



Bylaws of the James V. Brown Library

ARTICLE I.

The Board of the James V. Brown Library shall continue to follow the directives of James VanDuzee Brown's 1904 will for governing the Library. This includes maintaining a nine-member board of trustees consisting of: the Mayor of Williamsport; the Rector of Christ Episcopal Church (where Brown was a member), the Superintendent of Williamsport Schools (or their designee approved by the James V. Brown Library Board), a representative of Williamsport City Council, and five representatives of Williamsport or the nearby vicinity.

ARTICLE II.

Officers

The officers of the Board shall be President, Vice-President, Secretary, and Treasurer. The officers shall be elected by a majority vote of members in attendance at the December meeting to serve for a term of two years, or until their successor takes office. The President may not serve more than two full terms in succession.

The officers shall perform all the duties which ordinarily are within the scope of and incident to their respective offices.

The officers will be nominated by the Nominating and Governance Committee.

Vacancies shall be filled by the Board to serve until the next annual election.

ARTICLE III.

Committees

The following standing committees shall be appointed by the President in January of each year, and they shall sit on each committee and designate one of the members as chairperson:

- 1) Facilities Committee
- 2) Personnel Committee
- 3) Finance Committee
- 4) Nominating and Governance Committee

The Library Director shall be ex-officio members of all committees.

The President shall appoint ad hoc committees as designated by the Board.

ARTICLE IV.

Meetings

The Board shall meet the third Thursday of each month.

Special meetings may be called by the President or upon written request of four members of the Board. Five members of the Board shall constitute a quorum at any regular or special meeting, including the election or the appointment of new members.

Any board member, except those representing an office, unable to attend at least 50% of regular meetings of the Board, unless advance notice is given to the Board of Trustees, shall be considered for removal. A trustee shall be in attendance by in-person, conference telephone call, or virtual teleconference.

A vote by phone shall be acceptable via conference telephone call or virtual teleconference means, in which case, the meeting must be conducted in such a way that all members participating can hear each other at the same time.

A vote by e-mail shall be acceptable; to conduct an e-mail vote, a message is sent to the voting membership stating exactly what is to be voted on, and the subject line (or equivalent) should contain the term "ballot." Any vote by e-mail shall be carried by unanimous consent. If unanimous consent is not reached, the question shall roll over to a deliberative meeting.

ARTICLE V.

Fiscal Policies

The fiscal year shall be the calendar year.

ARTICLE VI.

Library Director

A Director of the library shall be appointed by the Board, and the duties and compensation for that position shall be fixed by the Board. All other members of the library staff shall be selected by the Director. They shall be governed by the personnel policy adopted by the Board.

ARTICLE VII.

Amendments to Bylaws

These bylaws may be amended at any regular or special meeting of the Board upon the affirmative vote of two-thirds of the total members. At least thirty (30) days written notice shall be given by the President and/or Secretary of such proposed amendments to the Board Members.

ARTICLE VIII.

Trustee Emeritus

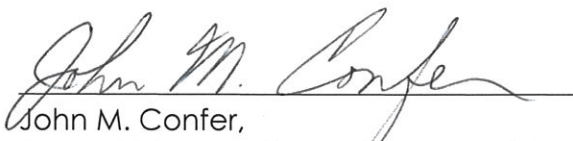
Any Trustee with at least 10 years of service on the Board may elect to resign from the Board and assume Trustee Emeritus status. Any Trustee Emeritus will not be entitled to vote but retains involvement by attending Board meetings and Board Committee meetings as a non-voting member. A Trustee Emeritus may also attend all library functions, be active on special committees, and may continue to provide input to the library and its services.


ARTICLE IX.

Parliamentary Authority

Robert's "Rules of Order Revised" shall be the parliamentary authority for all matters of procedure not specifically covered by the charter and/or bylaws.

Revised and approved by the James V. Brown Library Board July 17, 2025.


John M. Confer,
James V. Brown Library, Board President


Reverend Kyle D. Murphy,
James V. Brown Library, Board Secretary