

PALM BEACH COUNTY LIBRARY ASSOCIATION

POLICIES AND PROCEDURES



PALM BEACH
COUNTY

LIBRARY
ASSOCIATION

Approved July 2020

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I. MEMBERSHIP

Section A. Eligibility

Membership is open to any person interested in library and information services (Bylaws Article III, Section A).

Three classes of membership shall be available.

1. General membership: Any interested person shall be eligible for membership in the Association upon payment of the annual dues prescribed by the Association in Bylaws Article III, Section B. For current fiscal year: \$20.00
2. Paraprofessional membership: Paraprofessional membership shall be open to any non-professional person working in a support role in a library upon payment of the annual paraprofessional dues prescribed by the Association in Bylaws Article III, Section B. For current fiscal year: \$15.00.
3. Student membership: Student membership shall be open to any person currently enrolled in a degree program at any college or university upon payment of the annual student dues prescribed by the Association in Bylaws Article III, Section B. For current fiscal year: \$10.00.

Section B. Dues

General membership dues shall be reviewed annually by the Board of Directors. Any change in dues amount shall take place at the start of a fiscal year.

1. General membership dues are currently set at \$20.00 annually.
2. Paraprofessional dues are currently set at \$15.00 annually.
3. Student dues are currently set at \$10.00 annually.
4. According to Bylaws Article III, section B, "Membership may be accepted at any time and will be valid one year from the date paid." If dues are unpaid four months after the one year, dues shall be considered in arrears and all privileges of membership shall be suspended until payment is received.

II. OFFICERS

Section A. President

1. Duties. Prepares an agenda and presides at all meetings of the Association and of the Board of Directors.
 - a. Represents the Association in all official capacities.
 - b. Acts as spokesperson for the Association on all established policies.
 - c. Coordinates the work of all officers, divisions, and committees.
 - d. Obtains annual reports from committee chairpersons before the annual meeting.
 - e. Reviews and approves the Secretary's minutes of all meetings before they are submitted for Board of Director's approval.
 - f. Committee appointments
 - i. Appoints chairpersons of all standing committees, subject to approval by a majority of the Board of Directors, and serves as ex-officio member of all committees.
 - ii. Appoints ad hoc committees as necessary, with approval of the Board of Directors.

Section B. President-Elect

1. Duties
 - a. Serves as a voting member of the Board.
 - b. Acts in the absence of the President. If the President vacates the office, the President-Elect completes the term.
 - c. Communicates with the President throughout the year to solve problems and to prepare to assume the duties of the presidency.

Section C. Past President

1. Duties
 - a. Serves as voting member of the Board.
 - b. Serves in an advisory capacity to the President and Board of Directors.

Section D. Secretary

1. Duties

- a. Serves as a voting member of the Board.
- b. Records and keeps minutes of Board of Directors meetings and the Association annual meeting, include a record of attendance.
- c. Handles correspondence as directed by the President and Board.
- d. Maintains file of names and contact information for all members serving on board and committees.
- e. Maintains a current record of the terms of office for Board members and committee chairs; informs nominating chair of upcoming vacancies.
- f. Keeps permanent file of minutes, pertinent correspondence, and communications.
- g. Sends copies of all minutes to all board members following each Annual and Board of Directors meetings for approval. Upon approval sends minutes to webmaster for posting on the website.

Section E. Treasurer

1. Duties

- a. Serves as a voting member of the Board.
- b. Arranges, under direction of the Board, for an audit of the books of the previous administration.
- c. Normal, budgeted expenditures do not require prior approval of President. Pays other bills as directed by the President or the Board. Receives, records, and deposits all payment of dues.
- d. Responsible for communicating with Membership Chair as dues are received in order for the Membership Chair to maintain an accurate membership file.
- e. Submits a detailed, written financial report at each Association meeting, at board meetings, and at the close of his/her term.
- f. Prepares and sends a report to the Internal Revenue Service by the 5th day of the 5th month following the close of the fiscal year.

