

**FREE PUBLIC LIBRARY OF TOWNSHIP OF MOORESTOWN**  
**BOARD OF TRUSTEES**  
**BYLAWS**  
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## **Article I**

### **Section 1. Identification**

This organization, the Free Public Library of the Township of Moorestown, shall be called the "Moorestown Library," located in Moorestown, New Jersey, existing by virtue of the provisions of the relevant subsections of the New Jersey State Statutes, for municipal and joint libraries (N.J.S.A. 40:54) and exercising the powers and authority and assuming the responsibilities delegated to it under the said statute.

## **Article II**

### **Membership on the Board of Trustees**

#### **Section 2.1 Appointments and Terms of Office**

Appointments, vacancies, and terms of office are as provided by the relevant subsections of the New Jersey state statutes, for municipal and joint libraries (N.J.S.A. 40:54-9 and 40:54-10). According to Moorestown Township ordinance, the number of members of the Moorestown Library Board of Trustees (Board) shall not exceed a total of nine (9).

#### **Section 2.2 Meeting Attendance**

Members shall be expected to attend all meetings except as they are prevented by a valid reason. See N.J.S.A. 40A:9-12.1 for reasons/causes for vacancies. The Township of Moorestown requires a Member to attend fifty percent (50%) of all regular meetings in order to remain on the Board.

#### **Section 2.3 Continuing Education**

The Board as a whole is required to attend at least one State Board of Trustee conference per year with a minimum of three hours.

#### **Section 2.4 Regular Members**

In accordance with Township of Moorestown ordinance, the number of members of the Board shall not exceed nine (9). Any Moorestown resident that has been appointed by the Township Mayor with the consent of Town Council to the Board serves for a five (5) year term. There are seven (7) appointed Board members.

#### **Section 2.5 Township Public Officials**

There are two (2) Township Public Officials from the Township of Moorestown: Superintendent of the Township of Moorestown School District and the Township Manager of Moorestown. The Superintendent and Township Manager may,

respectively, appoint an alternate to act in his or her place with authority to attend all meetings and, in his or her absence, to vote on all matters before the Board.

## **Article III Officers**

### **Section 3.1 Officers**

The officers shall be a president, a secretary and a treasurer, who shall also be elected from among the appointed Board members at the annual meeting of the Board. Additional nominations may be made from the floor.

### **Section 3.2 Term of Office**

Officers shall serve a term of one year from the annual meeting at which they are elected. The president may not serve more than three consecutive years.

### **Section 3.3 Duties**

#### **Section 3.31 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 all duties associated with that office. Serving for less than twelve months as an officer will count as having served one term.

The president shall:

- Conduct all meetings of the Board, and any Closed or special meetings; and
- Serve as the Board's primary liaison with the Library Director, with Town Council and with the Moorestown Friend's of the Library Association.
- Direct Library Director, with approval of the Board to perform such duties as requested by the Board president.

In the event of the absence of the president from a Board meeting or of a vacancy in that office a temporary chairperson selected by the President, shall assume and perform the duties and functions of the president.

#### **Section 3.32 Secretary**

The secretary shall be responsible for:

- Keeping a true and accurate record of all proceedings of Board meetings,

- Recording the attendance of all Board meetings, and record votes,
- Issuance of notices of all regular meetings,
- On the authorization of the president, issue notices of special meetings,
- Have custody of the minutes and other records of the Board,
- Notifying the appointing authority of any vacancies on the Board, and
- Performing such other duties as are generally associated with that office.
- Providing notices of regular meetings to be mailed to board members at least five days in advance of the meeting and shall include copies of the minutes of the prior meeting, and agenda to be discussed at the scheduled meeting, and any reports considered essential to consideration of the agenda.

### **Section 3.33 Treasurer**

The Treasurer shall:

- Assist in the preparation of the annual operating budget,
- Monitor the operating budget on a monthly basis,
- Report to the Board of Trustees, the monthly financial statements, and any other financial report deemed worthwhile for review by the Board of Trustees,
- Review the annual audit report, prior to issuance, and report to the Board of Trustees the results.

## **Article IV Meeting Structure**

### **Section 4.1 Regular Meetings**

The regular monthly meeting of the Board of the Moorestown Library shall be held on the fourth Wednesday of each month, at 7:30 PM. All meetings of the board shall be open to the public in accordance with the NJ Open Public Meeting Law (N.J.S.A. 10:4-6). The board sets the dates and times of the meetings at its annual reorganization meeting and posts them according to the **Open Public Meeting Law**.

### **Section 4.2 Annual Meeting**

The annual meeting, at which officers are elected, shall be held at the time of the regular monthly meeting for the month of January of each year.

### **Section 4.3 Order of Business**

The order of business for regular meetings shall include, but not be limited to, the following items:

- a.

- a. Call to order
- b. Announcement of compliance with the Open Public Meetings Law
- c. Roll call of members (establishment of the quorum)
- d. Approval of minutes of prior meeting(s)
- e. Financial report
- f. Action on invoices
- g. Public portion of meeting with instructions to address the board
- h. Correspondence
- i. Reports of director
- j. Committee reports
- k. Old business
- l. New business
- m. Board member comment
- n. Program or guest speaker
- o. Confirm next meeting date
- p. Adjournment

#### **Section 4.4 Agendas and Notices**

Meeting agendas and notices shall indicate the time, date, and place of the meeting and indicate all subject matters intended for consideration at the meeting.

