# NPL AUTHORITY BOARD NEW MEMBER ORIENTATION GUIDE

Reviewed and Revised Nov 6, 2025

2/25 Note: Yellow highlighted items correspond to items on Amy's current Board member orientation list.

11/25 Note: New edits are highlighted in blue. I didn't want to accept the February edits since I don't recall if the Committee had agreed to all.

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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 or designees

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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. New Board member may be instructed to review relevant materials prior to the meeting.
   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.
   In addition, the new member should be instructed how to access the Board Trustee Manual on the Bureau of Library Development (BLD) Library Guide.

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Public Operations and Board Governance- Sections: For New Board Trustees; and Board Goveranance-Who's Responsible.
Who: Executive Director of NPL

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 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
   - MOU Between the Authority Board and the NPL Foundation Board

**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 access the Board portal for self review of the Employee Handbook and NPL ~~compendium~~ of available 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



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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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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.**

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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| Activity | Source 1 | Source 2 | Source 3 | Completed |
|---|---|---|---|---|
| Review Qualifications and Responsibilities of board memebers | ED of NPL | Board Pres | Governance Portal | |
| Overview of budgetary process | ED of NPL | Finance Director | Board Pres/Treasurer | |
| Learn format of Monthly Treasurer Report and financial statements | ED of NPL | Finance Director | Board Pres/Treasurer | |
| Municipal laws and regulations about authority board in PA | Legal Counsil | ED of NPL | Board Portal | |
| Intro to Sunshine Act | Legal Counsil | ED of NPL | Board Portal | |
| Municipal Agreement between 5 municipalities and NPL | Legal Counsil | ED of NPL | Board Portal | |
| Tour of Northland Library Facility | ED of NPL | | | |
| Be given access to the Board Portal | ED of NPL | | | |
| Review Orientation Packet provided contents: | ED of NPL | | | |
| Acronyms list | Self Directed Review | | | |
| Most recent annual report | Self Directed Review | | | |
| Current Board Bylaws | Self Directed Review | | | |
| Current Board Duties and Responsibilities | Self Directed Review | | | |
| Organizational Chart | Self Directed Review | | | |
| Most recent Board meeting minutes, Treasurer Report, ED Report | Self Directed Review | | | |
| Board Meeting and Committee meeting schedule | Self Directed Review | | | |
| Name badge and website bio forms | Self Directed Review | | | |
| MOU between Authority Board and NPL Foundation Board | Self Directed Review | | | |
| Return name badge and bio forms to Office Manager | Self Directed Review | | | |
| Have pic taken for bio | ED of NPL | | | |
| Overview of key Policies and Procedures | ED of NPL | | | |
| Review Employee Handbook | Self Directed Review | | | |
| Review NPL compendium of P&Ps | Self Directed Review | | | |
| Deeper explanation of NPL operations and organizational structure | ED of NPL | Self Directed Review | | |
| Learn of advocacy opportunities | ED of NPL | Director of Communications | Board Pres/Gov Committee | |

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## To be completed: within 30 days of 1st day of Member's term

| Completed | Training Activity | Source | Other Source |
|---|---|---|---|
| ☐ | Role of Authority Board and Members | Executive Director or Board President | designees |
| ☐ | Overview of Budget/Financial Reports | Executive/Finance Director or Board President/Treasurer | |
| ☐ | Overview of Monthly Treasurer Report and Financial Statements | Executive/Finance Director or Board President/Treasurer | |
| ☐ | Municipal laws/Regulations (Including Sunshine Act) | Executive Director or Legal Council | Board Portal |
| ☐ | Introduction to Sunshine Act | Executive Director or Legal Council | |
| ☐ | Available Tools and Library Tour | Executive Director | |
| ☐ | Review Orientation Packet and provided contents | Executive Director | |

## To be completed: within 30-90 days of 1st day of Member's term

| Completed | Training Activity | Source | Other Source |
|---|---|---|---|
| ☐ | Review Employee Handbook | Self directed review | Board Portal |
| ☐ | Overview of Key Policies and Procedures | Executive Director | |
| ☐ | Review of all NPL Policies and Procedures | Board Portal Information | Board Portal |
| ☐ | Deeper review of NPL operations and organizational structure | Executive Director or Self directed review | Board Portal |
| ☐ | Learn about Advocacy Opportunities | Executive Director, Director of Communications, Board Pres/Gov Committee | |

## To be completed: as Needed, but ideally during the first year of Member's term

| Completed | Training Activity | Source | Other Source |
|---|---|---|---|
| ☐ | Review of Authority Board Portal: | Self directed review | |
| ☐ | Observe library functions, hands on | Coordinate with Executive Director | |
| ☐ | Meet Library Staff | Coordinate with Executive Director | |

COMMONWEALTH OF PENNSYLVANIA

DEPARTMENT OF STATE

JUNE 11, 1997

TO ALL WHOM THESE PRESENTS SHALL COME, GREETING:

NORTHLAND PUBLIC LIBRARY AUTHORITY

I, Yvette Kane, Secretary of the Commonwealth of Pennsylvania do hereby certify that the foregoing and annexed is a true and correct photocopy of Articles of Incorporation and all Amendments

which appear of record in this department

SECRETARY OF THE COMMONWEALTH
PENNSYLVANIA

IN TESTIMONY WHEREOF, I have hereunto set my hand and caused the Seal of the Secretary's Office to be affixed, the day and year above written.