- g. Prints out copies of meeting minutes where there has been a change of officers in order to change bank information.
- h. Transfers books within one month following the expiration of his/her term and trains his/her successor. The training should be completed before the first quarterly meeting. It would be ideal if the outgoing treasurer attends the next board meeting to assist with the transition for the new treasurer.
- i. Serves on the Membership Committee and as ex-officio on Fundraising Committee, and reports to the Board on initiatives and revenues received directly as a result of those efforts.

Section F. Membership Chair

1. Duties

- a. Serves as a voting member of the Board of Directors.
- b. Maintains membership file.
- c. Notifies members of dues payable.
- d. Maintains a welcoming presence with a physical station at all association events.
- e. Keeps member database current by recording names and contact information of new members as dues are received by communicating with the Treasurer.
- f. Communicates new membership information to listserv manager and to membership committee.
- g. Supplies the webmaster a complete membership list for posting on the website.
- h. Submits a detailed membership report at each association meeting, at board meetings, and at the close of his/her term.
- i. Handles membership table at Quarterly Meetings by instructing and assigning members of her/his committee on registering and renewal procedures.
- j. Encourages a large active membership and solicits new memberships as well as renewal of lapsed memberships.
- k. Provides membership registration forms for distribution at appropriate locations.
- l. Transfers books within one month following the expiration of his/her term and trains his/her successor. The training should be completed before the first

quarterly meeting.

III. MEETINGS

Section A. General Membership Meetings

1. Date and time is set by the Board of Directors' discretion (Bylaws Article V, Sect. A), but are generally scheduled quarterly.
2. Meeting location is at the discretion of the Board, with an effort to ensure geographic diversity as well as type of venue.
3. The Annual Meeting will be held in the last quarter of each fiscal year (Bylaws Article V, Sect. B), at which time the election of officers shall take place.

Section B. Board of Directors Meetings

1. Meetings of the Association Board of Directors are scheduled monthly at the discretion of the President of the Association.

IV. BOARD OF DIRECTORS

Section A. Duties

1. The Board of Directors shall conduct the business of the Association, including adoption, and, if necessary, revision of an annual association budget to ensure its fiscal health.
2. The Board shall assist the incoming President in obtaining committee chairpersons and committee members.
3. The Board shall review the specific duties of each committee at the beginning of the year, indicating the direction that the work should take and the goals that each committee should strive to reach within the year. The chairpersons of all committees shall be notified of such direction through the President and Secretary.
4. Votes taken by the association board may be conducted either in person, via email, or by telephone and will be considered valid.

V. FISCAL POLICY

Section A. General

1. An annual budget proposed by the Treasurer, with the input of Board of Directors, shall be approved at the beginning of each fiscal year (7/1-6/30).

2. Association funds can be spent only for purposes authorized or budgeted by the Board. The Treasurer verifies all expenses, except for those incurred by the Treasurer, which are verified by the President.
3. All officers and committee chairpersons must submit a copy of expenses authorized to the Treasurer.
4. A new association budget shall be set up at least one month before the fiscal year begins. Normal budgeted expenditures do not require prior approval of the Board.

VI. COMMITTEES

The work of committees shall be under the direction of the Board of Directors.

Section A. General Considerations

1. All committee members must be members of the association, unless otherwise approved by the Board.
2. Committees may undertake projects with the agreement of the Board of Directors.

Section B. Committees

1. Advocacy and Outreach

Statement of Purpose:

The Advocacy Committee works closely with both the officers and Board of the Palm Beach County Library Association and other interested parties to raise awareness of the variety of services the different libraries in Palm Beach County offer the community by providing information to the public and planning a Library Advocacy event and outreach events.

Responsibilities of Advocacy Committee Chairperson

1. Communicate with the Board of Directors regarding committee activities and submit written reports as requested.
2. Ensure that all projects undertaken have the approval of the President and Board of Directors.
3. Maintain committee files and turns active material over to the new committee chairperson within 30 days.
4. Forward inactive material to the Secretary for the archives.

Responsibilities of Advocacy Committee

1. Plan and host annual advocacy activities and events.
2. Coordinate with other local organizations to promote libraries of all types.
3. Outreach to various elected officials to better inform them of the impact of various libraries on their communities and constituencies.

