

**BY-LAWS SAYREVILLE PUBLIC LIBRARY  
BOARD OF TRUSTEES**

**ARTICLE I. AUTHORIZATION, POWERS AND DUTIES.**

**Section 1.**

The Sayreville Public Library Board of Trustees (hereinafter called the Board) shall be authorized to exercise any and all powers, duties, and functions permitted by New Jersey Statute. .

**Section 2.**

The business and affairs of the Sayreville Public Library shall be conducted under the management, direction and control of the Board which, to the extent permitted by law, may delegate to duly established committees of the Board, or to the Director of the Library (hereinafter called the Director), to any other employee or duly appointed agent, such duties and functions as it deems appropriate. Such Board powers and duties shall include, but shall not be limited to:

- Employing a competent and qualified Director of the Library;
- Determining and adopting written policies to govern the operation and program of the library including personnel policies, financial and investment policies, and policies governing the use of the library building and the selection and use of library materials, supplies, and equipment;
- Reporting to and cooperating with other public officials, boards, and the community as a whole to support a public relations program for the library;
- Assisting in the preparation of and seeking adequate financial support for the annual operating budget as well as capital and capital improvement projects; and
- Developing long-range goals for the library and working toward their achievement.

**ARTICLE II. OFFICERS.**

**Section I.**

## **Officers.**

Officers of the Sayreville Public Library shall consist of a president, a vice president, a secretary, a treasurer, and such other officers as the Board may from time to time elect or appoint. All such offices shall be filled by members of the Board.

## **Section 2.**

### **Election, Terms, Vacancies, and Removal.**

A nominating committee shall be appointed by the President at the first meeting of the new calendar year. The nominating committee shall present the new slate of officers at the next regularly scheduled meeting after their appointment, and at that time, the presented slate of officers shall be voted upon. All officers shall be elected by a majority vote of the Board for approximate one year terms commencing on the date of election or appointment, and each officer shall continue to serve, subject to earlier resignation or removal, until the end of the library year or until a successor has been duly elected, appointed, and otherwise qualified. Vacancies among the officers shall be filled at an election at a regular meeting and a majority vote of the Trustees shall be necessary for an election. Any officer may be removed for any reason, at any time, by a Board action in which a majority of the entire Board (as opposed to a majority of those present) has voted for such removal.

## **Section 3.**

### **Duties.**

The president shall preside at meetings of the Board of Library Trustees. The vice-president shall preside at meetings of the Board of Library Trustees when the president is absent. The secretary shall take minutes of each meeting and transcribe the minutes of the meeting into the permanent minutes book. The secretary, or his or her designee, shall give notice in writing of all meetings of the Board. The treasurer shall write checks for all Library expenditures as authorized by the Board through its Budget and Finance Committee. In addition to the foregoing duties, each officer shall perform such other duties as the Board may from time to time direct, as well as those duties which custom or law may assign to the office according to its title.

#### **Section 4.**

##### **Terms.**

Officers shall be able to succeed themselves in office provided that none serves more than three consecutive terms in the same office.

### **ARTICLE III. MEETINGS**

#### **Section 1.**

##### **Regular meetings.**

Regular meetings shall be held monthly, date and hour to be determined by the Board, in the office of the Director or such other place as the Board may determine.

#### **Section 2.**

##### **Annual Meeting.**

The Annual Meeting shall be held in February for the election of officers and for such other business as may come before the meeting.

#### **Section 3.**

##### **Special meetings.**

Such meetings may be held at any time at the call of the president, or, in his or her absence, the vice president, or upon the written request of three trustees, for the transaction of business as stated in the call. Notice stating the time and place of any special meeting and the purpose for which called shall be given to each trustee at least two days in advance of the meeting.

#### **Section 4.**

##### **Quorum.**

A quorum at any meeting shall consist of five (5) members.

## **Section 5.**

### **Agenda.**

An agenda for the Board meetings shall be prepared by the Director in cooperation with the President of the Board. Members of the public who wish to address the Board should request a place on the agenda not later than twenty-four (24) hours before the time established for the meeting. The request may be directed to one of the officers of the Board or to the Director.

The Order of Business shall be as follows:

- Roll call
- Approval of minutes of previous meeting
- Financial report and approval of expenditures
- Report of the Library Director
- Report of standing committees
- Nominations and elections, if any
- Correspondence and communications
- Unfinished business
- New business
- Adjournment

## **Section 6.**

ROBERT'S RULES OF ORDER, latest revised edition, shall govern the parliamentary procedure of the Board.

## **Section 7.**

### **Notice and Conduct of Meetings.**

Notice and conduct of meetings shall be in keeping with New Jersey Law, Official Meetings Open to the Public.

## **ARTICLE IV. COMMITTEES**

### **Section 1.**

#### **Establishment.**

The Board may from time to time establish one or more standing or ad hoc committees to serve at the will of the Board. The

President of the Board shall appoint all committee members. Ad hoc committees may be appointed by the President with the approval of the Board. Each such committee shall have advisory powers only, unless by appropriate delegation of authority in these Bylaws or by Board resolution delegating specific authority, the Board empowers such committee to act for the Library on its behalf.

## **Section 2.**

### **Standing Committees.**

Four standing committees shall exist.

1. Executive Committee. This committee shall consist of the president, vice-president, and secretary and shall be empowered to make decisions on behalf of the Board when so empowered by suitable action of the Board.
2. Personnel and Policies. This committee shall consist of three members of the Board. The duties shall include advising the Board in the following areas: policies to govern the operation and program of the library; strategic planning; annual performance evaluation of the Director; and employee disputes as stated in the Library's Personnel Rules and Regulations.
3. Budget and Finance. This committee shall consist of three members of the Board. The duties shall include assistance in the preparation of the annual budget and recommendation of annual budget to the Board; assistance in seeking adequate support for the budget; monitoring grant possibilities and activity; monitoring budget activity throughout the fiscal year.
4. Building. This committee shall consist of three members of the Board and such other members of the public as deemed advisable by the Board. The duties shall include monitoring the physical maintenance and repair of the facilities.

## **ARTICLE V. DIRECTOR OF THE LIBRARY**

### **Section 1.**

The Director of the Library shall be an American Library Association certified librarian employed by the Board.

## **Section 2.**

The Director shall have sole charge of the administration of the library under the policies and with the review of the Board.

## **Section 3.**

The Director shall be held responsible for the procedures established to enforce the policies established by the Board for the operation of the library. Such duties and responsibilities of the Director include, but shall not be limited to:

- Selection of library materials and equipment for use by the public.
- Maintenance and operation of the physical plant.
- Recruitment, training, assignments, and dismissal of members of the library staff in accordance with the Library's Personnel Rules and Regulations. Informing the Board continually and completely regarding the finances, public services, physical plant, personnel, collection, and other developments, changes, and problems of the library.
- Attendance at all meetings of the Board except those where the professional competency of the Director and the Director's salary are to be discussed in accordance with Chapter , Code of New Jersey, Official Meetings Open to the Public.
- Those held when the Director is physically unable to attend due to illness or injury.
- Those where the Board has granted special leave.
- Attendance at meetings of the committees of the Board.

## **ARTICLE VI. REVIEW AND AMENDMENTS**

The Personnel and Policies Committee of the Board shall review these bylaws annually and recommend changes to the Board when necessary. These bylaws may be amended at any regular meeting of the Board with a quorum present, by majority vote of the members present, providing the amendment was stated in the call for the meeting.

Adopted: December 7, 2005