Yvette Kane

Secretary of the Commonwealth

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JOINT MUNICIPAL AUTHORITY

ARTICLES OF INCORPORATION

TO THE SECRETARY OF THE COMMONWEALTH OF PENNSYLVANIA:

In compliance with the Municipality Authorities Act of 1945, its supplements and amendments, the Town of McCandless, the Township of Ross, the Borough of Franklin Park and the Borough of Bradfordwoods, municipal corporations situate in the County of Allegheny and Commonwealth of Pennsylvania, pursuant to identical Ordinances duly adopted by the governing bodies of such municipalities, hereby signify their joint desire and intention to form an Authority under said Act and do hereby certify as follows:

1. The name of the Authority shall be "Northland Public Library Authority".

2. That this Authority is formed under and pursuant to the provisions of the Municipality Authorities Act of 1945, its supplements and amendments.

3. That no other Authority or joint Authority organized under the Municipality Authorities Act, its supplements and amendments, or under the Act approved June 28, 1935, P.L. 463, as amended, is in existence in or for the incorporating municipalities named herein, except as follows:

(1) The McCandless Township Sanitary Authority organized by the Township of McCandless, County of Allegheny, Commonwealth of Pennsylvania (predecessor to the Town of McCandless), under and pursuant to the Municipality Authorities Act of 1945, its supplements and amendments, for the purpose of furnishing sanitary sewage collection and disposal systems for the Township of McCandless, County of Allegheny and Commonwealth of Pennsylvania (predecessor to the Town of McCandless).

(2) The Franklin Park Authority organized by the Township of Franklin, County of Allegheny, and Commonwealth of Pennsylvania (predecessor to the Borough of Franklin Park) under and pursuant to the provisions of the Municipality Authorities Act of 1945, its supplements and amendments, for the purpose of furnishing a sanitary sewage collection and disposal system for the Borough of Franklin Park, County of Allegheny, Commonwealth of Pennsylvania.

(3) North Allegheny Joint Authority, Allegheny County, Pennsylvania, organized by the Township of Franklin, Allegheny

County, Pennsylvania (predecessor to the Borough of Franklin Park), the Township of Marshall, Allegheny County, Pennsylvania, the Township of McCandless, Allegheny County, Pennsylvania (predecessor to the Town of McCandless), and the Borough of Bradfordwoods, Allegheny County, Pennsylvania, under and pursuant to the Municipality Authorities Act of 1945, its supplements and amendments, for the purpose of acquiring, holding, constructing, improving, maintaining, owning and leasing, either in the capacity of Lessor or Lessee, of public school buildings, and the acquiring of necessary sites therefor.

(4) Ross Township Authority organized by the Township of Ross, Allegheny County, Pennsylvania, under and pursuant to the Municipality Authorities Act of 1945, and/or its predecessor, its supplements and amendments, for the broad purpose of exercising and enjoying any and all of the powers conferred by the said Act.

(5) McCandless-Franklin Park Ambulance Authority organized by the Town of McCandless, Allegheny County, Pennsylvania, and the Borough of Franklin Park, Allegheny County, Pennsylvania, under and pursuant to the Municipality Authorities Act of 1945, its supplements and amendments, for the purpose of furnishing ambulance service to the residents of the Town of McCandless and the Borough of Franklin Park.

4. The purpose of the Authority is to provide free library service to the residents of the Town of McCandless, the Township of Ross, the Borough of Franklin Park and the Borough of Bradfordwoods.

5. The respective names of the incorporating municipalities are:

Town of McCandless
Township of Ross
Borough of Franklin Park
Borough of Bradfordwoods

6. The names and addresses of the municipal authorities of each of the incorporating municipalities are as follows:

A. Town of McCandless:

(1) C. Dean Woodcock - President of Council
9360 Hilliard Road
Pittsburgh, PA 15237

(2) J. Graham Crooks - Vice President of Council
8237 Brittany Place
Pittsburgh, PA 15237

(3) George C. Anderson - Councilman
9490 Peebles Road
Allison Park, PA 15101

(4) Gerard J. Aufman, Jr. - Councilman
9629 Hilliard Road
Pittsburgh, PA 15237

(5) Robert J. Powers - Councilman
8756 Breezewood Drive
Pittsburgh, PA 15237

(6) Donald L. Tanner - Councilman
202 Haugh Drive
Pittsburgh, PA 15237

(7) J. Howard Womsley - Councilman
1453 Montgomery Road
Allison Park, PA 15101

B. Township of Ross:

(1) John McGrath - President of the Board of Commissioners
268 Bellevue Road
Pittsburgh, PA 15229

(2) Frank H. Kohne, Jr. - Vice President of the Board of Commissioners
145 Ridgewood Road
Pittsburgh, PA 15237

(3) Louis T. Cherpes - Commissioner
829 Washington Drive
Pittsburgh, PA 15229

(4) Edward F. Dougherty - Commissioner
192 Link Avenue
Pittsburgh, PA 15237

(5) Norman G. Hoffman - Commissioner
148 Mayer Drive
Pittsburgh, PA 15237

(6) Harry G. Menhorn, Jr. - Commissioner
13 Pinewood Terrace
Pittsburgh, PA 15237