2. Bylaws

Statement of Purpose:

Oversees the Bylaws, and Policies and Procedures for the Association membership. Ensures that the Bylaws and Policies and Procedures clearly reflect all changes that have been made by the Board and voting membership.

Responsibilities of Bylaws Committee Chairperson

1. Coordinates the efforts and duties of the Bylaws Committee.
2. Communicates with the President and Board.

Responsibilities of Bylaws Committee Members

1. Reviews the Association Bylaws & Policies and Procedures and makes recommendations for changes to the Board of Directors.
2. When changes to the Bylaws have been approved by the Board, takes the appropriate steps to ensure that changes are brought before the membership for a vote.
3. After changes are approved by the membership, takes appropriate steps to have new documents published on the website.
4. Maintains file of Association Committee documents and provides Board members and other interested parties with copies upon request.

3. Communications

Statement of Purpose:

The purpose of the Communications Committee is to provide communication to the members and the public through the Association website, email and social media. The communications committee will work directly with the Secretary of the Board to ensure accuracy and currency of all information.

Responsibilities of the Communications Chairperson

1. Interprets instructions of the Board to the Committee and makes assignments to each member.
2. Communicates with the Board regarding committee activities.
3. Maintains committee files and turns active material over to the new committee chairperson within 30 days. Inactive material will be forwarded to the Secretary for the archives.
4. Submits a written report to the Board when requested, including any membership work done and any recommendations.
5. Assigns tasks to members in the committee and ensures that Association business is published in a timely manner.
6. Appoints the webmaster and consults with him/her on matters related to site maintenance or content.
7. Maintains the email list necessary for the business of the Association and sends emails to keep membership informed.
8. Works closely with the Membership chair to ensure that the email list is up to date and that the website membership list is accurate.
9. Selects an Historian to assist Secretary with the compilation of meeting minutes, to photograph and preserve meeting and other important Association information.
10. Reports on updates at regularly held Board meetings and may produce an annual report at the discretion of the Board.

Responsibilities of the Communications Committee Members

1. Reviews all communications content prior to release to maintain uniformity of brand and accuracy of information.
2. Ensures that Association activities are advertised in a timely manner.
3. Prepares press releases in advance of Association events with the assistance of the Secretary.
4. Monitors library news and developments and contributes these to the Association's webmaster for posting to the website.
5. Uses media, including social media, to promote the visibility of the organization and its

events.

4. Events

Statement of Purpose:

The purpose of the Events Committee is to plan and coordinate events, programs, and fundraising strategies to further the association's mission to support and advance libraries and to provide professional development to those interested in library service.

The committee works in close conjunction with the Treasurer and the Advocacy and Outreach Committee to ensure financial security and support for activities including, but not limited to, programming, student scholarships, professional development awards and advocacy events. The committee works in close conjunction with the Communications Committee to ensure adequate marketing of events.

Responsibilities of Events Committee Chairperson

1. Communicate with the President regarding committee activities.
2. Ensure that all projects undertaken have the approval of the President and Board.
3. Maintain committee files and turns active material over to the new committee chairperson within 30 days
4. Forward inactive material to the Secretary for the archives.
5. Submit a written report to the Board when requested, including a report of work done and any recommendations.
6. Coordinate all aspects of Association programming events and ensure yearly assessment through online satisfaction surveys
7. Convey relevant information to the Communications Committee chair 30 days prior to the event for notifying the Association membership of an upcoming meeting or event.
8. Coordinate with the Secretary to ensure that a thank you letter is sent to the presenter(s) of the program within one week of the event.
9. Provide and update to the Treasurer of progress prior to the regularly scheduled Board Meetings.

Responsibilities of Events Committee Members

1. Identify fundraising goals based upon needs identified at the beginning of the fiscal year in the annual budget review (cf. IV. A. 1. Duties of the Board).

2. Identify and present committee chair ideas for possible fundraising strategies, programs and venues.
3. Conduct fundraising at regular meetings, record receipts, and ensure that treasurer receives funds.
4. Communicate budgetary needs for projects and awards to Treasurer.
5. Assist with at least one quarterly meeting, which could include coordinating with location host, coordinating refreshments, assisting with setup and clean up, facilitating the program, assisting meeting presenters and attendees or any additional tasks as outlined by the Board of Directors.
6. Partner with various library and literacy groups and events to achieve common goals.

