



# New Brunswick Free Public Library

## Bylaws of the Board of Trustees

Approved November 15, 1995, Revised 1999, 2000, 2009, July 23, 2014

### Article I. Name

The Board of Trustees is a duly incorporated body under the name *The Trustees of the Free Public Library of New Brunswick* existing by the virtue of the provisions of Title 40 Chapter 54 of the laws of the State of New Jersey and exercising the powers and authority and assuming the responsibilities delegated to it under the named statute.

### Article II. The Board.

**Section 1.** The business affairs of the library shall be managed by a Board of nine (9) Trustees and shall include the Mayor of New Brunswick or his/her designee and the Superintendent of the New Brunswick schools or his/her designee. The other seven (7) shall be appointed by the Mayor with the consent of the City Council and at least five (5) of the seven appointees must be residents of New Brunswick. Appointed trustees shall serve a five-year term in accordance with the state statute. Vacancies shall be filled for the unexpired term only in the same manner as the original appointments are made. As provided by NJSA 40A:9.12, the oath of office may be administered by the President of the Board of Trustees. The oath shall take the form of, "I, \_\_\_\_\_, do solemnly swear (or affirm) that I will support the Constitution of the United States and the Constitution of the State of New Jersey, and that I will bear true faith and allegiance to the same and to the Governments established in the United States and in this State, under the authority of the people So help me God." Or as proscribed in the New Jersey Statutes.

**Section 2.** A trustee who fails to attend four consecutive regular board meetings without good cause and as not excused by a majority of the trustees shall be deemed to have resigned. The appointing authority, the Mayor, shall be advised of the circumstances and asked to appoint a replacement. The trustees may refuse to excuse only with respect to those failures to attend and participate which are not due to legitimate illness. Should the City of New Brunswick adopt a lower attendance limit, such limit will apply to this section.

### Article III. Officers

**Section 1.** The officers of the Board shall be: President, Vice President, Secretary, and Treasurer.

**Section 2.** Officers shall serve until the next annual meeting. The president may not serve more than two consecutive terms and other officers may not serve more than three consecutive terms.

**Section 3.** The President shall appoint a nominating committee annually in October. The Committee shall present a slate of officers at the Annual Meeting. Additional nominations may be made from the floor.

**Section 4.** A vacancy in an office shall be filled by the election of a successor for the unexpired term of the office. Such election shall take place at the first regular meeting after the vacancy occurs.

**Section 5.** The President shall preside at all Board Meetings, authorize calls for special meetings, appoint all committees, execute all documents approved by the Board, serve as an ex-office voting member of all committees and generally perform all duties associated with that office.

**Section 6.** The Vice President, in the absence of the President, shall perform the duties of the President and shall perform other such duties as from time to time may be assigned to him/her by the President of the Board.

**Section 7.** The Secretary shall review the record of the proceedings of all Board Meetings and shall promptly disperse them, shall call the roll, record votes and with library director issue meeting notices and have custody of the minutes. The Secretary shall inform the Mayor of any vacancies occurring on the Board and shall generally perform all duties associated with that office.

**Section 8.** The Treasurer shall oversee the financial operations of the library and with the Finance Committee review the practices and procedures followed. The Treasurer shall be bonded in an amount authorized by board resolution. The Treasurer shall review and sign all vouchers before they are presented to the city for payment. Should the Treasurer be unable to promptly sign the vouchers, the Library Director shall sign them and submit to the Board at the next regular meeting for ratification, a list of the vouchers signed, and the reason for the Director signing them. The Treasurer shall oversee the investment of the funds of the Library. The Treasurer with one other trustee shall have access to the box. The Treasurer shall present an annual report of the financial state of the Library.

### Article IV. Meetings

**Section 1.** Regular meetings of the Board shall be held on the fourth Wednesday of each month at 5:00 p.m. or as otherwise established by resolution of the Board. Public notice shall be given and all Board Meetings shall be open to the public in accordance with the New Jersey Open Public Meeting Law (Chapter 23), P.L. (1975)

**Section 2.** Special meetings may be called by the Board, the President, or two Trustees for the transaction of business as stated in the call for the meeting.

**Section 3.** The Annual Meeting for reorganization and the election of officers shall be held at the time of the first regular monthly meeting of the year.

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

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| a. Announcement of Compliance with Open Public Meeting | h. Committee Reports                          |
| b. Call to Order                                       | i. Directors Report                           |
| c. Roll Call   | j. Unfinished Business                        |
| d. Approval of Agenda                                  | k. New Business                               |
| e. Approval of Excused Absences                        | l. Public Presentations to the Board          |
| f. Approval of Minutes                                 | m. Personnel Matters (if required and closed) |
| g. Approval of Bills                                   | n. Adjournment                                |

**Section 4.** A quorum for the transaction of business shall consist of either a majority of the Trustees or four Trustees, whichever is greater.

**Article V. Committees**

**Section 1.** The standing committees shall be: Finance, Policy, and Planning. The President shall appoint committee members after the annual meeting in January.

**Section 2.** The President shall appoint committees for specific purposes including the Nominating Committee and the Director's Performance Appraisal Committee as the business of the Board requires. Committees shall be considered discharged upon completion of the term of office of the President.

**Section 3.** A Committee shall have advisory power only unless by Board action it is granted specific power to act. Committee progress reports shall be presented to the Board at regular monthly meetings.

**Article VI. Library Director**

**Section 1.** The Board shall appoint a qualified Library Director who shall be executive and administrative officer of the library on behalf of the Board and under its review and direction. An annual performance appraisal shall be conducted by the Board coinciding with the employment anniversary of the Director.

**Section 2.** The Director shall hire, determine the duties of, and dismiss all staff within the provisions of the applicable laws and regulations. The Director shall consult with the Trustees about changes in professional staff and keep them advised of all personnel changes. Progress reports shall be presented to the Board at its meetings.

**Section 3.** The Director shall attend all Board Meetings except the portion of those meetings at which the Director's appointment, appraisal, or salary are to be discussed.

**Article VII. Trustees Emeriti.**

**Section 1.** The Trustees, at a regular meeting of the Board, may elect as a Trustees Emeriti anyone who has served as a trustee at least for two terms as a regular Trustee for such reasons and for such term or terms as the Board shall determine. Any person chosen a Trustee Emeritus may attend any meeting of the Board of Trustees and shall be entitled to all privileges to which members of the Board of Trustees are entitled except that a Trustee Emeritus shall not be entitled to vote nor be an officer.

**Article VIII. Amendment.**

**Section 1.** These bylaws may be amended at any regular meeting of the Board by a two-thirds of the members of the Board, provided that the amendments have been submitted in writing at the previous regular meeting.

**Article IX. General.**

**Section 1.** An affirmative vote of the majority of all members of the Board (provided there is a quorum) present at the time shall be necessary to approve any action before the Board. The President may move, second, or vote upon a proposal before the Board.

**Section 2.** Roberts Rules of Order (Current Edition) shall be regarded as final authority in matters of parliamentary procedure.

Adopted July 23, 2014

Signed \_\_\_\_\_  
President