(7) Colman M. Mulkerrins - Commissioner
114 Sally Ann Drive
Pittsburgh, PA 15214

(8) Robert C. Raida - Commissioner
103 Rock Ridge Road
Pittsburgh, PA 15209

(9) Arthur F. White - Commissioner
129 Lilac Avenue
Pittsburgh, PA 15229

C. Borough of Franklin Park:

(1) Charles Soergel - Mayor
2350 Fairlawn Drive
Pittsburgh, PA 15237

(2) R. Wayne Atwell - President of Council
R.D. #1, Rochester Road
Sewickley, PA 15143

(3) Forrest Williams - Vice President of Council
501 Washington Road
Pittsburgh, PA 15237

(4) Frank Blaine - Vice President of Council
R.D. #1, Wexford-Bayne Road
Sewickley, PA 15143

(5) Charles A. Grim - Councilman
1526 Ingomar Heights Road
Pittsburgh, PA 15237

(6) Harold James - Councilman
R.D. #1, 2573 Cole Road
Wexford, PA 15090

(7) Joseph Pegher - Councilman
R.D. #1, Rochester Road
Sewickley, PA 15143

D. Borough of Bradfordwoods:

(1) Frank Magnelli - Mayor
Lincoln Road
Bradfordwoods, PA 15015

(2) Edwin F. Eiswerth - President of Council
Hardin Road
Bradfordwoods, PA 15015

(3) James H. Hutchinson, Jr. - Vice President of Council
Box 348
Bradfordwoods, PA 15015

(4) John C. Baun - Councilman
Wexford Run Road
Bradfordwoods, PA 15015

(5) Judith G. McIntyre - Councilman
Box 153, Delmar Road
Bradfordwoods, PA 15015

(6) Donald O. Nixon - Councilman
Woodland Road
Bradfordwoods, PA 15015

(7) Dr. Thomas L. Perkins - Councilman
Bradfordwoods Road
Bradfordwoods, PA 15015

(8) David H. Tessmer - Councilman
Bradford Road
Bradfordwoods, PA 15015

7. The Board of the Authority, to be formed pursuant to these Articles, shall consist of six (6) members, each of whom, except for those who shall be members of the first Board of the Authority, shall be appointed for terms of five (5) years each. No Board member shall be a paid employee of the Authority. The members of the Board of the Authority shall be apportioned among the several municipalities as follows:

| Municipality | No. of Board Members |
|---|---|
| Town of McCandless | 2 |
| Township of Ross | 2 |
| Borough of Franklin Park | 1 |
| Borough of Bradfordwoods | 1 |

8. The names and addresses of the members of the first Board of the Authority, the municipality by which each such member has been appointed, and the dates of expiration of their respective terms are as follows:

| Names and Addresses | Appointed by | Term Expires |
|---|---|---|
| (1) Helen Coleman<br>Cedar Road<br>Bradfordwoods, PA 15105 | Borough of Bradfordwoods | 12/31/77 |

| | | | |
|---|---|---|---|
| (2) | John H. Prince<br>226 Dombey Drive<br>Pittsburgh, PA 15237 | Township of Ross | 12/31/78 |
| (3) | William M. Gormley<br>503 Olive Street<br>Pittsburgh, PA 15237 | Town of McCandless | 12/31/79 |
| (4) | Jane M. Kehoe<br>1532 West Ingomar Road<br>Pittsburgh, PA 15237 | Borough of Franklin Park | 12/31/80 |
| (5) | Frank H. Kohne, Jr.<br>145 Ridgewood Road<br>Pittsburgh, PA 15237 | Township of Ross | 12/31/81 |
| (6) | C. Dean Woodcock<br>9360 Hilliard Road<br>Pittsburgh, PA 15237 | Town of McCandless | 12/31/77 |

9. Whenever a vacancy has occurred, or is about to occur, by reason of expiration of the term of any member, the participating municipality which appointed the member whose term has expired, or is about to expire, shall appoint a successor member for a full term of five (5) years.

10. Actions of the Board of the Authority shall be taken or made in accordance with a w ghted voting formula according to the population of the participating municipalities as will be more fully set forth in the by-laws of the Authority and an agreement between the participating municipalities.

11. The Authority will be funded by the participating municipalities in accordance with an assessed value formula and a per capita formula as will be more fully set forth in the by-laws of the Authority and an agreement between the participating municipalities.

WITNESS the due execution of these Articles by each of the incorporating municipalities, all as of the 25th day of February, 1977.

