

# **Appendix E: Wanaque Public Library Bylaws**

## **BY-LAWS OF THE BOARD OF TRUSTEES OF THE WANAQUE PUBLIC LIBRARY**

Revision history: Amended January 26, 2021

### **ARTICLE I - NAME**

This organization shall be called the Wanaque Borough Free Public Library and shall be governed by a Board of Trustees, existing by virtue of the provisions of Chapter 54, Title 40, of the laws of the State of New Jersey and by public referendum in 1961, and exercising the powers and authority and assuming the responsibilities delegated to it under the said statute.

### **ARTICLE II- PURPOSE**

The purpose of the Board of Trustees is to provide public library services to all residents of the Borough of Wanaque in accordance with New Jersey State Laws; regulations of the State Library; and local ordinances.

### **ARTICLE III - MEMBERSHIP OF THE BOARD OF TRUSTEES**

According to the laws of the State of New Jersey (NJSA 40:54-9) the Board shall consist of seven (7) members: five (5) citizens appointed by the Mayor, the Mayor and/or an alternate, and the Superintendent of Schools and/or an alternate.

### **ARTICLE IV - OFFICERS OF THE BOARD**

The officers of the Board shall be President, Treasurer, Secretary. They shall be elected at the annual reorganization meeting in January. The president shall serve no more than three (3) consecutive terms. A nominating committee of at least two Trustees shall be appointed by the President at the meeting prior to the annual meeting, and will present a slate of officers at the annual meeting. Additional nominations may be made from the floor. In the event of resignation of an officer, the election to fill that office will be held at the next scheduled Board Meeting.

### **ARTICLE V - DUTIES OF THE OFFICERS**

All officers are authorized to sign checks, and checks must be signed by at least two officers.

**PRESIDENT** - 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, and generally perform all duties associated with the office.

**TREASURER** - The Treasurer shall sign all vouchers, assist in preparing a monthly budget and financial report, oversee the investment of funds, and perform all other duties associated with the office. All matters regarding the finances of the Library will be brought to the attention of the Treasurer and the Treasurer will see that the appropriate board members are notified. The Treasurer shall assume the duties of the President in the event of temporary absence or incapacity.

**SECRETARY** - The Secretary shall keep a true and accurate record of all the proceedings of the Board meetings, shall call the roll and record votes, issue notices of special meetings, and perform all duties associated with the office.

No individual officer or member of the Board has authority to issue orders for or in the name of the Board unless specifically empowered to do so by the Board at a duly called meeting.

## **ARTICLE VI - MEETINGS OF THE BOARD**

SECTION 1. The regular monthly meeting of the Board shall be established at the annual reorganization meeting of the Board. Cancellations of regular meetings for reasons other than lack of a quorum should be done by a poll of the members with the reason stated.

SECTION 2. The annual reorganization meeting at which officers are elected shall be held at the time of the regular monthly meeting for January.

SECTION 3. In accordance with P. L. 1975, Chapter 231, notices of all meetings are forwarded to the Borough Clerk's office and to at least one of the official newspapers of the Borough of Wanaque, and a copy is posted on the Library's bulletin board.

SECTION 4. Special meetings of the Board shall require 48 hours notice to those places listed in Section 3. When possible, each member of the Board must be polled to determine their availability to attend a special meeting and be properly informed as to the content of such.

SECTION 5. A quorum for the transaction of business at any meeting shall consist of four (4) members of the Board. Official action is normally to be taken at regular monthly or specially called meetings at which a quorum is present. Board meetings may be transacted in person or via videoconferencing.

SECTION 6. The Board will take up for discussion the matter of any member with repeated absences and will bring the matter to the attention of the Mayor or appropriate authority.

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

- a. reading of Sunshine Law
- b. roll call
- c. reading and acceptance of minutes of prior meeting
- d. reading and acceptance of financial & budget reports
- e. authorization of payment of vouchers
- f. open hearing
- g. Director's report
- h. reading of correspondence
- i. old business
- j. new business
- k. adjournment

## **ARTICLE VII - LIBRARY DIRECTOR**

The Board shall appoint a qualified Library Director according to Title 6, Chapter 11-12.7, of the laws of the State of New Jersey. The Director shall serve as the executive and administrative officer of the Library on behalf of the Board and under its review & direction. The Director shall attend all Board meetings.

### **ARTICLE VIII - AMENDMENTS**

The By-laws may be amended at any meeting of the Board at which the entire Board of Trustees is present; or by a majority vote of all members of the Board provided written notice of the proposed amendment shall be mailed to all Board members prior to the meeting at which such action is proposed to be taken.

### **ARTICLE IX - CONFORMITY TO LAW CLAUSE**

If any provision of the Library By-laws is, or shall at any time be, contrary to law then such provision shall not be applicable or permitted or enforced except to the extent permitted by law. In the event that any provision of the By-laws is, or shall at any time be, contrary to law, all of the remaining provisions shall continue in effect. The Board of Trustees and its officers shall also be governed by all other regulations specified in Library Laws of New Jersey and by all other applicable State legislation.

### **ARTICLE X - PARLIAMENTARY AUTHORITY**

Proceedings of all meetings shall be governed by *Robert's Rules of Order*, latest edition, in concert with these by-laws. If there is a conflict, these by-laws shall control.