

BY-LAWS

*Revised 5/64  
Amended 12/65*

ARTICLE I  
Officers

1. The officers of the Board of Trustees of the Bethlehem Public Library shall be a President, a Vice-President, a Secretary and a Treasurer.

2. The President shall preside at all meetings of the Board of Trustees.

3. In the absence of the President, the Vice-President shall preside, or other officers in the order named above.

4. The Secretary shall perform such duties as may from time to time be defined and conduct such correspondence as may be required.

5. The Treasurer shall be responsible for the proper administration of the funds of the Library.

Note: A clerk may be employed by the Board of Trustees. He shall keep the minutes of all meetings of the Board of Trustees, keep account of receipts and expenditures of funds and at stated meetings of the Board present statements of the same, and discharge such other functions as the Board may from time to time direct.

ARTICLE II  
Organization

On the second Friday after the second Monday in each calendar year, the Trustees shall organize by choosing from their own number the officers named in Article I, in accordance with Section 412 of The Library Code, the Act of June 14, 1961, P.L. 324.

ARTICLE III  
Meetings

1. A stated meeting of the Trustees shall be held monthly except the months of July and August.

2. A special meeting may be called on request of any two members of the Board.

ARTICLE IV  
Committees

1. The President shall, as soon as possible after the organization of the Board, appoint the following standing Committees:

a. Finance to which shall be committed the custody of the capital securities and temporarily invested funds of the Bethlehem Public Library, and to which may be referred any question of finance for discussion and report to the Board, or action as the Board may direct.

b. House, to which may be referred any matters relating to the care, repair and upkeep of the buildings of the B.P.L. for discussion and report to the Board, or for action as the Board may direct.

c. Book, which shall cooperate with the Librarian in the selection of books and magazines and disposition of the same.

ARTICLE V  
Duties of the Board

A majority of the members of the Board shall constitute a quorum. The order of business of the stated meetings of the Board of Trustees shall be as follows:

1. Reading of the minutes of the previous meeting.
2. Report of the Treasurer and action thereon.
3. Report of the Librarian and action thereon.
4. Reports of Committees and action thereon.
5. Unfinished business.
6. New business.
7. Adjournment.

ARTICLE VI  
Rules of Order

The rules of order of the Board of Trustees shall be the customary rules of parliamentary usage.

Robert's Rules of Order shall govern the Trustees on disputed points of procedure.

AMENDMENT I

ARTICLE II  
Organization

As soon as possible in January after the appointment of new members, the President of the Board shall call a meeting of the trustees to organize the board for the new calendar year. The trustees shall choose from their own number the officers named in Article I, in accordance with Section 412 of the Library Code, the Act of June 14, 1961, P.L. 324.

December 27, 1965.