ATTEST:

R. S. [illegible]
Secretary

TOWN OF McCANDLESS

C. Dean Woodcock
President of Council

ATTEST:

Richard V. Robinson
Secretary

TOWNSHIP OF ROSS

John McGrath
President, Board of Commissioners

ATTEST:

Mary J. Eberhardt
Secretary

BOROUGH OF FRANKLIN PARK

Forest H. Williams
V. President of Council

ATTEST:

Ann M Jenkins
Secretary

BOROUGH OF BRADFORDWOODS

Edwin T Eisenhauer
President of Council

Approved and filed in the Department of State on the 7th day of March, 1977

C. DeLores Tucker
Secretary of the Commonwealth

FMK/he

3-1-77:12 1250

# Commonwealth of Pennsylvania

## Department of State

647441

## Office of the Secretary of the Commonwealth

## To All to Whom These Presents Shall Come, Greeting:

**Whereas,** *In and by the provisions of the Municipality Authorities Act approved May 2, 1945, P. L. 382, as amended, the Secretary of the Commonwealth is authorized and required to issue a*

### CERTIFICATE OF INCORPORATION

*evidencing the incorporation of an authority under the provisions of said Act, and*

**Whereas,** *The stipulations and conditions of said Act have been fully complied with by the Municipal Authorities of the* Town of McCandless, Township of Ross, Borough of Franklin Park and the Borough of Bradfordwoods.

*Commonwealth of Pennsylvania desiring the organization of*

NORTHLAND PUBLIC LIBRARY AUTHORITY

**Therefore, Know Ye,** *That subject to the Constitution of this Commonwealth, and under the authority of Act No. 164, approved the second day of May, Anno Domini one thousand nine hundred and forty-five, P. L 382, as amended, I DO BY THESE PRESENTS, which I have caused to be sealed with the Great Seal of the Commonwealth, declare and certify the creation, erection and incorporation of*

NORTHLAND PUBLIC LIBRARY AUTHORITY

*into a body politic and corporate in deed and in law by the name chosen hereinbefore specified, now to become operative with authority to transact business, and which shall exist for a term of fifty years unless sooner dissolved according to law.*

*Such corporation shall have and enjoy and shall be subject to all the powers, duties, requirements, and restrictions, specified and enjoined in and by the above Act of Assembly and all other applicable laws of this Commonwealth.*

**Given** *under my Hand and the Great Seal of the Commonwealth, at the City of Harrisburg, this* 7th *day of* March *in the year of our Lord one thousand nine hundred and* seventy-seven *and of the Commonwealth the two hundred and* first

C. DeLores Tucker

*Secretary of the Commonwealth*

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Filed in the Department of
State on FEB 07 1989

CERTIFICATION

I, Pat Rhodes, Secretary of the Northland Public Library Authority, hereby certify, purusant to Title 53 P.S. Section 303 D, the names and addresses of the said authority's officers, and its principal office, to be as follows:

| | |
|---|---|
| Arleen Lipsman (Bradford Woods)<br>15 Commons Drive<br>Bradford Woods, PA 15015 | Chairman |
| Pat Rhodes (McCandless)<br>9357 Timber Trail<br>Pittsburgh, PA 15237 | Secretary |
| Merrill Kline (McCandless)<br>1087 Balmoral Drive<br>Pittsburgh, PA 15237 | Treasurer |
| Dennis Veraldi (Franklin Park)<br>2478 Alydar Drive<br>Wexford, PA 15090 | Member |
| James Zwick (Ross)<br>141 Longmount Drive<br>Pittsburgh, PA 15214 | Member |
| Joan Homyak (Ross)<br>124 Sycamore Drive<br>Pittsburgh, PA 15237 | Member |
| Ann Cummings (Marshall)<br>R.D. #7, Freeport Road<br>Mars, PA 16046 | Member |

Principal Office: 300 Cumberland Road, Town of McCandless, Allegheny County, Pittsburgh, PA 15237 Telephone (412) 366-8100

Northland Public Library Authority

Pat Rhodes

Pat Rhodes, Secretary

Sworn to and subscribed

before me this 18th day

of January, 1989.

Notary

Notarial Seal
Theresa [illegible] Notary Public
McCandless Township, Allegheny County
My Commission Expires [illegible], 1991
Member, Pennsylvania Association of Notaries

Filed in the Department of
FEB 07 1989

APPLICATION FOR JOINDER OF MUNICIPAL AUTHORITY

TO THE SECRETARY OF THE COMMONWEALTH OF PENNSYLVANIA:

In compliance with the Municipalities Authorities Act of 1945, as amended, the Township of Marshall, a municipal corporation situate in the County of Allegheny and Commonwealth of Pennsylvania, pursuant to a Resol tion duly adopted by the governing body of the Township of Marshall, hereby certify its desire and intention to join the Northland Public Library Authority under said Act and do hereby certify as follows:

1. The name of the Authority is "Northland Public Library Authority".

2. That this Authority was formed under and pursuant to the Municipality Authorities Act of 1945, as amended.

3. The Secretary of the Commonwealth granted a Certificate of Incorporation to the Northland Public Library Authority on March 7, 1977.

4. The member municipalities of the Authority have signified their agreement to the Township of Marshall's joinder of the Authority by the passage of respective resolutions to that effect.

5. The Authority Board has passed a resolution expressing its consent to the joinder by the Township of Marshall to the Authority.

6. That no other Authority or joint Authority organized under the Municipality Authorities Act of 1945, as amended, or under the Act approved June 28, 1935, P.L. 468, as amended, is in existence in or for the incoming municipality named herein, except as follows:

(1) The Marshall Township Sanitary Authority organized by the Township of Marshall, County of Allegheny, Commonwealth of Pennsylvania, under and pursuant to the Municipality Authorities Act of 1945, as amended, for the purpose of furnishing sanitary sewage collection and disposal systems for the Township of Marshall, County of Allegheny, Commonwealth of Pennsylvania.

