years
Personnel files	
2 years after termination of employment purge extraneous records	
Personnel policies	Permanent
Petty cash records	7 years
Purchase orders/requisitions	2 years
Real property acquisition records	5 years after asset is sold
State income tax report	25 years
Tax withholding reports	7 years
Technology plans	5 years
Timesheets	7 years
W-2 forms	7 years
W-4 forms	until superseded or employee terminates
Workers compensation claims	7 years after termination of employment

\*\* Includes agenda, minutes, committee meeting minutes, and financial reports.

Revised August 2020

Palmerton Area Library  
Application to Become a Teen Representative on the Board of Trustees

Qualifications: Applicant must be 15 – 18 years old and an active member of the Teen Advisory Group of the Palmerton Area Library. The applicant must reside within the Palmerton Area School District. The applicant must be willing to attend at least 75% of regularly scheduled board meetings to report on Teen Advisory Group activities and share ideas and concerns with the board.

Name \_\_\_\_\_ Age \_\_\_\_\_

Address \_\_\_\_\_ Phone # \_\_\_\_\_  
\_\_\_\_\_

Email \_\_\_\_\_ Date \_\_\_\_\_

Please answer the following question in at least 100 words. You may use additional paper if needed.

If you were the library director, what would you like to see happen at the library in the next five years?

Palmerton Area Library  
Board of Trustees Job Description

The Board of Trustees of the Palmerton Area Library is responsible for ensuring that the organization is well run. Trustees receive no salary but may be reimbursed for necessary expenses incurred in performance of their board-related responsibilities. Individual board members must exercise the duty of care and carry out their duties in a reasonable and responsible manner.

**QUALIFICATIONS:**

- High School graduate or GED.
- Residency in one of the financially supporting communities of Bowmanstown, Palmerton, Lower Towamensing Township, or Towamensing Township.
- Ability to work effectively with the communities served by the library.
- Commitment to the mission and vision of the Board.

**JOB RESPONSIBILITIES:**

1. Administrative

- a. attend at least 75% of the meetings (9 meetings per year)
- b. elect officers and appoint committees for the organization's purposes
- c. participate fully in the Board meeting process
- d. resign from the Board when no longer able to support the Library's mission or devote the time to be an effective Board member
- e. develop and adopt short- and long- range goals
- f. serve on committees as needed
- g. attempt to participate in at least one educational seminar in three (3) years
- h. volunteer at library events
- i. hire, supervise and annually evaluate the performance of the Library Director
- j. approve hiring and/or termination of employees

2. Financial

- a. exercise diligence in maintaining the level of financial effort necessary to qualify for state aid
- b. secure adequate funds to carry out the Library's goals
- c. approve and implement annual budget



- d. oversee spending and protect the organization's assets
- e. ensure that accounts are available for audit
- f. ensure annual reports are submitted as required by various state and/or local offices
- g. interface with community members and groups to develop support for the library
- h. consider making an annual financial contribution to the Library

### 3. Legal

- a. abide by the provisions of the Sunshine Law
- b. adherence to federal, state, and local laws
- c. follow the provisions of the organization's By-Laws
- d. ensure that the Library is operating in accordance with its mission and for the purpose for which it was granted tax-exemption
- e. perform as a Board of Final Appeal involving internal or personnel issues/decisions

### SPECIFIC CHARACTERISTICS:

- Belief in the importance of library services and a commitment to library advancement
- Devotion of time and effort to advocate for the library and raise funds to support it
- Willingness to develop and maintain positive relationships with the supporting municipal and school district representatives

Revised August 2020