

BYLAWS OF THE BOARD OF TRUSTEES OF THE WEST MILFORD TOWNSHIP LIBRARY

2-1 Name

This organization shall be called the Board of Trustees of the West Milford Township Library, existing by virtue of the provisions of Chapter 54, Title 40, of the laws of the State of New Jersey, and exercising the powers and authority and assuming the responsibilities delegated to it under said statute.

2-2 Objectives

The objective of the Board is to establish policies that provide free public library service for the people of West Milford Township and establish, operate, and maintain a free library system.

2-3 Membership

The Board shall consist of seven members, appointed by the mayor. **Amended: March 12, 2013; March 9, 2021.**

2-3.1 Officers

The officers shall be a president, vice-president, secretary, and treasurer, who shall be elected at the annual meeting of the Board. Vacancies in office shall be filled by vote at the next regular meeting of the Board after the vacancy occurs.

2-3.2 Term of Office

Officers shall serve a term of one year from the annual meeting at which they are elected. **Amended: March 8, 2011.**

2-3.3 Powers and Duties of 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, serve as an ex-officio voting member of all committees, and generally perform the duties associated with that office.

2-3.4 Absence of President

In the event of the absence of the president at a board meeting, the vice-president shall assume and perform the duties and functions of the president. In the event that both the president and vice-president are not present, a temporary chairperson selected by the members present shall perform the duties and functions of the president.

2-3.5 Powers and Duties of Treasurer

The treasurer shall be bonded in the amount of \$200,000 annually; shall sign all vouchers; shall have charge of the special funds and income outside the appropriations

in charge of the municipal treasurer; shall sign checks on the authorization of the Board; and shall present a financial report of the state of the funds to the Board.

2-3.6 Powers and Duties of Secretary

The secretary shall perform such duties as are generally associated with that office, that are otherwise not handled by the Administrative Assistant, as directed by the Board.

2-3.7 Attendance

Any elected member of the Board who absents himself/herself from three regular meetings within the period of twelve consecutive months shall be considered to have resigned from the Board. Exceptions to this policy shall be at the discretion of the Board.

2-3.8 Trustee Training

Each new trustee is encouraged to attend the State Library's Trustee Orientation within the first 2 years of a term. In addition, each trustee must annually attend at least one educational program sponsored by a library group (PALSPlus, Library Link NJ, NJLA, NJLTA, and State Library). Failure to attend said training shall subject Board member to disciplinary action by the Board. **Amended: March 8, 2011.**

2-4 Meetings

The regular meetings of the Board of Trustees of the West Milford Township Library shall be established annually at the reorganization meeting. All meetings of the Board shall be open to the public in accordance with the New Jersey Open Public Meeting Law, Chapter 231, Public Laws of 1975 of the State of New Jersey. The annual reorganization meeting is held at the first meeting of the year. At this time elections of officers are held and appointments to committees are made.

2-4.1 Order of Business

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

- Call to Order
- Announcement of Compliance with Open Public Law Meetings
- Roll Call of Members
- Approval of Agenda
- Approval of Minutes of Prior Meetings
- Committee Reports
- Director's Report
- Unfinished Business
- New Business
- Action on Bills
- Public Petitions and Requests

Closed Session (if deemed necessary)
Public Petitions and Requests
Adjournment

2-4.2 Special Meetings

Special meetings may be called by the president, or at the written request of two (2) trustees for the transaction of business as stated in the call for the meetings.

2-4.3 Quorum

A quorum for the transaction of business at any meeting shall consist of four (4) members of the Board. **Amended: March 12, 2013; March 9, 2021.**

2-4.4 Conduct of Meetings and Governance

Proceedings of the Board shall be governed by Robert's Rules of Order, latest edition.

2-5 Appointment and Duties of Library Director

The Board shall appoint a qualified Library Director according to State Library regulations 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 and submit a written monthly report to the Board. The Director manages and directs the operations of the Library according to policies, rules and delegation of authority enunciated by the Board; provides for the care and maintenance of the building, equipment, books and materials; hires with Board approval, and directs staff members in accordance with library personnel policy; receives and transmits employee requests to the Board and provides information prior to Board action and prepares an annual budget for presentation to the Finance Committee.

2-7 Appointment and Duties of Committees

The President serves as an ex-officio member on each committee and shall appoint no more than two (2) trustees for each committee. Each committee will have no more than three (3) trustees, since four (4) members constitutes a quorum. Standing Committees are Building and Grounds, Finance and Personnel. Special committees for the study and investigation of special problems shall be considered to be discharged upon the completion of the purpose for which they were appointed and after their final report is made to the Board. Progress reports shall be presented to the Board at each meeting. No committee shall have other than advisory powers unless, by suitable action of the Board, it is granted specific power to act. **Amended: March 12, 2013; March 9, 2021**

2-8 Amendments, Adoption of

These bylaws may be amended by a majority vote of all members of the Board provided written notice of the proposed amendment shall have been mailed or emailed via read receipt to all members at least ten (10) days prior to the meeting at which such action is proposed to be taken.

Motions to rescind prior action of the Board may be made by two-thirds vote at one meeting, without prior notice, or by majority present vote in two successive sessions. **Amended: March 8, 2011.**

2-9 Official Statements

The president of the Library Board of Trustees is the official spokesperson for the Board.

No individual trustee has authority to issue orders for, or make statements in the name of, the Board unless specifically empowered to do so by the majority of the Board present so voting at a regular or duly called special meeting of the Board where a quorum is present. Individual members may speak as a citizen but shall not disclose or disseminate privileged Library Board information or otherwise circumvent State established procedures. A minority opinion on a subject may be issued by a member and it shall be duly noted and become part of the permanent records of the Board in accordance with the Ethics Statement included herein.

2-10 Responsibilities of the Board

- The acceptance of the obligation to attend regular and specially scheduled meetings of the Board.
- To act as a legislative body in formulating policies for the Library.
- To seek and secure funds adequate for a progressive Library
- To adopt a final budget after consideration of the preliminary budget prepared by the Finance Committee and the Director.
- To authorize and approve all Library expenditures.
- To select and appoint the director.
- To approve other employee appointments.
- To evaluate and review the Director and overall operation of the Library.
- To act as final mediator in any employee grievance proceedings.
- To actively promote the Library within the community.
- To deal with petitions, suggestions and complaints which are presented to the Board by Library patrons.
- To be informed of regional, state and national library standards and support those measures that will strengthen library services.

ETHICAL STATEMENT FOR TRUSTEES

Trustees in the capacity of trust upon them shall observe ethical standards with absolute truth, integrity and honor.

Trustees must avoid situations in which personal interests might be served or financial benefits gained at the expense of library users, colleagues, or the situation.

It is incumbent upon any trustee to disqualify himself/herself immediately whenever the appearance of a conflict of interest exists.

Trustees must distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of the institution, acknowledging the formal position of the board even if they personally disagree.

A trustee must respect the confidential nature of library business while being aware of and in compliance with applicable laws governing freedom of information.

Trustees must be prepared to support to the fullest the efforts of librarians in resisting censorship of library materials by groups and individuals.

Trustees who accept library board responsibilities are expected to perform all of the functions of library trustees.

As adopted by the Board of Directors of the American Library Trustee Association, July 1988, and by the Board of Directors of the Public Library Association, January 1989.