(2) North Allegheny Joint Authority, Allegheny County, Commonwealth of Pennsylvania, organized by the Township of Franklin, Allegheny County, Pennsylvania (predecessor to the

Borough of Franklin Park), the Township of Marshall, Allegheny County, Pennsylvania, the Township of McCandless, Allegheny County, Pennsylvania (predecessor to the Town of McCandless), and the Borough of Bradfordwoods, Allegheny County, Pennsylvania, under and pursuant to the Municipality Authorities Act of 1945, as amended, for the purpose of acquiring, holding, constructing, improving, maintaining, owning and leasing, either in the capacity of Lessor or Lessee, of public school buildings, and the acquiring of necessary sites therefor.

7. The name of the joining municipality is:

Township of Marshall.

8. The names and addresses of the members of the Board of Supervisors of the Township of Marshall are as follows:

(1) Roy Biddle, Chairman, Board of Supervisors
P.O. Box 98, Warrendale, Pa. 15086

(2) Stephanie L. Salada, Vice-Chairman
141 Vander Road, Wexford, Pa. 15090

(3) Susan M. Gold
5 Woodbine Lane, Mars, Pa. 16046

9. The name and address of the member to the Authority Board from Marshall Township and the date of expiration of his or her term is as follows:

(1) Anne Cummings
R.D.#7, Freeport, Rd.
Mars, Pennsylvania 16046

WITNESS the due execution of this application for joinder by the Board of Supervisors, Marshall Township, all as of the 2nd day of November, 1988.

ATTEST:

Patricia Hutchison

Marshall Township

Roy Biddle
Chairman, Board of Supervisors

We, the undersigned, Northland Public Library Authority, Township of Ross, Town of McCandless, Borough of Franklin Park and Borough of Bradfordwoods, hereby join in the application for

joinder to the Northland Public Library Authority by Marshall Township.

ATTEST: Northland Public Library Authority

Chairman of the Board

ATTEST: Town of McCandless

President of Council

ATTEST: Township of Ross

President, Board of Commissioners

ATTEST: Borough of Franklin Park

President of Council

ATTEST: Borough of Bradfordwoods

President of Council

9321110

TOWNSHIP OF MARSHALL

RESOLUTION NO.: 392

A RESOLUTION AUTHORIZING MARSHALL TOWNSHIP TO BECOME A MEMBER OF THE NORTHLAND PUBLIC LIBRARY AUTHORITY AND AUTHORIZING THE APPOINTMENT OF A REPRESENTATIVE TO THE NORTHLAND PUBLIC AUTHORITY BOARD.

THE SUPERVISORS OF MARSHALL TOWNSHIP, ALLEGHENY COUNTY, PENNSYLVANIA, hereby resolve as follows:

BE IT RESOLVED AND ENACTED BY THE BOARD OF SUPERVISORS OF THE TOWNSHIP OF MARSHALL, COUNTY OF ALLEGHENY, PENNSYLVANIA, and it is hereby resolved and enacted by it with the authority of the same:

WHEREAS, the Town of McCandless, the Township of Ross, the Borough of Franklin Park, and the Borough of Bradfordwoods incorporated the Northland Public Library Authority on March 7, 1977 pursuant to the provisions of the Municipality Authorities Act of 199945, as amended;

WHEREAS, the Board of Supervisors of Marshall Township have signified the desire of Marshall Township to become a member of the Northland Public Library Authority;

WHEREAS, the Municipality Authorities Act provides that the governing body of a municipality which wishes to become a member of an existing authority must signify its desire by the passage of an ordinance;

WHEREAS, the Board of the Northland Public Library Authority has passed a resolution expressing its consent to Marshall Township to join the Authority;

WHEREAS, the present members of the Northland Public Library Authority have passed resolutions authorizing the proper officers of the municipalities to join in the application to become a member which must be filed with the Secretary of the Commonwealth; and,

WHEREAS, the procedure being followed for joinder by Marshall Township to the Northland Public Library Authority , pursuant to the Municipality Authorities Act of 1945, as amended.

NOW, THEREFORE, IT IS HEREBY ORDAINED by the Board of Supervisors of the Township of Marshall as follows:

1. The Township of Marshall desires to become a member of the Northland Public Library Authority.

2. The proper officers of the Township are hereby authorized to prepare and submit an application to the Secretary of the Commonwealth to become a member of the Northland Public Library Authority pursuant to the Municipality Authorities Act of 1945, as amended.

3. The Township of Marshall shall have one representative on the Board of the Northland Public Library Authority with all of the rights and duties as set forth in the Authority by-laws.

4. The representative to the Authority board shall be: Anne Cummings, R.D.#7, Freeport Road, Mars, Pa. 16046 and shall serve a term of five (5) years from the date of the acceptance of the application by the Secretary of the Commonwealth.

8932112

RESOLVED AND ENACTED into law this 2nd day of November, 1988.

Effective Five (5) days hereafter.

