

Washington Township Free Public Library

Board of Trustees Bylaws

Approved 12/19

Washington Township Free Public Library Board of Trustees

Table of Contents

- Article I.** Name
- Article II.** Purpose
- Article III.** Board Membership
- Article IV.** Board Responsibilities
- Article V.** Officers
- Article VI.** Meeting
- Article VII.** Committees
- Article VIII.** Library Director and Staff
- Article IX.** Parliamentary Authority
- Article X.** Amendment to Bylaws

Article I - Name

This organization shall be called “The Board of Trustees of The Washington Township Free Public Library”, existing by virtue of the provisions of Chapter 54, Title 40 of the laws of the State of New Jersey and exercises the powers and authority and assumes the responsibilities delegated to it under said Statute.

Article II - Purpose

The Library, having been created by the majority vote of the citizens of Washington Township on November 6, 1984, the purpose of this organization is to supervise the administration of The Washington Township Free Public Library and its provision of free public library service to all residents of Washington Township, in accordance with New Jersey State Law and regulations and local ordinances.

Article III - Board Membership

The Board of Trustees shall consist of nine members, which shall include:

- a. Seven members appointed by the Mayor.
- b. The Mayor of Washington Township, or the mayor’s alternate.
- c. The Superintendent of Schools, or superintendent’s alternate.

Article IV - Board Responsibilities

The Trustees of The Washington Township Free Public Library shall:

- Hold in trust and manage all properties of the library.
- Determine the purposes of the library.
- Secure adequate funds to carry on the library programs.
- Employ a qualified library director and other necessary personnel and fix their compensation.
- Know the programs and needs of the library with relation to the community; keep abreast of library standards and trends.
- Establish polices to govern the use, operations and programs of the library.
- Establish policies dealing with book and material selection.
- Establish, support and participate in a library public relations program.
- Together with the library director prepare, present and justify an annual budget.
- Attend all board meetings.

Article V - Officers

Section 1: The officers shall be a president, a vice-president, a secretary and a treasurer, elected from among the appointed trustees at the annual meeting of the Board.

Section 2: Officers shall serve for a term of one year from the January annual meeting at which they are elected and until their successors are duly elected. If Board members believe that it is in the library's best interest, the Board may, by two-thirds vote of the entire membership, allow an officer to remain in office for longer than otherwise allowed herein.

Section 3: A vacancy in office shall be filled for by the election of a successor for the unexpired term by election at a regular meeting of the board after the vacancy occurs.

Section 4: The president shall preside at all meetings of the board, authorize calls for any special meetings, appoint all committees, execute all documents authorized by the Board, serve as an ex-officio voting member of all committees, and generally perform all duties associated with that office.

Section 5: The vice-president, in the event of the absence or disability of the president shall assume and perform the duties of the president. In the absence of both the president and vice-president, the Board members present shall select a temporary chair for the meeting, who shall assume and perform all duties associated with the president.

Section 6: The secretary shall keep a true and accurate record of all proceedings of the board meeting, shall call the roll and shall perform other duties as are generally associated with that office

Section 7: The treasurer must be bonded in an amount authorized by a resolution of the board, shall sign all vouchers for disbursement from library funds, shall sign checks on the authorization of the Board and shall perform other duties as generally associated with that office. In the absence or inability of the Treasurer, the above shall be performed by such other member of the Board as the Board may designate.

Article VI - Meetings

Section 1: A regular meeting shall be held each month, the time and date of these meetings shall be established at the annual organizational meeting. The meetings scheduled for July and August, in any year, may be combined into one meeting.

Pursuant to the Open Public Meetings Act, the date time and location of the regular board meetings will be posted in the library, on the library website, filed with the Township Clerk and sent to the official newspaper.

Section 2: An annual organizational meeting shall be held at the time of the regular monthly meeting in January. The Board shall meet for the purpose of election of officers, approval of official financial institutions, newspapers, auditors and any other organizational matters that may come before the board.

Section 4: Special meetings may be called by the president, or at the written request of three members, for the transaction of business as stated in the call for the meeting.

Section 5: A quorum for the transaction of business at any meeting shall consist of a majority of the Board. If a quorum is not present, the meeting will be cancelled and rescheduled.

Section 6: A majority of the votes of all the members of the Board present at any meeting shall be necessary for the adoption or passage of any resolution or motion.

- Actions taken shall be determined by a voice vote unless a roll call vote is requested by a Board member.
- The President may require members to put motions into writing.
- The President may offer motions and may vote on all proposals.
- All motions shall be stated in their proper form, written, reviewed and restated before a vote is taken.
- At the request of any trustee at the meeting, a motion requiring a vote shall be put into written form by the Secretary for review by all and placed on the Agenda of the next regularly scheduled meeting for a formal vote

Section 7: The order of business for regular meetings shall include, but shall not be limited to, the following items which shall be covered in the sequence shown so far as circumstances will permit:

- a. Roll Call
- b. Compliance with The Open Public Meetings Act
- c. Minutes of the previous regular meeting
- d. Public portion
- e. Public portion on agenda items

- f. Correspondence
- g. Treasurer's report
- h. Action on bills
- i. Library Director's report
- j. Committee reports
- k. Unfinished business
- l. New business
- m. Closed session for personnel
- n. Action on closed session items
- o. Board comments
- p. Adjournment

Article VII - Committees

Section 1: The president may appoint committees of one or more members for such specific purposes as the business of the Board may require from time to time.

Section 2. Special committees for the study and investigation of special problems shall be considered to be discharged upon the completion for which they were appointed and after their final report is made to the board.

Section 3: Committee progress reports shall be presented to the board at each of its meetings.

Section 4: No committee shall have other than advisory powers unless, by suitable action of the board is granted specific power to act.

Article VIII - Library Director and Staff

Section 1: The Board shall appoint a qualified library director who shall be the executive and administrative officer of the library on behalf of the Board and under its review and direction. The director shall attend all Board meetings except for those portions at which the Director's salary, appointment or performance is to be decided.

The Director shall be responsible for:

- The care and maintenance of Library property.
- Adequate and proper selection of materials in keeping with the stated policy of the Board.
- The efficiency of the Library's service to the public.

- Its financial operation within the limitations of the budgeted appropriations.
- All personnel actions must conform to the rules and regulations as set forth in the Personnel Policy Manual.
- The Director shall conduct an annual performance appraisal of all employees prior to April 1st of each year based on the prior calendar year. The Director shall use those annual performance appraisals to formulate a package of recommended salary adjustments.
- The Board or Trustees shall review the Director's recommendations and act upon them.
- The Director shall certify to the correctness of the bills according to procedures established by the Board of Trustees.

Article IX - Parliamentary Authority

Proceedings of all meetings shall be governed by Robert's Rules of Order, in concert with these bylaws.

If there is a conflict these bylaws shall control.

Article X - Amendment to Bylaws

These bylaws maybe be amended by a majority vote of all members of the Board provided written notice of the proposed amendment shall have been *sent* to all members at least ten days prior to the meeting at which such action is proposed to be taken.