

BY-LAWS

**THE BOARD OF TRUSTEES OF THE FREE PUBLIC LIBRARY
OF THE TOWNSHIP OF PENNSAUKEN**

AS AMENDED DECEMBER 19, 2022

ARTICLE I NAME

Section 1 The Board of Trustees is a body corporate under the name of the BOARD OF TRUSTEES OF THE FREE PUBLIC LIBRARY OF THE TOWNSHIP OF PENNSAUKEN by virtue of the provisions of Chapter 54 of Title 40 of the laws of the State of New Jersey and exercise its powers by virtue of said law.

ARTICLE II OFFICERS

Section 1 The officers shall be a President, a Vice President, a Secretary, and a Treasurer, elected from among the members at the annual meeting of the Board.

Section 2 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 qualify.

Section 3 A vacancy in 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. A vacancy in the position of any officer of the Board shall occur whenever the current holder of such office shall cease to qualify as a member of the Board, by resignation, by death or by removal by a two- thirds vote of the Board for cause.

Section 4 The President shall preside at all meetings of the Board, appoint all committees, execute all documents authorized by the Board, serve as an ex officio voting member of all committees, and generally perform all the duties associated with that office.

Section 5 The Vice President, in the 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 devolved upon the President.

Section 6 The Board Secretary shall perform the duties that are generally associated with that office including, but not limited to:

- Certification of Resolutions
- Ensure the hiring of a competent Recording Secretary
 - The Board shall appoint a paid Recording Secretary who shall keep an accurate account of the proceedings of all meetings of the Board including, when appropriate, any closed sessions and shall perform

such other duties as are generally associated with the position of Recording Secretary.

- The Board Secretary shall ensure that the minutes of the previous meeting are prepared in a timely manner by the Recording Secretary and forwarded to the designated recipients at least 5 days prior to the next Board meeting.
- In the event of the absence of the Recording Secretary, the Board Secretary shall assume and perform the duties of that office.
- Ensure the proper maintenance and security of adequate and necessary records of the Board, its rules, and policies.

Section 7 The Treasurer is responsible for the financial control and oversight of the Library and shall have authority to perform all the duties associated with the office of Treasurer. The Treasurer is authorized to co-sign all payment orders and checks and have oversight of all purchase card transactions. They shall co-sign all checks properly approved by the majority of the Board or ordered paid by the Board at any regular or special meeting. In the event of the absence of the Treasurer, the President shall co-sign all payment orders and checks

The Treasurer, subject to final confirmation of the Board, shall co-sign any checks which would normally be approved at the next meeting of the Board, or which become due in the ordinary course of business between Board meetings, prior to the time of the approval at a Board meeting.

The Treasurer of the Board shall be bonded at the discretion of the Board and the municipal governing body. If so desired by those parties, the Treasurer of the Board shall give bond in an amount to be fixed by the governing body of the Township payable to the discharge of their duties. The Board shall, by its Treasurer, upon its warrant signed by its President, receive from the disbursing officer of the municipality the money raised therein for library purposes, as provided in N.J.S.A. 40:54-8 and 13.

ARTICLE III MEETINGS

Section 1 Regular meetings of the Board shall be held on the fourth Monday of the month at 6:00 p.m. at the Library subject to change by a majority of the Board by telephone canvass if a quorum cannot be obtained for the regular time, so long as all members of the Board are notified of the new date, time and/or place.

The January meeting shall be the annual meeting for the election of officers.

Special meetings may be called by the President or at the request of three Trustees and the notices for such special meeting shall state the object or objects for which they are called. Although any matter may be discussed at a special meeting, no action shall be taken on any subject not mentioned in the special meeting notice.

Trustees shall make every effort to physically attend each meeting of the Board of Trustees. However, any and all provisions of the Bylaws to the contrary notwithstanding, in the event a Trustee cannot physically attend a meeting for a legitimate cause, a Trustee may attend a meeting via electronic means such as, but not limited to (telephone, Zoom, etc.) when technically feasible.

However, a Trustee may not attend a meeting via e-mail, text messaging or the like. In order to be able to qualify as a member of a quorum and to participate and vote at a meeting, a Trustee attending via electronic means must have the ability to review all documents and presentations which are being considered at the meeting as well as the opportunity for simultaneous aural communications among participating Trustees.

A quorum for the transaction of business at any meeting shall consist of five members of the Board present in person, or through any alternate authorized by law. The Parliamentary Authority for this corporation shall be the current edition of ROBERT'S RULES OF ORDER as published by Public Affairs

Section 2 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. Compliance with OPEN PUBLIC MEETING LAW
- B. Call to Order
- C. Roll Call
- D. Minutes of Previous Meeting
- E. Treasurer's Report
 - a. Income
 - b. Appropriation
 - c. Outstanding Bills
 - d. Purchase Card
- F. Communications
- G. Director's Report
- H. Committee Reports
 - a. Liaison Reports
- I. Old or Unfinished Business
- J. New Business

- K. Comments from the Public
- L. Closed session (if needed)
- M. Action on closed session (if needed)
- N. Comments from the Board
- O. Adjournment.

Members of the Board shall be sent an electronic copy of the ORDER OF BUSINESS, Minutes of the Previous Meeting, Treasurer's Reports, Outstanding Bills, and Director's Report not later than three days prior to the next regular meeting. A paper copy will be available upon request to the PFPL Administrative Secretary.

ARTICLE IV THE DIRECTOR

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 attend all Board meetings.

The Director shall be held responsible for the proper direction and supervision of the Library Staff, for the care and maintenance of the Library property, for an adequate and proper selection of collection material 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.

ARTICLE V COMMITTEES

Section 1 There shall be the following standing committees of two or three members each appointed by the President at the regular February meeting to serve for one year or until their successors shall be appointed. A Board member shall serve as chairperson on only one committee per year, unless for some reason there are not enough members available to serve.

- A. Budget and Finance
- B. Building & Grounds
- C. Nominating
- D. Personnel
- E. Policies and Procedures
- F. Strategic Planning

Section 2 Special committees may be appointed at any time by the President. Said committees for the study and investigation of special problems shall be considered to be

discharged upon the completion of the purpose for which they were appointed and after their final report is made to the Board.

Section 3 No committee, standing or special, shall have other than advisory powers, unless, by suitable action of the Board, it is granted specific power to act.

ARTICLE VI GENERAL

Section 1 Except where these by-laws or other laws provide differently, a majority of the votes of all members of the Board present at any meeting shall be necessary for the adoption or passage of any resolution, order, or motion. The President may at any time require members to put motions in writing.

Section 2 At a meeting to be held no later than February, the Board shall approve the Budget to be requested from the Township Committee for that year. The Director shall present budgetary request to the Township Administration in accordance with the applicable statutes.

Section 3 All transactions for materials to be delivered, or services to be performed, shall be in accordance with the Purchasing Policy adopted by the Board consistent with applicable law.

Section 4 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 of the members of the Board shall be present and two-thirds of those present shall so approve.

ARTICLE VII AMENDMENTS

Section 1 These BY-LAWS may be amended by a vote of two-thirds of all members of the Board provided written notice of the proposed amendment shall have been mailed or electronically transmitted to all members at least ten (10) days prior to the meeting at which such action is proposed to be taken.