TOWNSHIP OF MARSHALL
BOARD OF SUPERVISORS

By Roy Biddle
Roy Biddle, Chairman

ATTEST:

Patricia Hutchison
Patricia Hutchison, Secretary

(SEAL)

89321113

OFFICIAL
ROSS TOWNSHIP
RESOLUTION NO. 1207

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE TOWNSHIP OF ROSS, COUNTY OF ALLEGHENY, AND COMMONWEALTH OF PENNSYLVANIA AUTHORIZING THE PROPER OFFICERS OF THE TOWNSHIP OF ROSS TO JOI IN THE APPLICATION OF MARSHALL TOWNSHIP TO BECOME A MEMBER OF THE NORTHLAND PUBLIC LIBRARY AUTHORITY.

WHEREAS, the Township of Ross, the Town of McCandless, the Borough of Franklin Park and the Borough of Bradford Woods incorporated the Northland Public Library Authority on March 7, 1977 pursuant to the provisions of the Municipal Authorities Act of 1945, as amended, and

WHEREAS, the Board of Supervisors of the Township of Ma shall have, by Resolution, signified its desires to become a member of the Northland Public Library Authority, and

WHEREAS, the Municipal Authorities Act provides that the application of any municipality wishing to become a member of an existing Authority formed by two or more municipalities must be joined in by the proper officers of each of the municipalities that are then members of the Authority, pursuant to Resolutions by the municipal Authorities of such municipalities.

NOW THEREFORE, be it resolved by the Board of Commissioners of The Township of Ross, and it is hereby resolved by and with the authority of the same:

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1. The Township hereby gives its consent to Marshall Township becoming a member of the Northland Public Library Authority.

2. The officers and officials of the Township of Ross are hereby authorized to join in the application of the Township of Marshall to become a member of the Northland Public Library Authority and shall execute the application to be submitted by the Township of Marshall to the Secretary of the Commonwealth of Pennsylvania.

Be it duly resolved and enacted by the Board of Commissioners of the Township of Ross at its regularly convened meeting held on the 31st day of October, 1988.

THE TOWNSHIP OF ROSS

Victor J. Whitla
President, Board of Commissioners

ATTEST:

Robert Reeder
Secretary

OFFICIAL
BOROUGH OF FRANKLIN PARK
RESOLUTION NO. 1/89-89

A RESOLUTION OF THE BOROUGH COUNCIL OF THE BOROUGH OF FRANKLIN PARK, ALLEGHENY COUNTY, PENNSYLVANIA, AUTHORIZING THE PROPER OFFICERS OF THE BOROUGH COUNCIL TO EXECUTE WHATEVER DOCUMENTS MAY BE REQUIRED TO ENABLE THE BOROUGH OF FRANKLIN PARK TO JOIN IN THE APPLICATION OF THE TOWNSHIP OF MARSHALL TO BECOME A MEMBER OF THE NORTHLAND PUBLIC LIBRARY AUTHORITY.

WHEREAS, the Town of McCandless, the Township of Ross, the Borough of Franklin Park and the Borough of Bradford Woods incorporated the Northland Public Library Authority on May 7, 1977, pursuant to the provisions of the Municipality Authorities Act of 1945, as amended; and,

WHEREAS, the Board of Supervisors of the Township of Marshall, by Resolution, signified the desire of the Township of Marshall to become a member of the Northland Public Library Authority; and,

WHEREAS, the Municipality Authorities Act provides that the application of any municipality wishing to become a member of an existing Authority formed by two or more municipalities must be joined in by the proper officers of each of the municipalities which are then members of the Authority pursuant to Resolutions by the municipal authorities of such municipalities.

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Franklin Park, Allegheny County, Pennsylvania, and it is hereby resolved by and with the authority of the same:

SECTION I: That the Borough of Franklin Park, through its Borough Council, does hereby give its consent to the Township of Marshall becoming a member of the Northland Public Library Authority.

SECTION II: That the President of the Borough Council of the Borough of Franklin Park be and he is hereby authorized, empowered and directed to execute whatever documents may be required to enable the Borough of Franklin Park to join in the application of the Township of Marshall to become a member of the Northland Public Library Authority to be submitted to the Secretary of the Commonwealth of Pennsylvania, and the Secretary of the Borough of Franklin Park be and she is hereby authorized, empowered and directed to attest to the same and to affix thereunto the seal of the Borough of Franklin Park.

SECTION III: That any Resolution or part of Resolution conflicting with the provisions of this Resolution be and the same are hereby repealed to the extent of such conflict.

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ADOPTED at a regular meeting of the Borough Council of the Borough of Franklin Park at a meeting held on the 14th day of September, 1988, a full quorum being present and voting.

ATTEST:

BOROUGH OF FRANKLIN PARK

Mary J. Eberhardt
Secretary

President, Borough Council

C E R T I F I C A T E

I, Mary J. Eberhardt, Secretary of the Borough of Franklin Park, do hereby certify the foregoing to be a true and correct copy of Resolution No. 489-88 which was duly adopted by the Borough Council on the 14th day of September, 1988.

