RULES AND REGULATIONS
REGARDING PUBLIC COMMENTS
AT PUBLIC MEETINGS
OF THE
NORTHLAND PUBLIC LIBRARY AUTHORITY

1. The meeting chairperson shall call the meeting to order after it has been determined that the Authority Board members constitute a quorum.

2. Those in attendance must remain seated during the meeting, unless they are leaving the room or are recognized and addressing the board.

3. The Authority Board will take registered public comments at the beginning of public meetings.

4. In order to be heard in the public comment period, members of the public must sign in before the meeting begins. It is strongly encouraged that any materials that speakers wish to distribute be submitted to the Northland Public Library Office Manager at least five (5) days prior to the meeting, and such materials must then be submitted to the Secretary or designated employee representative at the time of sign-in.

5. Only ~~R~~residents/taxpayers of the five (5) municipalities represented by the ~~Library~~ Authority Board and staff members of the Library will be given a chance to speak ~~first~~ during any public comment period.

6. All public comments shall be presented at some central speaking area established by the Authority Board and at the time established by the Authority Board. No one shall approach the speaking area without first being recognized by the chairperson. No public comment shall be shouted or uttered from the audience. No person shall speak while business is being conducted or while others are speaking.

7. Each speaker will be asked to clearly state their name and address. Only one speaker may speak at a time. Speakers will have five (5) minutes maximum speaking limit.

8. In the interest of efficiently conducting meetings in a professional and orderly manner, the Authority Board politely requests during all meetings that pagers, cell phones, and other electronic devices be silenced. Library meetings are not an appropriate forum for campaigning or political speeches. No solicitation is allowed.

9. Smoking, eating, and drinking of alcoholic beverages is strictly prohibited.

10. Good manners shall at all times prevail. Comments shall be presented with respect and courtesy to the Authority Board and the public. Opposing views shall be presented in a civil, dignified manner.

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11. Speakers are hereby notified that meetings may be recorded. Recordings are retained/destroyed in accordance with Library policy and procedures.

12. Anyone who attends public meetings of the Northland Public Library Authority Board is expected to adhere to the Northland Public Library Behavior Policy.

13. Members of the public not conducting themselves within the guidelines of these rules and regulations may be asked to log-off or to leave the meeting ~~by the Authority Board~~. Repeat or serious offenses may result in being banned from future meetings and/or banned from the Library.

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NPL AUTHORITY BOARD NEW MEMBER ORIENTATION GUIDE

Revised Dec 15, 2024

Note: Highlighted items correspond to items on Amy's current Board member orientation list.

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TOPICS/ELEMENTS

Priority 1: Within 30 days of 1st day of Member's term

1. Role of Authority Board and Members: New member should have a reasonable understanding of the function of the Authority Board and how it interacts with NPL Administration, as well as the responsibilities and expectations of an individual member.
   Who: Executive Director of NPL and Board President

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2. Budget/Financial Reports: New member should be given a general overview of the annual budgetary process. –Also, the new member should be introduced to the monthly treasurer report and supporting financial statements. If appropriate, review Board members' responsibility for periodic financial document examination.
   Who: Executive Director/Finance Director of NPL; Board President/Treasurer

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3. Municipal laws/regulations: The new member should receive a high level overview of what it means to be an Authority Board in PA; an introduction to the most relevant municipal laws and regulations including the state Sunshine Act; and the agreement between NPL and the 5 supporting municipalities.
   Who: Executive Director of NPL; Legal Council; Board Portal information

4. Available Tools and Library Tour: The new member should be given a tour of Northland Public Library's physical plant.– The new member also should be introduced to the Board Portal and given access, if member does not already have access to the Board Portal.
   Who: Executive Director of NPL

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5. Orientation Packet: New member should be provided with certain materials ("orientation packet") immediately upon the member's appointment to the Authority Board. The information may be sent electronically New member should review the materials prior to the initial orientation meeting. –The included

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information may change from time to time, however, at the orientation packet should include at least the following.

