



Lakeview Area
PUBLIC LIBRARY

**LAKEVIEW AREA PUBLIC
LIBRARY BYLAWS**

MAY 22, 2026



Bylaws describe the Library Board’s structure and practices, establishing rules for governance. Bylaws are legally binding and should be reviewed periodically and amended as necessary.

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The following document is the most up-to-date copy of the Lakeview Area Public Library.

ARTICLE I - NAME AND LOCATION

1.1 - The name shall be The Lakeview Area Public Library, Inc., a nonprofit corporation created under the laws of Pennsylvania.

1.2- Locations

- A. Operational Site - Leased from Marshall McKean- at PO Box 622, 3265 South Main St., Sandy Lake, Pennsylvania 16145
- B. Vacant Lot Site - Owned by LAPL - at 3246 South Main Street, Sandy Lake, Pennsylvania 16145
- C. New Site - Owned by LAPL - at 37 Walnut Street, Sandy Lake, PA 16145

ARTICLE II - MISSION

The mission of the Lakeview Area Public Library is to strengthen our community by offering a family-oriented community center that serves to stimulate the development of intellectual curiosity and provide resources for the entertainment and enlightenment of all.

ARTICLE III - MEMBERS

3.1 - Members of the Lakeview Area Public Library shall be composed of persons holding a valid Lakeview Area Public Library library card.

3.2 - Members on the Board of Trustees hold exclusive voting rights.

3.3 - Honorary Titles - The Board of Trustees may create such additional Classes of "Membership," such as contributing members or honorary members, as they see fit, but such persons shall not have the right of Members under the Pennsylvania Nonprofit Corporation Law of 1988, as amended (the "Act").

ARTICLE IV - BOARD OF TRUSTEES

Section 4.1 - Trustees

4.1.1 - The management of the business and affairs of the Lakeview Area Public Library shall be in the hands of the Board of Trustees consisting of not less than seven (7), nor more than nine (9) members.

4.1.2 - Board Trustees should be of at least 18 years of age and a card holding members of the Library who equally represent supporting municipalities within the service area of the Library. Every effort shall be made to represent each supporting municipality. An at-large member can be included from a non-supporting municipality.

4.1.3 - Trustees will be elected by the existing Board and approved by a majority vote. Any vacancy in the Board shall be filled by the Board giving priority to a replacement Trustee from the same municipality as the departing Trustee. The Board of Trustees shall include only one person per nuclear family.

4.1.4 - Board Trustees should make every effort to attend all four (4) scheduled Board meetings. They may be excused by special circumstances at Board discretion. Trustees should inform a Board officer beforehand if he/she is unable to attend a scheduled meeting.

4.1.5 - Failure to function as directed within the bylaws and minutes of the Library will result in a written warning. If there is no resolution of the non-compliance within a stated time frame, the Board may vote that the offender shall be removed. This action may be performed by the

Board or by the President if directed by the Board, only after 100% participation of the Board of Trustees in a vote which results in a quorum decision, in order for the removal to occur.

4.1.6 - No Board Trustee shall receive any salary or compensation for their services on the Library Board. The Director, Treasurer, or Board of Trustees may authorize reimbursement to a Board Trustees for an out-of-pocket expense incurred in Library business.

4.1.7 - A Board Trustee shall not vote or participate in any discussion on any agenda item which would directly, or indirectly, benefit said Board Trustee. At the time when an agenda item concerning such a conflict of interest comes to the floor, the Trustee shall abstain from voting on the same and shall state for the record the reason why the Trustee has abstained.

4.1.8 - A Board Trustee may resign from the Board at any time. The resigning Trustee shall notify the President of the Board in writing of this decision.

Section 4.2- Length of Term

4.2.1 - Board Trustees will serve terms of three (3) calendar years with terms beginning January 1 and expiring December 31. Board Trustees will serve overlapping terms of three (3) calendar years with terms expiring December 31.

4.2.2 - An elected Trustee may not serve for more than six (6) consecutive years, except that initial service of less than one(1) year to fill a vacancy shall not be counted. In the absence of applicants for vacated seats, this policy may be waived by the Board.

4.2.3 - After a one-year absence from the Board, a person may again serve for not more than six (6) years. In the absence of applicants for vacated seats, this policy may be waived by the Board.