Mary J. Eberhardt

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8932111

BOROUGH OF BRADFORD WOODS

RESOLUTION NO. 66

A RESOLUTION AUTHORIZING THE PROPER OFFICERS OF THE BOROUGH TO JOIN IN THE APPLICATION OF MARSHALL TOWNSHIP TO BECOME A MEMBER OF THE NORTHLAND PUBLIC LIBRARY AUTHORITY

WHEREAS, the Town of McCandless, the Township of Ross, the Borough of Franklin Park, and the Borough of Bradford Woods incorporated the Northland Public Library Authority on March 7, 1977, pursuant to the provisions of the Municipality Authorities Act of 1945, as amended; and

WHEREAS, the Board of Supervisors of Marshall Township Have, by Resolution, signified the desire of Marshall Township to become a member of the Northland Public Library Authority; and

WHEREAS, the Municipality Authorities Act provides that the application of any municipality wishing to become a member of an existing Authority formed by two or more municipalities must be joined in by the proper officers of each of the municipalities that are then members of the Authority, pursuant to resolutions by the municipal authorities of such municipalities.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the Council of the Borough of Bradford Woods as follows:

1. The Borough of Bradford Woods hereby gives its consent to Marshall Township becoming a member of the Northland Public Library Authority,

2. The proper officers of the Borough are hereby authorized to join in the application of Marshall Township to become a member of the Northland Public Library Authority and shall execute the application to be submitted by Marshall Township to the Secretary of the Commonwealth of Pennsylvania.

INTRODUCED and passed 12th September, 1988.

ATTEST:

Martha D. Smith
Secretary

BOROUGH OF BRADFORD WOODS

By Robert B. Lavin
President of Council

(Borough Seal)

Examined and approved this 12th day of September, 1988.

Mayor

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OFFICIAL
NORTHLAND PUBLIC LIBRARY AUTHORITY

A RESOLUTION CONSENTING TO MARSHALL TOWNSHIP BECOMING A MEMBER OF THE NORTHLAND PUBLIC LIBRARY AUTHORITY AND AUTHORIZING THE PROPER OFFICERS OF THE AUTHORITY TO JOIN IN THE APPLICATION OF MARSHALL TOWNSHIP TO BECOME A MEMBER OF THE NORTHLAND PUBLIC LIBRARY AUTHORITY

WHEREAS, the Town of McCandless, the Township of Ross, the Borough of Franklin Park, and the Borough of Bradfordwoods incorporated the Northland Public Library Authority on March 7, 1967 pursuant to the provisions of the Municipality Authorities Act of 1945, as amended, and

WHEREAS, the Board of Supervisors of Marshall Township have, by Resolution, signified the desire of Marshall Township to become a member of the Northland Public Library Authority, and

WHEREAS, the Municipality Authorities Act provides that the Northland Public Library Authority must give its consent to Marshall Township becoming a member of the Authority prior to the submission by Marshall Township of an application to the Secretary of the Commonwealth of Pennsylvania for permission to join the Authority, and

WHEREAS, the Municipality Authorities Act also provides the application to join the Authority to be submitted by Marshall Township must be joined in by the proper officers of the governing body of the Authority.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the Northland Public Library Authority as follows:

1. The Northland Public Library Authority hereby gives its consent to Marshall Township becoming a member of and joining the Northland Public Library Authority.

2. The proper officers of the Authority are hereby authorized to join in the application of Marshall Township to become a member of the Northland Public Library Authority and shall execute the application to be submitted by Marshall Township to the Secretary of the Commonwealth of Pennsylvania.

Motion made by Arlen Lipkonsa, seconded by Merrill Kline and this resolution is adopted this 15TH day of November, 1988.

ATTEST:

Pat O'Rhodes
Secretary

NORTHLAND PUBLIC LIBRARY AUTHORITY

Chairman

OFFICIAL
TOWN OF McCANDLESS

RESOLUTION NO. 19 OF 1988

A RESOLUTION AUTHORIZING THE PROPER OFFICERS OF THE TOWN TO JOIN IN THE APPLICATION OF MARSHALL TOWNSHIP TO BECOME A MEMBER OF THE NORTHLAND PUBLIC LIBRARY AUTHORITY

WHEREAS, the Town of McCandless, the Township of Ross, the Borough of Franklin Park, and the Borough of Bradfordwoods incorporated the Northland Public Library Authority on March 7, 1977 pursuant to the provisions of the Municipality Authorities Act of 1945, as amended, and

WHEREAS, the Board of Supervisors of Marshall Township have, by Resolution, signified the desire of Marshall Township to become a member of the Northland Public Library Authority, and

WHEREAS, the Municipality Authorities Act provides that the application of any municipality wishing to become a member of an existing Authority formed by two more more municipalities must be joined in by the proper officers of each of the municipalities that are then members of the Authority, pursuant to resolutions by the municipal authorities of such municipalities.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the Town Council of the Town of McCandless as follows:

1. The Town of McCandless hereby gives its consent to Marshall Township becoming a member of the Northland Public Library Authority.

2. The proper officers of the Town are hereby authorized to join in the application of Marshall Township to become a member of the Northland Public Library Authority and shall execute the application to be submitted by Marshall Township to the Secretary of the Commonwealth of Pennsylvania.

Motion made by Councilman Anderson, seconded by Councilman Kline, and this resolution is adopted this 24th day of October, 1988.

