

BY-LAWS  
of the Board of Trustees  
of the Free Public Library  
of the Township of Monroe,  
Gloucester County, New Jersey  
Revised June, 2023

ARTICLE I – Body Corporate, Officers, Terms of Office, Duties

Section 1. The Board of Trustees is a duly incorporated body under the name of “The Board of Trustees of the Free Public Library of the Township of Monroe, Gloucester County”, existing by virtue of the provisions of Chapter 54 of the Laws of the State of New Jersey (Title 40), and exercising the powers and authority and assuming the responsibilities delegated to it under the said Statute.

Section 2. The bona fide members shall be a President, a Vice-President, a Secretary, and a Treasurer, elected from among the appointed Trustees at the annual meeting of the Board. Annual appointments include the Mayor’s Proxy, the Superintendent of the Schools Proxy and a Council Liaison (the liaison does not have voting power).

Section 3. Officers shall serve for a term of one year from the annual meeting at which they are elected and until their successors are duly elected and installed.

Section 4. A vacancy in an office shall be filled by election of a successor for the unexpired term of the vacant office. Such election shall take place at the first regular meeting after the vacancy occurs. The new officer will be elected by the remaining board members.

Section 5. The President shall preside at all meetings of the board, appoint all committees, execute all documents or contracts authorized by the Board, serve as an ex-officio member of all committees, and generally perform all the duties associated with that office.

Section 6. The Vice-President, in event of the absence or disability of the President or of a vacancy in that office, shall assume and perform the duties that would have been the responsibility of the President.

Section 7. The Secretary shall be responsible for an accurate account of the proceedings of all meetings of the Board, shall have custody of the minutes and other records of the Board, shall be responsible for the issuance of notices of all regular and special meetings, and shall perform such other duties as are generally associated with that office.

Section 8. The Treasurer, except as may hereafter be provided as set forth in Section 9 following, shall have custody of and be responsible for the funds of the Library. S/he shall be the disbursing officer of the Board and shall perform such duties as are generally the responsibility of that office. S/he shall give bond in such amount as may be required by resolution of the Board in connection with any funds of the Library not covered by blanket municipal bond. In the absence or inability of the Treasurer, his/her duties shall be performed by such other member of the Board as the Board may designate.

Section 9. The Board shall provide by duly adopted resolution for the necessary procedures and designated authorized officer(s) signatures to conform to existing Township rules. These rules are for the expenditure of any allocated appropriation by the Township for the benefit of the Library and any miscellaneous funds that may come into its possession as the result of its operation as a

Township agency. This resolution may be subject to change from time to time as circumstances require.

## ARTICLE II – Meetings

Section 1. The regular meeting shall be held at 7:00 P.M. at the Library or other designated place on the third Wednesday of each month, except that, at the discretion of the Board of Trustees, the meetings so scheduled for July, August, or both, in any year may be omitted by appropriate action taken by the Board at its regular meeting in June of such year.

Section 2. The annual meeting, which shall be for the purpose of the election of officers and the adoption of the annual report from the previous year, shall be held at the time of the regular meeting in January of each year.

Section 3. The date and hour of any regular meeting may be changed at the discretion of the President of the Board or by any other officer of the Board acting on his/her behalf provided five days' notice of such change is posted among the public notices displayed in the Municipal Building, and similar notice is posted in the Library.

Section 4. 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 the circumstances of the meeting will permit:

- (a) Flag salute
- (b) Minutes of the previous regular meeting and any intervening special meetings.
- (c) Public presentation to, or discussion with, the Board **10 minute time-limit per speaker.**
- (d) Action on bills.
- (e) Statistics of the Library since the last regular meeting.
- (f) Report of Library Director.
- (g) Committee reports.
- (h) Unfinished business.
- (i) New business.
- (j) Adjournment

Section 5. Special meetings may be called by the President or by any other officer of the Board acting on behalf of the President or, on five days' notice in writing, by any three members of the Board, for such time and place, and for such business only, as shall be specified in the call, and, if any such special meeting shall involve the actual transaction of official business, five days' notice thereof shall also be posted among the public notices in the Municipal Building and at the Library.

Section 6. The place of any regular or special meeting may be changed without advance notice to an accommodation within the Library provided advice as to such change is left at that time at the Library and posted on the Library website.

Section 7. A quorum for the transaction of business at any meeting shall consist of four members of the Board present in person or virtually.

#### ARTICLE III- Library Director, Other Employees

Section 1. The Board shall appoint a qualified Library Director 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 recommend to the Board the appointment and specify the duties of other employees and shall be held responsible for the proper direction and supervision of the staff, for the care and maintenance of Library property, for an adequate and proper selection of books in keeping with the stated policy of the Board, for the efficiency of the Library's service to the public and for its financial operation within the limitations of the budgeted appropriation. In the case of part-time or temporary employees, the Director shall have interim authority to appoint without prior approval of the Board provided that any such appointment shall be reported to the Board at its next regular meeting.

#### ARTICLE IV- Committees

Section 1. The President shall appoint such committees of one or more members each for such specific purposes as the business of the Board may require from time to time. If it shall appear that the purpose of and need for any such committee may be long continued, the Board by appropriate action may confer the status of Standing Committee, whereupon it shall be the duty of the President to appoint such committee each year at the annual meeting; otherwise a committee shall be considered to be discharged upon completion of the purpose for which it was appointed.

Section 2. No committee will have other than advisory powers unless, by suitable action of the Board, it is granted specific power to act.

#### ARTICLE V- General

Section 1. An affirmative vote of the majority of all members of the Board present or virtually at the time shall be necessary to approve any action before the Board, except in those cases involving hiring personnel and entering into contractual agreement, which then would require a majority vote of all members of the Board. The President may vote upon and may move or second a proposal before the Board.

Section 2. The By-Laws may be amended by a two-thirds majority vote of all members of the Board provided written notice of the proposed amendment shall have been mailed or provided by electronic means to all members at least ten days prior to the meeting at which such action is proposed to be taken.

Section 3. Any rule or resolution of the Board, whether contained in these By-Laws or otherwise, may be suspended temporarily in connection with business at hand, but such suspension, to be valid, may be taken only at a meeting at which two-thirds (5) of the members of the Board shall be present and two-thirds of those present shall so approve. If either five or six are present, then two-thirds shall consist of four.

Section 4. To become a member of the Board of Trustees an application must be completed and submitted to the Mayor. The process is delineated on the Monroe Township website.

Section 5. Any rules of procedure not specifically covered in these By-Laws will be referred to Roberts Rules of Order Current Edition.

Original 1974

Revised 2008

Revised and reviewed by Library Board of Trustees on June 16, 2021

Revised and reviewed by Library Board of Trustees on June 21, 2023