Section 4.3 - Officers

4.3.1 - The Board of Trustees shall elect officers as needed from among the Board of Trustees.

4.3.2 - Officers will serve terms of two (2) calendar years with terms beginning January 1 and expiring December 31, which may be extended up to six (6) years.

4.3.3 - **President** - The President shall:

- A. preside over all Board meetings.
- B. handle the affairs of the LAPL between meetings as directed by the Board.
- C. appoint Committees as he/she shall consider expedient or necessary.
- D. attend Committee meetings whenever possible.
- E. if resigning, notify in writing of his/her decision to the Secretary.

4.3.4 - **Secretary** - The Secretary shall:

- A. keep the minutes of the meetings.
- B. be custodian of the Library Board records.
- C. handle correspondence.
- D. perform such other duties as the President directs.

4.3.5 - **Treasurer** - The Treasurer shall:

- A. examine all bills and receipts of the Library.
- B. report to the board each meeting.
- C. ensure that adequate insurance coverage is in place.
- D. oversee facility utility agreements.
- E. oversee bank accounts.

- F. submit a budget at the end of the calendar year.
- G. audit all financial records.
- H. serve as Chairperson of the Finance Committee
- I. The Treasurer has the authority to invest money from an account in order to secure the best investment returns.

4.3.6 - Business may be conducted in the absence of a full-time elected Treasurer by the President or Secretary.

4.3.7 - The President shall execute and the Secretary shall attest all legal documents as directed by the Board.

4.3.8 - For purposes of training and a smooth transition of duties, an officer-elect may be selected for each of the above positions up to one (1) year prior to the end of the previous officer's term expiration.

4.3.9 - Any officer may be removed by the Board whenever in its judgement the best interest of the Lakeview Area Public Library will be served thereby, but such removal shall be without prejudice to the contract rights of any person so removed. This action may be performed by the Board or by the President if directed by the Board, only after 100% participation of the Board of Trustees in a vote which results in a quorum decision, in order for the removal to occur.

Section 4.4 - Meetings

4.4.1 - The Board shall hold at least FOUR (4) quarterly meetings per year.

4.4.2 - Proposed meeting dates for the year will be determined by the end of the previous year for scheduling purposes.

4.4.3 - Additional meetings may be called throughout the year if necessary.

4.4.4 - All Board decisions will be based on a quorum of 51% of the Board Trustees. Every Trustee shall have one (1) vote. No municipality shall have more than one (1) vote. The Board President may vote if quorum is not met.

4.4.5 - Trustees may participate in Board meetings and vote on matters discussed therein by means of a conference telephone/video call or similar electronic means where all persons involved in such meeting can be aware of each other's participation at the same time.

4.4.6 - Trustees may participate in Board meetings and vote on matters discussed therein by means of an email vote is acceptable in special circumstances. There must be 100% participation in email votes and a quorum decision in order for the vote to pass.

4.4.7 - Public Comment - Every regular scheduled meeting will include time for public comment:

- A. Guests who wish to make public comments must provide prior notification including their full name along with the purpose for presenting. This information is necessary to be placed on the agenda and be reflected in the meeting minutes.
- B. Any presentation is limited to five (5) minutes. This time limit applies to a single individual or an individual presenting on behalf of a group no person may speak more than once on the same topic. Regardless of the number of individuals who wish to speak, the public comment period shall not exceed a total of twenty (20) minutes.
- C. Comments should be presented with respect and courtesy to the Board and others who may be present at the meeting.
- D. The Board is neither expected nor required to respond to comments made during this portion of the meeting.

- E. The Presiding Officer is responsible for the orderly conduct of this and all other portions of a board meeting,

4.4.8 - Unless otherwise specified in these bylaws, meetings will follow the most recent authorized edition of *Robert's Rules of Order*.

Section 4.5 - Board of Trustees Agreement

4.5.1 - Board Trustees will agree to accept legal and ethical responsibility to ensure that the Lakeview Area Public Library does the best work possible in pursuit of its goals and act responsibly as its steward.