#### **Section 4.5 Minutes**

Minutes of all meetings shall, at a minimum, include:

- The date, time and place of the meeting;
- The names of all board members present and absent;
- The substance of all matters proposed, discussed or decided;
- A record and result of votes taken;
- The names of the public and substance of their comments;
- Other meeting information that Board members request to be entered into the record.

Board minutes should be available to the public according to the law.

#### **Section 4.6 Special Meetings**

Special meetings may be called at the direction of the president, or at the written request of members for the transaction of business as stated in the call for the meeting. Except in cases of emergency, at least 48 hours notice shall be given, according to the terms of the Open Public Meetings Law.

### **Section 4.7 Quorum**

A quorum for the transaction of business at any meeting shall consist of five (5) members of the Board.

### **Section 4.8 Open Public Meetings Law Compliance**

All Board meetings and all committee meetings shall be held in compliance with New Jersey's Open Public Meetings Law (N.J.S.A. 10:4-6).

### **Section 4.9 Parliamentary Authority**

Conduct of meetings shall be governed by Robert's Rules of Order, latest edition.

## **Article V Library Director and Staff**

### **Section 5.1 Appointment**

The Board shall appoint a qualified library director who shall serve as its executive and administrative officer under the direction of the Board. The library director shall direct staff in accordance with established Board policy and practice so as to further the stated Library goals and objectives.

The director shall attend all board meetings except those at which the director's salary or appointment are to be discussed or decided. The library director shall have no vote.

## **Article VI Committees**

### **Section 6.1 Designation**

All committees established herein shall be called Standing Committees. Special committees created by the Board shall be called 'Ad Hoc" committees.

### **Section 6.2 Standing Committees**

The committees listed below shall be appointed by the president promptly after the annual meeting and shall make recommendations to the board as pertinent to board meeting agenda items and business.

- Policy and Procedure
- Finance and Budget

- Personnel
- Marketing/Public Relations

### **Section 6.3 Special Committees**

The president shall appoint special committees for the study and investigation of special problems of issues. They serve until the final report of the work for which they were appointed has been made to the board.

### **Section 6.4 Changes to Committees**

The President shall have the discretion to create, discontinue and modify Ad Hoc committees during his or her term. Such committees can be created and convened at the discretion of the President for service during that president's term. Special needs will govern the establishment of such committees.

### **Section 6.5 Membership**

The president shall appoint committees of one or more members each for such specific purposes as the business of the board may require.

### **Section 6.6 Authority**

No committee shall have other than advisory powers unless, by suitable action of the board, it is granted specific power to act. Committees shall operate in a manner that is consistent with their charge to serve as ambassadors for the programs they represent. All official action requires Board action at a regular or special meeting.

### **Section 6.7 Committee Meetings**

Committees shall meet at the call of the chairperson thereof or by special request of the President.

### **Section 6.8 Chairpersons**

The president of the Board shall appoint chairpersons for all committees from among the members of the Board.

### **Section 6.81 Role of Chairpersons**

The primary duties of the Chairpersons are as follows:

- Participate and become extensively familiar with the activity which the committee supports;
- Serve as an 'ambassador' for that activity by encouraging and enlisting other members of the Board of Trustees to participate in that activity.

- Solicit advice and/or participation from residents and/or members of the Moorestown community to aid in completing their tasks.

## **Article VII Conflict of Interest**

### **Section 7.1 Standards**

Board members may not in their private capacity negotiate, bid for, or enter into a contract with the Moorestown Library in which they have a direct or indirect financial interest. For all matters related to Conflict of Interest Standards, refer to Moorestown Township [Ethics] Code of Ethics §9-13, Violations and Penalties, Ordinance No. 1587-91.

## **Article VIII Removal**

### **Section 8.1 Vacancy in Office**

An office shall be deemed vacant upon the occurrence of any of the grounds set forth in N.J.S.A. 40A:9-12.1

### **Section 8.2 Vacancy Resulting from Non-Attendance**

An office may be declared vacant by a majority of the Board whenever a member, without being excused by a majority of the authorized members, fails to attend and participate at meetings for a period of sixteen (16) consecutive weeks, or four (4) consecutive regular meetings, whichever shall be of longer duration.

## **Article IX Liability**

### **Section 9.1 Immunity from Liability**

Pursuant to N.J.S.A. 2A:53A-7.3 notwithstanding any other provision to the contrary, no Board member shall be liable for damages resulting from the exercise of judgment or discretion in connection with the duties of office unless the actions evidence disregard for the duties imposed by the position.

## **Article X Meeting Schedule**

### **Section 10.1 Regular Meetings**

There shall be at least eleven (11) regular meetings (September, October, November, December, January, February, March, April, May, June, July) of the Board scheduled during each year. The time and place of the meetings shall be determined by the Board at their annual meeting.

### **Section 10.2 Special Meetings**

Special meetings may be called by a majority vote of the Board or at the discretion of the President. Notice of any special meeting shall be given to the secretary no less than five (5) days prior to such meetings and shall state the purpose or purposes for which it is called.

## **Article XI General**

### **Section 11.1 Voting**

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 vote upon and may move or second a proposal before the Board upon temporarily giving up the chair.

### **Section 11.2 Amendments**

These by-laws may be amended by a majority vote of all members of the Board, provided written notice of the proposed