5. Membership

Statement of Purpose:

The Membership Committee is responsible for the planning and execution of campaigns designed to recruit and retain members, establishing a welcoming presence at quarterly meetings and events, overseeing communications related to membership matters, and ensuring the currency of the membership database.

Responsibilities of the Membership Chairperson

1. Relays information from the Board and assigns tasks to committee members.
2. Communicates with the President and/or Board regarding committee activities.
3. Maintains committee files and turns active material over to the new committee chairperson within 30 days. Inactive material will be forwarded to the Secretary for the archives.
4. Submits a written report to the Board when requested, including a report of work done and any recommendations.
5. Manages the membership database, issues renewal notices, and welcomes new members.
6. Reports committee activity and updates at regularly held board meetings.

Responsibilities of the Membership Committee Members

1. Communicate in a timely manner and complete assignments as requested.
2. Contribute to the maintenance of the membership database.
3. Assist Membership Chair at events as needed.
4. Identify actions and initiatives for the purposes of increasing association membership.
5. Supplies the webmaster a complete membership list for posting on the website.

6. Nominating

Statement of Purpose:

The Nominating Committee develops an annual slate of candidates for the Board of Directors.

Responsibilities of the Nominating Committee Chairperson

1. Interprets instructions of the Board to the committee and makes assignments to each member.
2. Communicates with the President regarding committee activities.
3. Maintains committee files and turns active material over to the new committee chairperson within 30 days. Inactive material will be forwarded to the Secretary for the archives.
4. Submits a written report to the Board when requested, including a report of work done and any recommendations.
5. The chair will communicate relevant information to the Association and Board prior to the nomination process and election.
6. Requests and receives biographies from official nominees. Submits them to the Communications Committee for posting on the association webpage.
7. Prepares Nominating Ballot for the Annual Meeting in May and distributes and collects completing ballots.
8. Counts ballots and reports on the new Board members at the Annual Meeting.

Responsibilities of Nominating Committee Members

1. Research and solicit nominations for elective office positions.
2. Prepare nomination ballot for each elective office position.
3. Assist chair with nomination process.
4. Participate in committee meetings.

7. Professional Development Awards

Statement of Purpose:

The purpose of the Professional Development Awards Committee is to promote professional development by providing financial assistance to current Association members in support of their ongoing professional pursuits.

Responsibilities of Professional Development Awards Chairperson

1. Budgets annually for professional development assistance to be awarded to current members engaged in study leading to a degree in a library-related discipline, enrollment in post-degree certification or other coursework, or attendance at library-related conferences.
2. Communicate with the President regarding committee activities.
3. Ensure that all projects undertaken have the approval of the President and Board.
4. Maintain committee files and turns active material over to the new committee chairperson within 30 days.
5. Forward inactive material to the Secretary for the archives.
6. Submit a written report to the Board when requested, including a report of work done and any recommendations.
7. Communicate during the process and provide an update of awards to the Treasurer for writing checks.

Responsibilities of Professional Development Awards Committee Members

1. Work in conjunction with the Fundraising Committee and the Board to identify funding for scholarships.
2. Establish criteria for scholarship awards.

3. Identify and describe to the board potential formats for scholarships (cash award, registration fee for professional conference, etc.).
4. When necessary, update scholarship application forms.
5. Communicate with the Communications committee to advertise scholarship availability with the goal to identify potential candidates.
6. In conjunction with the Communications Committee, ensure that full information regarding the available scholarships be posted on the website, including application forms.
7. Collect, review and evaluate the completed scholarship applications
8. Communicate with the recipient to provide an account of the award in some appropriate forum, i.e. an essay, an address to membership, etc.
9. Administers selection of recipients for scholarships and provides the name(s) of the winner(s) to the Communications Committee chair.

Section C. Ad Hoc Committees

Ad Hoc Committees may be created as needed and are subject to Policies and Procedures for Committees, Section A.

Budget Committee

1. Prepares draft budget to present to the Board for action prior to the beginning of the fiscal year.
2. Members include incoming President and Treasurer.
3. Members solicit input from officers and committee chairs.