

Board of Trustees of the Free Library of the Township of Rochelle Park, NJ

By-Laws

Updated on Thursday, March 23, 2023 during meeting of By-Laws Committee
Adopted at Board meeting, August 14 2023

ARTICLE I. Body Corporate

§1. The Board of Trustees is a duly incorporated body under the name of “Trustees of the Free Public Library of the Township of Rochelle Park.” The Board of Trustees was incorporated on November 7, 2017 and exists by virtue of the provisions of Chapter 54 of the Laws of the State of New Jersey (Title 40), and exercises the powers and authority and assumes the responsibilities delegated to it under said statute.

ARTICLE II. Purpose

§1. The purpose the Board of Trustees is to provide public library services to all residents of Rochelle Park in accordance with New Jersey State Laws, regulations of the NJ State Library, and local ordinances.

ARTICLE III. Board Membership

§1. The Board of Trustees shall consist of:

0.1 Members appointed by the Mayor or other chief executive officer for a term of five (5) years. By law at least 4 board members must reside in the Township of Rochelle Park.

Notes:

1.1.1 Board Member terms are to be staggered in a five (5) year sequence.

0.2 The Mayor or the Mayor’s representative.

0.3 The Superintendent of Schools or the Superintendent’s representative.

ARTICLE IV. Board Responsibilities (N.J.S.A. 40:54-12)

§1. The Trustees of the Rochelle Park Municipal Library shall:

1.1 Hold in trust and manage all properties of the library.

1.2 Determine the purpose of the library.

1.3 Secure adequate funds to carry on the library programs.

1.4 Employ qualified Library Director and other necessary personnel and fix their compensation.

1.5 Know the programs and needs of the library with relation to the community and keep abreast of library standards and trends.

1.6 Approve policies to govern the use, operations, and programs of the library.

1.7 Approve policies dealing with book and materials selection.

1.8 Establish, support, and participate in a library public relations program.

1.9 Approve the annual library budget.

1.9.1 Trustees who cannot attend a meeting must notify the Board President at their earliest convenience.

1.10 Attend NJL accredited seminars or workshops for a minimum of seven (7) hours for the Board combined per year.

ARTICLE V. Officers

- §1. The officers shall be a President, a Vice-President, a Secretary, and a Treasurer, elected from among the appointed Trustees.
- §2. Officers shall serve for a term of one (1) year from the annual meeting at which they are elected and until their successors are duly elected and qualified. A person shall not be eligible to serve as President for more than two (2) consecutive terms.
- §3. A vacancy in the Office of President shall be filled by the Vice-President. A new Vice-President shall be elected at the first regular meeting after the vacancy occurs.
- §4. The President shall:
- 4.1 Preside at all meetings of the Board.
 - 4.2 Appoint all committees.
 - 4.3 Execute all documents or contracts authorized by the Board.
 - 4.4 Enforce all By-Laws and regulations.
 - 4.5 Serve as an ex-officio member of all committees.
 - 4.6 Confer with the Library Director regarding the agenda for each Board meeting.
- §5. The Vice-President shall:
- 5.1 In the absence or the inability of the President to exercise all the functions of the President.
 - 5.2 Have such powers and discharge such duties as may be assigned, from time-to-time, by the Board and help the President with their duties as needed.
- §6. The Secretary shall:
- 6.1 Assure that a true and accurate record of all proceedings of Board Meetings be taken.
 - 6.2 Arrange for the safe keeping of minutes and other records of the Board, which shall be kept in the library.
 - 6.3 Assure issuance of notice for all regular and special meetings.
 - 6.4 Send a copy of previous Board meeting minutes and approaching meeting agenda to each board member prior to the subsequent meeting.
- §7. The Treasurer shall:
- 7.1 Be the disbursing member of the Board.
 - 7.2 Be bonded in sufficient amount as required by the State Statute 40:54-13.
 - 7.3 Receive from the disbursing officer of the municipality the money raised for library purposes as provided in N.J.S.A. 40-54-8
 - 7.3.1 Assure that all funds due the Library from the State or Township for its operating budget be properly requested and received.
 - 7.4 Together with the Library Director have charge of its funds, which are to be deposited in a bank/banks or fund approved by the Board of Trustees and be familiar with the accounts of the Board (*Note: see also 15:21-12.4(d)*).
 - 7.5 Assure that payment of all bills be made after approval of the Board.
 - 7.5.1 All checks shall be signed by two (2) of the approved officers of the Board; officers to be President, Vice-President, and Treasurer.
 - 7.5.2 Each bank account should have the signatures of the President, Vice-President, and Treasurer.