4.5.2 - Trustees duties include, but are not limited to:

- A. support the organization's work and values to the community, represent the organization, and act as a spokesperson.
- B. attend Board Meetings and assigned Committee Meetings.
- C. make a yearly, personal monetary contribution appropriate for the Trustee's financial situation.
- D. actively participate in one or more fundraising or programming activities per year.
- E. act in the best interest of the organization and excuse themselves from discussions and votes where they have a conflict of interest.
- F. stay informed about what's going on in the organization, ask questions and request information.
- G. participate in and take responsibility for making decisions on issues, policies, and other Board matters, working in good faith with Staff and other Board Trustees.

4.5.3 - Trustees will be provided quarterly reports and organizational updates, be kept informed about issues in the industry, and will have an opportunity to meet concerning any issues pertaining to the library. These quarterly reports are in the form of minutes as well as the Financial, Committees, and Director's reports presented at the Board meetings.

ARTICLE V - FINANCING

The fiscal year for the Lakeview Area Public Library will be from January 1 through December 31. All monies received from all sources and appropriated for the Library shall be for the use of said Library, regardless of means of support.

ARTICLE VI- STANDING COMMITTEES

The President, with the approval of the Board of Trustees, may institute Standing Committees. Board Trustees should participate in committees, and when possible, community members may also serve in aspects of the committees.

6.1 - **Governance Committee** - duties include, but are not limited to:

- A. recruiting new Board of Trustees.
- B. providing educational opportunities and materials to assist Board members.
- C. overseeing changes to the Bylaws and Policies and Procedures.
- D. reviewing the structure of the Board to improve performance.

6.2 - **Finance Committee** - duties include, but are not limited to

- A. solicitation of public and private fund

- Third Party Fund Raising
 - The Library Director or Board President or Treasurer should be informed of any fund raising by a third party.
 - All third party fundraising will be presented to the Board for approval.
 - Any third party fund raising should clearly stipulate the Library as the recipient of the profits and the percentage of the profits that will be donated.
- B. investigation of grant money available.
- C. financial management.
- D. creation of a working budget.

6.3 - **Executive Committee** - duties include, but are not limited to:

- A. creating job descriptions for Library Staff.
- B. overseeing hiring and termination of employees.
- C. communicating with staff.

6.4 - **Facilities Committee** - duties include, but are not limited to:

- A. managing the physical infrastructure, planning, and maintenance of Library buildings and properties.
- B. maintaining safety standards ensuring buildings are safe, ADA-compliant, and well-maintained.
- C. working closely with the Board of Trustees and Library Director to align facility needs with community requirements by developing, approving, and monitoring the Library's physical, long-term strategic direction.
- D. strategic planning for Capital Projects such as future space needs, oversight of renovations, expansions, or new construction projects
- E. handling naming opportunities for facilities.
- F. informing the Board of Trustees of identified financial needs in relation to the above mentioned needs and projects.

6.5 - Any Committee Member may be removed by the Board whenever in its judgement the best interest of the Lakeview Area Public Library will be served thereby, but such removal shall be without prejudice to the contract rights of any person so removed. This action may be performed by the Board or by the President if directed by the Board, only after 100% participation of the Board of Trustees in a vote which results in a quorum decision, in order for the removal to occur.

ARTICLE VII - LIBRARY DIRECTOR

The Board of Trustees shall appoint a Librarian, who shall be called the Library Director, and who shall be the executive and administrative officer of the library on behalf of the Board of Trustees and under its review and direction, shall be:

7.1 - responsible for the overall operation of the Library and the Library Staff.

7.2 - empowered to make the necessary decisions affecting the day-to-day operations and programming of the library under the general policies set forth by the Board of Trustees. Duties include, but are not limited to:

- A. care and maintenance of library properties.
- B. maintenance of an adequate and proper selection of books in keeping with Title 22 of the PA Code, "Basic and minimum standards, system standard, and District Library Center Standards."

- C. efficiency of service to the public
- D. reports made to proper authorities of any municipality from which the library receives funds a minimum of once per year.
- E. financial operation of the Lakeview Area Public Library within the limitations of the budgeted appropriation.
- F. attending Board meetings and providing a report to the Board on all areas concerning the Library.
- G. present and provide an end-of-the-year review to the Board of Trustees each calendar year.
- H. bringing to the attention of the Board of Trustees, any concerns related to and/or affecting the Library.

7.3 - presented with a performance evaluation each year, from January 1 through December 31, by the Board of Trustees.