- Most recent annual report
- Current Board bylaws
- Current Board Duties and Responsibilities
- Organizational chart
- Most recent Board meeting minutes; Treasurer report; Executive Director report
- Board Meeting and Committee meeting schedule
- Name badge and website bio forms
- Acronyms list

Priority 2: Between 30-90 days of 1st day of Member's term

1. Review of NPL policies and procedures: Due to the number of NPL policies and procedures (P&Ps), it isn't practical or necessary to review all P&Ps, therefore, the new member should be given a brief overview of the most essential P&Ps. The new member will need to access the Board portal for self review of the Employee Handbook and NPL compendium of P & Ps.
   Who: Executive Director of NPL; Board Portal information

2. NPL operations and organizational structure: At this point, the new member should have had some exposure as a result of meeting attendance; interaction with Board members and NPL staff; and self education. However, the new member should be provided one on one discussion to provide further clarification and explanation on the topic.
   Who: Executive Director of NPL; Board Portal information

3. Advocacy: Having been appointed by their respective municipality, and because of the form and function of an Authority Board, it is important for all Board members to have relationships with our municipal and other government officials and the community at large. These relationships and the corresponding advocacy will occur on many different levels and many different types of engagement. Ideally, within the first 90 days, the new member will have had opportunities to see advocacy in action via general meetings/events/community activities. In addition, there should be a discussion with the new Board member about how he/she/they can contribute to advocacy.
   Who: Executive Director/NPL Director of Communications ~~Director of NPL~~; Board President; Chairman of Governance Committee

As Needed or As Available: Any time, but ideally during the first year of the new member's term.

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Commented [AS1]: I'm not sure if ALL policies and procedures are currently available on the board portal, but once we make the switch to SharePoint this should be easier to do for the appropriate procedures. I don't think the board really needs to know how staff run various reports etc.

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1. Review of Authority Board Portal: Should be primarily a self directed review.
2. Hands on observation of library function/roles and meeting staff: Other than casual meeting of staff as opportunities arise, the Board member should coordinate any shadowing or meetings with Executive Director. Purpose of this activity needs to be well defined prior to scheduling.
3. New member mentoring program: If implemented, a current member of Authority Board should be the mentor.

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Draft ~~11/12/24~~ ~~12/15/24~~2/4/2025- Governance Committee review

Northland Public Library Authority Board Member – Qualifications and Responsibilities

Northland Public Library (~~NPL~~Library) is ~~directly~~ supported directly by and serves the Borough of Bradford Woods, Franklin Park Borough, Marshall Township, Ross Township and the Town of McCandless, as well as all residents of Allegheny County and the ~~state~~ Commonwealth of Pennsylvania.

The Northland Public Library Authority (~~Northland~~Authority) operates the Library and its resources, services and activities ~~so as~~ to allow all individuals to participate equally in employment, volunteerism and purchasing and contracting opportunities. In addition, Northland strives to make its collection, services and programs responsive to the diverse needs of all of our residents.

Authority Board members should represent all members of our communities and work to understand and address the needs of all of our residents across the diverse fabric of our communities with respect to race, color, religion, sex, national origin, age, physical or mental disability, sexual orientation, gender identity, genetic predisposition, marital status, and all other characteristics that contribute to the uniqueness of each resident.

Municipality Considerations in Selection Process

Northland Public Library recognizes that our municipalities have the right and full authority to appoint their representatives to the Authority Board. During the selection process:

- We encourage our municipalities to select ~~a~~Authority ~~b~~Board members that represent the diversity of their communities and who will serve the library with a commitment to diversity, equity and inclusion.
- We encourage the municipalities to establish a transparent and open application and selection process that creates opportunities for new representatives.
- We request that municipalities make a good faith effort to appoint individuals who meet the stated qualifications; who bring a needed or new skill set to the Board; and who are aware of the responsibilities of an
- Authority Board member, as well as the estimated time commitment to fulfill these responsibilities.
-
- We encourage the municipalities to confer with the Northland Public Library's Executive Director during the selection process.

Authority Board members should represent all members of our communities and work to understand and address the needs of all of our residents across the diverse fabric of our communities with respect to race, color, religion, sex, national origin, age, physical or mental disability, sexual orientation, gender identity, genetic predisposition, marital status, and all other characteristics that contribute to the uniqueness of each resident.

~~We encourage the municipalities to confer with the Northland Public Library's Executive Director during the selection process.~~

Mission: Northland Library enables, encourages and empowers lifelong learning and discovery in a safe welcoming space for all.

The Authority Board Member application process varies with each municipality. Contact the appropriate municipality for details.

SUPPORTING MUNICIPALITIES
Borough of Bradford Woods • Franklin Park Borough • Marshall Township • Town of McCandless • Ross Township

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Qualifications/ Requirements:

Each authority board member must meet the minimum qualifications as set forth in the Municipal Authorities Act which include:

1. ~~Mem~~embers shall be a taxpayer in, maintain a business in or be a citizen of the municipality by which they are appointed.

1.

2. ~~Members shall hold office until their successors have~~ been appointed and may succeed themselves as allowed by the policy of the member's municipality.* The length of the term is five (5) years.

2.