ATTEST:

TOWN COUNCIL
TOWN OF McCANDLESS

E. Lauer
Asst. Secretary

H. J. Anderson Jr.
Vice President

I do hereby certify the above to be a true and correct copy of Resolution #19 of 1988 passed by the Town Council of the Town of McCandless on the 24th day of October, 1988

Town Secretary

DSCB-56 (Rev. 9-67)

S9321 120

# Commonwealth of Pennsylvania

## Department of State

TO ALL TO WHOM PRESENTS SHALL COME, GREETING:

WHEREAS, In [illegible] provisions of Act No. 164, approved the second day of May, [illegible]nini one thousand nine hundred and forty-five, P. L. 382, as amend[illegible] Department of State is authorized and required to issue a

CERTIFICATE OF JOINDER

evidencing the joining of an existing Municipal Authority by another Municipality not heretofore a member.

AND WHEREAS, The stipulations and conditions of said Act have been fully complied with by the Municipal Authorities of the Township of Marshall of Allegheny County, and joined in by the proper officers of the existing Municipal Authority, and each Municipality then a member of the Authority, pursuant to proper resolutions.

THEREFORE, KNOW YE, That subject to the Constitution of this Commonwealth, and under the authority of Act No. 164, approved the second day of May, Anno Domini one thousand nine hundred and forty-five, P. L. 382, as amended, I DO BY THESE PRESENTS, which I have caused to be sealed with the Great Seal of the Commonwealth, declare and certify the joinder of the TOWNSHIP OF M[illegible]L of ALLEGHENY COUNTY into NORTHLAND PUBLIC LIBRARY AUTHORITY.

GIVEN under my Hand and the Great Seal of the Commonwealth, at the City of Harrisburg, this 7th day of February in the year of our Lord one thousand nine hundred and eighty-nine, and of the Commonwealth the two hundred and thirteenth.

Secretary of the Commonwealth

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**NORTHLAND PUBLIC LIBRARY AUTHORITY**
**Governance Committee MEETING – Held in person and virtually, using Microsoft Teams**
**May 8, 2025 7pm**

**AGENDA**

I. Call to Order: Made by Ms. Sample at 7:04. Present were Jayme Kostandinu, Andrea Georgic, Michael Smith and Amy Steel. Excused was Irene Caliendo and Dana Getz.

II. Comments from the Public: (5 mins.)
**PUBLIC COMMENT ON AGENDA ITEMS ONLY At this time, citizens may address the Authority Board on agenda items. Only residents and taxpayers of the Northland's five supporting municipalities will be permitted to address the Authority Board. Comments on non-agenda items will be taken at the end of tonight's meeting. Speakers will be permitted to speak for a maximum of 5 minutes. Groups will be required to designate a spokesperson to represent them before the Board. The designated spokesperson may speak for a maximum of 10 minutes. Speakers are asked to clearly state their name and address for the record and keep comments brief and to the point. Please spell your name for the record. Speakers are reminded that the Authority Board uses these comment periods as opportunities to gather information and not to respond directly to concerns raised. Information gathered will not be discussed at the current meeting, but instead will be referred by the President to the Executive Director, Department Manager, and/or a Committee for review and to prepare an appropriate response which will be communicated to the entire Authority Board.**

NTR

III. New Business:
A. New Board Member Recruitment
Best ways to recruit members
The committee discussed pathways to recruit new board members. Some topics were 1) Talk to the current sitting board member whose term is ending for contacts or ideas 2) Discuss with staff if they know any patrons interested in serving 3) Approach Foundation board for any contacts they have who could be interested 4) Reach out or post on our social media page, or re-share posting from the municipality with an opening.

IV. Unfinished Business:
A. New Board member orientation revision: Review latest edit before presentation to full Board

DRAFT

1. Board Portal buildout – The Board portal training area which was started by Ms. Steele will be revisited by Ms. Georgic and Ms. Sample to complete a self guided checklist by the year end.
2. Board mentors
   This benefits and drawbacks of a board mentor were discussed by the committee. Overall the committee agreed that a letter from the board president welcoming a new board member to the Board would be appropriate for a new member. The offer to help and advise could be made, but not mandated to assign as official mentor.

B. Approval of February 13, 2025 meeting summary
   A motion to approve the previous meeting summary was made by Ms. Georgic and seconded by Mr. Smith. The summary was approved unanimously.

**V. PUBLIC COMMENT ON NON-AGENDA ITEMS ONLY At this time, citizens may address the Authority Board on non-agenda items. Only residents and taxpayers of the Northland's five supporting municipalities will be permitted to address the Authority Board. Comments on non-agenda items will be taken at the end of tonight's meeting. Speakers will be permitted to speak for a maximum of 5 minutes. Groups will be required to designate a spokesperson to represent them before the Board. The designated spokesperson may speak for a maximum of 10 minutes. Speakers are asked to clearly state their name and address for the record and keep comments brief and to the point. Please spell your name for the record. Speakers are reminded that the Authority Board uses these comment periods as opportunities to gather information and not to respond directly to concerns raised. Information gathered will not be discussed at the current meeting, but instead will be referred by the President to the Executive Director, Department Manager, and/or a Committee for review and to prepare an appropriate response which will be communicated to the entire Authority Board.**

NTR

VI. Adjournment:

A motion to adjurn the meeting was made by Ms. Steele and seconded by Mr. Smith. The motion passed unanimously and the meeting was adjourned at 7:57 PM.

DRAFT