- 7.6 Assure that proper accounting records and all receipts and disbursements be maintained.
 - 7.6.1 The accounting books shall be audited at the close of each year by an auditor approved at the annual reorganization meeting in accordance with the requirements set forth in N.J.A.C. 15:21-12.7(d).
- 7.7 Assure that a monthly financial statement be submitted to the Board.
- 7.8 In the absence or inability of the Treasurer, the above shall be performed by such other member of the Board as the Board may designate.
- §8. No individual officer or member of the Board has the 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

- §1. Pursuant to the Open Public Meetings Act, the date, time, and location of the regular Monthly Board meeting, which shall be fixed at its organizational meeting, will be posted in the library, filed with the Township Clerk, and sent to at least two (2) newspapers circulating in the Township.
 - 1.1 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.
 - 1.2 The Annual January Reorganization meeting is to be held the Monday after the Rochelle Park Township Reorganizational meeting so any newly appointed Trustees can participate.
- §2. At the Annual January Reorganization meeting, the Board shall meet for the purpose of election of officers, approval of financial institutions, newspapers, auditors, appointments of committees, and any other organizational matters that may come before the Board.
- §3. Special meetings may be called by the President or by any other officer of the Board acting on behalf of the President or, on three (3) day’s notice by any three (3) members of the Board. Notices for such meetings shall state the time, place, and specific purpose/business in the call. Forty-eight (48) hour’s notice thereof shall be given by: posting notice in the library, filing the notice with the Township Clerk, and sending the notice to the official newspapers.
- §4. A quorum for all meetings shall consist of a majority of the members of the Board present in-person.
 - 4.1 If a quorum is not present, the meeting will be canceled and rescheduled.
- §5. A majority of votes for all members of the Board present at any meeting shall be necessary for the adoption or passage of any resolution or motion.
 - 5.1 Actions shall be taken by roll call vote.
 - 5.2 All motions shall be stated in their proper form and restated before a vote is taken.
- §6. 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:
 - 6.1 Agenda
 - 6.1.1 Compliance with the Open Public Meetings Act
 - 6.1.2 Roll Call
 - 6.1.3 Agenda Review
 - 6.1.4 Approval of Minutes
 - 6.1.5 Library Director’s Report
 - 6.1.6 Financial Report
 - 6.1.7 Bills Payable
 - 6.1.8 Committee Reports
 - 6.1.9 Unfinished Business

- 6.1.10 New Business
- 6.1.11 Public Portion
- 6.1.12 Closed Session
- 6.1.13 Action on closed session items
- 6.1.14 Adjournment

ARTICLE VII. Committees

§1. The President shall appoint such committees of not more than three (3) Trustees for such specific purposes as the business of the Board may require from time to time.

1.1 Standing Committees shall be:

- 1.1.1 Budget and Finance
- 1.1.2 Operations/Facilities
- 1.1.3 Strategic Planning
- 1.1.4 Personnel
- 1.1.5 Bylaws

§2. No committees shall have other than advisory powers unless, by suitable action of the Board, it is granted specific powers to act.

ARTICLE VIII. Parliamentary Authority

§1. The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the organization in all cases to which they are applicable, and in which they are not inconsistent with these By-Laws and any special rules of order the organization may adopt.

ARTICLE IX. Political Support

§1. No Trustee, acting in his or her capacity as a Library Trustee, shall offer support or opposition to any candidate for elected office or to any political party.

ARTICLE X. Amendment to By-Laws

§1. The By-Laws may be amended, without prior notices, at any meeting of the Board at which all members of the Board of Trustees are present, *OR* by a majority vote of the Board provided written notice of the proposed amendment shall have been mailed to all Board members at least ten (10) days prior tot he meeting at which such an action is proposed to be taken.

ARTICLE XI. Policy C-101 Chain of Command for Public Complaints and Inquiries

§1. The following procedures will apply to the handling of public complaints and inquiries:

1.1 Neither the Library Board of Trustees as a whole, nor any individual Board member will entertain or consider communications or complaints from Library employees, Library patrons/users, residents, or other citizens. Such communications will be referred to the Library Director with the following explicit exceptions:

- 1.1.1 Complaints regarding the Library Director shall be raised with the Library Board of Trustees either by email or during a regular meeting session of the Library Board of Trustees.
 - 1.2 Complaints and inquiries should be submitted to the Library Director, in writing and preferably on the *Patron Complain form (C101A)* available at the library upon request.
 - 1.3 The Library Director will make every effort to resolve the problem with the persons immediately involved.
 - 1.4 When satisfaction has not been achieved at this level, the Library Board of Trustees will accept written complaints or inquiries.
 - 1.5 Those who request a Library Board of Trustees hearing shall present written complaints or grievances to the Board Secretary in sufficient detail. After reviewing the evidence submitted by the Library Director, the Library Board of Trustees will, if it deems advisable, grant a hearing to the parties interested.
 - 1.6 Library employees shall follow the procedures outlined in the Personnel Policy Manual when filing complaints or grievances.
 - 1.7 The Library Board of Trustees may defer decisions regarding complaints and inquiries presented initially at public Board meetings.
- §2. Public complaints and inquires.
- 2.1 The Library Director must be consulted on all matters that involve Library personnel and the community.