3. Members are expected to attend all board and appropriate committee meetings. Unless excused by the authority board, a member of the authority board who fails to attend three consecutive meetings of the authority board may be removed by the appointing municipality up to 60 days after the date of the third meeting of the authority board which the member failed to attend. ~~??? is this language directly from Act? Can we rewrite this? In my mind, required attendance is the responsibility. The rest of this information seems to be misplaced.~~

~~1.~~

~~2. As library volunteers, all authority board members are required to obtain state and federal clearances. Please see our volunteer page of the library website for more information~~

~~3. Members shall abide by and advocate for the published by ALA. (Note: embed the link to Bill of Rights. The link on the Board portal in the Standards and Regulations section does not work.~~

~~6 The Member's primary allegiance in regard to decision making shall be to Northland Public Library above all other organizations, institutions and corporations. (NOTE: This is a place holder. I am sure legal council can suggest more appropriate language)~~

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~~Suggested~~ Other Qualifications/Requirements (which are~~,~~ subordinate to the Municipal Authorities Act):

1. As library volunteers, all authority board members are required to obtain state and federal clearances. Please see our volunteer page of the library website for more information.
2. Members shall abide by and advocate for the Library Bill of Rights published by the American Library Association (ALA).
3. When making decisions, the needs of the Library shall be the primary consideration of the Member above all other organizations, institutions and corporations. (Pending solicitor review.

~~1.~~4. Must demonstrate a ~~C~~commitment to and support~~er~~ of the ~~NPL~~ Library and its mission; e.g. advocacy/support of ~~NPL~~Library activities and programs/support of N~~PL~~orthland Public Library Founda~~s~~tion (Foundation) etc.

~~2.~~5. Must have ~~A~~ability to participate effectively in ~~a~~Authority ~~b~~Board discussions and decision making, including listening to different points of view, demonstrating tolerance for dissent, respecting the opinions of others, and abiding by the will of the majority.

6. Must have ~~T~~time available for attending and preparing for monthly authority board meetings and appropriate committee meetings.
7. Should bring personal experience and expertise to Board discussions and decision making.

~~3.~~8. Members are expected to serve as a member or chair of ~~should be willing and able to be a participating member of~~ at least 1 of the 5 standing Board Committees for each year of the Member's term.~~-~~ Member may be asked to serve as an Authority Board officer during the member's term. (President, Vice President, Treasurer, Secretary.) Repetitive/contradictory of #9 below?

Responsibilities:

Every Northland Public Library Authority Board member should:

1. Know the mission/vision/goals of the ~~NPL~~ Library and the ~~Northland Public Library~~ Foundation ~~(NPLF)~~;
2. Participate in authority board orientation activities;
3. Be familiar with the policies, guidelines and norms of the ~~NPL~~ Library and ~~NPLF~~Foundation including the Memorandum of Understanding between the Library and the Foundation;
4. Be familiar with the NPL budget including funding sources and formulas;
5. Be familiar with the collection, programs and services of the ~~NPL~~ Library and how it serves the public;
6. Attend all authority board meetings, must notify the Authority Board Secretary/Executive Director in advance of absences;
7. Arrive at authority board and appropriate committee meetings on time and prepared;
8. Be familiar with and utilize Robert's Rules of Order, the Sunshine Act and the bylaws during meetings;
9. Serve on at least one authority board committee and prepare for and attend appropriate committee meetings;
10. Attend programs and events of the ~~NPL~~ Library and ~~NPLF~~Foundation;
11. Demonstrate ~~W~~willingness to ~~financially~~ support ~~NPL~~the Library and the Foundation financially

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(through cash or in-kind donation) ~~NPL, including participation in fundraising events and campaigns, staff development, and conferences~~;

12. Support the fundraising work of the ~~NPLF~~Foundation including participation in fundraising events and campaigns;

~~13. Consider giving cash or in kind donations to the NPLF;~~

~~14.~~13. Support decisions made by the ~~NPL~~ Authority and ~~NPL~~ Foundation boards;~~.~~

~~15.~~14. Develop awareness of political issues (local, county, state & federal), current legislation and standards that may affect the library;

~~16.~~15. Advocate for the L~~l~~ibrary in the community and at the municipal, county, state and federal levels, and assist the Executive Director and Board President in keeping your municipality informed and/or in handling specific issues on an ad hoc basis;

~~17.~~16. Participate in planning for the future of the ~~l~~Library;~~.~~

~~18.~~17. Set library policy;

~~19.~~18. Hire and evaluate the library executive director;

~~20.~~19. Execute Authority Board succession plan as necessary;

~~21.~~20. Develop, with staff and the Finance Committee, and adopt an annual budget;

By May 1, annually, complete and submit to the Director of Finance and Support Services, the State Ethics Commission Statement of Financial Interests;

21.

