

**BY-LAWS OF THE BOARD OF TRUSTEES**

**MILLVILLE PUBLIC LIBRARY**

**Millville, New Jersey 08332**

**Adopted: December 11, 1984**

**Revised: October 12, 2010**

**ARTICLE I**

**Section 1.** The Board of Trustees is a body corporate under the name of “The Board of Trustees of Millville Public Library” by virtue of Revised Statutes of New Jersey 15A:1-1, etc. and the amendments thereto and supplements thereof.

**Section 2.** The minimum number of trustees shall be 14. The maximum number of trustees shall be 25. Trustees shall be elected for three year terms by the Board of Trustees at the annual meeting to be held on the second Tuesday in January, and shall take office the following February.

Vacancies in the Board of Trustees may be replaced by the Board of Trustees to fill the unexpired term at any time the Board desires.

**Section 3.** The officers shall be president, vice-president, secretary, assistant secretary, treasurer, and assistant treasurer, elected by the Board of Trustees at the annual meeting to serve for one year and until their successors are elected and qualify. They shall be members of the Board.

**Section 4.** Vacancies in the officers of the Board shall be filled by the trustees for the unexpired term at the first regular meeting of the Board after the vacancy occurs.

**Section 5.** The president shall preside at all meetings and shall be ex officio on all committees.

**Section 6.** In absence of the president, the vice-president shall act in his stead. In the absence of both president and vice-president, a trustee designated by the Board shall exercise the president’s functions.

**Section 7.** (a) The Board shall, by its treasurer, upon its warrant signed by the Library Director, President or Treasurer, receive from the disbursing officer of the municipality the money raised therein for library purposes, as provided by R.S. 40:54-8.

(b) The Treasurer shall be the disbursing officer of the Board, shall have charge of its funds, and shall keep the accounts of the Board. He shall pay all bills properly approved and certified by the Director. If the Director is unable or unwilling to certify any bill, such bill shall be referred to the full Board for action.

**March 19, 2014**

**Section 8.** (a) The Secretary of the Board shall keep full and correct reports of all proceedings.

(b) He shall give notice in writing of all regular meetings of the Board at least four days in advance of the meeting and notice of all special meetings at least 24 hours before the time for such meetings.

**Section 9.** No individual officer or member of the Board has authority to issue orders for or in the name of the Board unless especially empowered so to do by a majority of the Board so voting at a regular or duly called special meeting of the Board where a quorum is present.

**Section 10.** (a) There shall be five standing committees as follows:

1. A Building Committee, the duties and function of which shall be to maintain the library building in good and proper repair as well as to recommend to the Board additions, alterations, and structural improvements as the same shall become necessary and to recommend policy as to the use of library facilities. The Building Committee shall be appointed by the President at the annual meeting.

2. A Finance Committee, the function of which shall be to raise and appropriate moneys necessary to the proper operation and maintenance of the library including the fostering of the obtaining of gifts and endowments. The Finance Committee shall consist of officers of the Board.

3. A Program Committee, the function of which shall be to plan and arrange special public programs of an educational or recreational nature with the assistance of the Library Director, subject to any policy established by the Board of Trustees. The Program Committee shall be appointed by the President at the annual meeting.

4. A Nominating Committee, to be appointed by the President and consisting of at least three members of the Board of Trustees, the function of which will be to nominate persons to serve on the Board of Trustees and to nominate officers of the Board of Trustees. This Nominating Committee shall make its report at the regular December meeting of the Board of Trustees.

5. (a.) Executive Committee, consisting of the officers of the Board of Trustees, the function of which will be to exercise all the authority of the Board as limited by R.S. 15A:6-9.

- (b) Special Committees for the study and investigation of special problems may be appointed by the President. Such committees to serve until the completion of the work for which they were appointed.

**Section 11.** The Board of Trustees and its officers shall also be governed by all other regulations specified in the Library Law of the State of New Jersey as applied to library associations operating under its provisions and by all other state legislation applicable.

## **ARTICLE II**

**Section 1.** (a) Regular meetings of the Board shall be held on the second Tuesday of each month at 6:30 p.m. except in July and August.

(b) Special meetings may be called by the President, or upon the request of three Trustees. Notice for such meeting shall state the purpose for which the meeting was called.

(c) A quorum at all meetings shall consist of seven members or in any event not less than one-third of the total number of trustees. A majority of the votes of members of the Board present at any meeting at which a quorum is present shall be necessary for the adoption or passage of any resolution, order or motion. The President may vote on all proposals and may offer motions.

(d) Robert's Newly Revised Rules of Order shall be the authority in all questions of parliamentary procedure.

## **ARTICLE III**

**Section 1.** (a) The Library Director shall be the administrative officer of the Board of Trustees and shall have charge of the administration of the library under the direction and review of the Board. The Library Director shall be held responsible for the care of the buildings and equipment, for the direction of the staff, for the efficiency of the library's service to the public, and for the operation of the library under the financial conditions set forth in the annual budget.

(b) The Library Director shall certify to the correctness of all bills before passing them on to the Treasurer.

#### **ARTICLE IV**

The order of business at regular meetings of the Board shall be:

1. Calling roll
2. Approval of minutes
3. Report of Treasurer
4. Report of Library Director
5. Report of standing committees
6. Report of special committees
7. Communications
8. Unfinished business
9. New business
10. Adjournment

#### **ARTICLE V**

If charges are preferred against any officer or employee of the Board or Library, he or she shall have the right to an investigation and a hearing before the Board.

#### **ARTICLE VI**

These by-laws may be amended at any meeting of the board by a majority of the entire Board, provided that specific notice of the proposed change shall have been given in writing to all members in the call for the meeting.