ARTICLE VIII - LIABILITY AND INDEMNIFICATION

Section 8.1 - General Rule - A Board Trustee shall not be personally liable for monetary damages as a Trustee for any actions taken, or any failure to take any action, unless:

- A. The Trustee has breached or failed to perform the duties of Trustee in accordance with the standard of conduct contained in Section 5712 of the Act and any amendments and successor acts thereto; and
- B. The breach or failure to perform constitutes self-dealing, willful misconduct or recklessness;

Provided, however, that the foregoing provision shall not apply to (A) the responsibility or liability of a Trustee pursuant to any criminal statute or (B) the liability of a Trustee for the payment of taxes pursuant to local, state or federal law.

Section 8.2 - Indemnification - The Lakeview Area Public Library shall indemnify any officer or Trustee who was or is a party or is threatened to be made a party to any threatened, pending or completed action, suit or proceeding, whether civil, criminal, administrative or investigative, (and whether or not by, or in the right of, the Lakeview Area Public Library (a "Proceeding") by reason of the fact that such person is or was a representative of the Lakeview Area Public Library, or is or was serving at the request of the Lakeview Are Public Library as a representative of another domestic or foreign corporation for-profit or not-for-profit, partnership, joint venture, trust or other enterprise, again expenses (including attorneys' fees), judgements, fines and amounts paid in settlement actually and reasonably incurred in connection with such Proceeding if such person acted in good faith and in a manner he or she reasonably believed to be in, or not opposed to, the best interests of the Lakeview Area Public Library, and with respect to any criminal proceeding, had no reason to believe such conduct was illegal, provided, however, that no person shall be entitled to indemnification pursuant to this Article in any instance in which the action or failure to take action giving rise to the claim for indemnification is determined by a court to have constituted willful misconduct or recklessness; and provided, further, however, in instances of a claim by or in the right of the Lakeview Area Public Library, indemnification shall not be made under this section in respect of any claim, issue or matter as to which the person has been adjusted to be liable to the Lakeview Area Public Library unless and only to the extent that the court of common pleas of the judicial district embracing the county in which the registered office of the Lakeview Area Public Library is located or the court in which the action was brought determines upon application that, despite the adjudication of liability but in view of all the circumstances of the case, such person

is fairly and reasonably entitled to indemnity for such expenses that the court of common pleas or other court shall deem proper.

Section 8.3 - Procedure - Unless ordered by a court, any indemnification under Section 8.2 or otherwise permitted by law shall be made by the Lakeview Area Public Library only as authorized in the specific case upon a determination that indemnification is proper in the circumstances because he or she has met the applicable standard of conduct set forth under that section. Such determination shall be made:

- A. By the Board of Trustees by a majority vote of a quorum consisting of Trustees who were not parties to the action or proceeding;
- B. If such a quorum is not obtainable or if obtainable and a majority vote of a quorum of disinterested Trustees so directs, by independent legal counsel in a written opinion; or
- C. By the Members

Section 8.4 - Advancement of Expenses - The Lakeview Area Public Library shall advance expenses incurred by an officer or Trustee who may be eligible for indemnification pursuant to this Article in defending a Proceeding unless such Proceeding is brought against the person by or in the right of the Lakeview Area Public Library, and may advance such expenses in any case in which it decides indemnification may be appropriate, in advance of the final disposition of such Proceeding, upon receipt of an undertaking by or on behalf of such person to repay the amount so advanced if it shall ultimately be determined that such person is not entitled to be indemnified by the Lakeview Area Public Library.

Section 8.5 - Continuing Right to Indemnification - The Indemnification and advancement of expenses provided pursuant to this Article shall continue as to any person who has ceased to be an officer or Trustee of the Lakeview Area Public Library and shall inure to the benefit of the heirs, executors and administrators of such person.

Section 8.6 - Other Rights - This Article shall not be exclusive of any other right which the Lakeview Area Public Library may have to indemnify any person as a matter of law.

ARTICLE IX - DISSOLUTION

In the event of necessity of disposition of assets, the Board of Trustees will:

- A. pay all outstanding debts.
- B. offer print and non-print materials to the Lakeview Area School District or another nonprofit organization or library.
- C. sell the building and grounds and apportion the net proceeds to a nonprofit of the Library's choice.

ARTICLE X - AMENDMENTS

The bylaws shall be reviewed annually and amended or altered by the affirmative majority vote of a quorum.