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~~Responsibilities:~~

22. Actively participate in authority board discussions, speak out on ideas you do not favor, for silence can be interpreted as consent and ask appropriate questions;
23. Keep municipal government informed on the Library: events, services, challenges, budgeting process, awards etc.;
24. Keep the Library informed on the Municipality: events, potential community partners, challenges, budgeting process, changes in make-up of residents and residents' needs;
~~24.~~25. Complete ~~on an annual basis,~~ the Authority Board member evaluation to be used as a tool to assist the Board in setting priorities for member education and engagement.

Estimated Time Required:
11-12 monthly meetings, beginning at 7:~~3~~00pm, fourth Tuesday each month held~~.~~, ~~held in Meeting Room #2 of~~at the Library. ~~the Northland Public Library, or held virtually.~~
Monthly committee meetings as scheduled. ~~, usually held at 6:30pm, fourth Tuesday each month, held in Meeting Room #2 of the Northland Public Library or held virtually.~~ A committee meeting schedule is established and voted upon by the Board for the next calendar year. ~~–~~ Each committee meets approximately 2-5 times per calendar year.

Note: ~~*~~Teleconference and virtual capabilities are available through the library if a member is unable to attend in person. Prior notification of the Executive Director is requested. ~~(Irene's comment: This is where is seems appropriate to state the attendance policy that currently is located in Qualifications #3.).~~

Length of Commitment: Five year appointed term, with renewal reappointment designated by respective municipality. No limit to consecutive terms per the authority bylaws.*
Reports To: Authority Board President and appropriate Committee Chair(s), and reports to the appropriate municipal board and officials regarding authority board and library activities.

*Some municipalities have implemented their own term limits for their appointments.

Revised ~~March 23, 2021~~Feb. 2025

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NORTHLAND PUBLIC LIBRARY AUTHORITY
Governance Committee MEETING – Held in person and virtually, using Microsoft Teams
November 14, 2024 7pm

AGENDA and MEETING SUMMARY

I. Call to Order: Meeting was called to order by Irene Caliendo at 7pm. In attendance: Amy Steele; Andrea Georgic; Dand Getz; Casey Sample and Irene Caliendo.

II. Comments from the Public: (5 mins.) There were no comments from the public.

III. New Business:

A. Discuss process for determining 2025 Governance Committee priorities: use results of Board evaluation responses as guideline.

1. Initial 2025 goals for the Governance Committee will be:

a. Plan Board retreat

b. Complete revision of on boarding program for new Board members.

c. Perform a thorough review of 2024 Board evaluation/survey results.

B. Develop calendar for the Board Education agenda items at the Authority Board monthly meetings: use identified topics by Board members on the Board evaluation as guideline.

1. Based on the Board evaluation responses, the following topics will be discussed at the scheduled Authority Board meetings.

a. Job descriptions for members and officers- December, 2024

b. Board requirements for committee reports at meetings-Jan. 2025

c. Document retention and destruction policy- February, 2025

d. Expectations for participation in and support of fundraising activities-March, 2025

e. Duties of care, loyalty and obedience- April, 2025

f. D&O liability insurance policy: Discussed at the October, 2024 meeting

C. 2025 Board Retreat

1. Potential Dates: March, 2025 is the targeted date for retreat. Casey Sample will send a doodle poll in early Jan to the Board members to determine potential dates.
2. Potential Topic(s): The committee consensus is to use the 2025 retreat as a reflective and informative session. Amy will present a State of the Library address. The Board will do an assessment of "where we are and where are we going" as it relates to NPL's

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strategic plan. The agenda will include a discussion of how the Board can assist in the 2025 strategic plan review process.

IV. Unfinished Business:

A. Board Evaluation Completion/Results: The committee members had a brief discussion of the 6 items that received some combination of at least 4 “don’t know; or “disagree” responses . Casey Sample will present an update/summary of the results at the December Authority Board meeting.

B. New Board member orientation (on boarding) revision:The committee members briefly discussed revisions and updates to the Board member’s list of qualifications and responsibilities. Irene Caliendo will complete the revision for review and approval by the Board. Amy Steele and Irene Caliendo will meet in December to review the changes to Onboarding program for presentation to the Board in early 2025.

C. Approval of May 9, 2024 meeting summary: Meeting summary was approved.

V. Adjournment: Meeting was adjourned at 8:07pm

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