

B Y L A W S

Of the

BOARD OF TRUSTEES

FREE PUBLIC LIBRARY

CITY OF LINDEN

Adopted: May 27, 1946

Revised: May 18, 1966

Revised: March 1, 1969

Revised: January 23, 1989

Revised: January 25, 1999

Revised: February 22, 1999

Revised: December 17, 2001

ADOPTION/SECOND READING: January 28, 2002

ARTICLE I
BODY CORPORATE - ORGANIZATION
OFFICERS - DUTIES

Sec. 1. The Board of Trustees is a body corporate under the name of "The Board of Trustees of the Free Public Library of the City of Linden" by virtue of Law (N.J. Rev. Statutes Vol. II, Title 10, Chapter 54, Section 40:54:11 as amended and exercises its powers by virtue of said law.

Sec. 2. The Trustees shall meet for reorganization annually during the month of January.

Sec. 3. The officers shall be President, 1st Vice President, 2nd Vice President, Secretary, Treasurer, elected by ballot at the annual meeting, to serve for one year and until their successors are elected and qualify.

Sec. 4. Vacancies in the offices shall be filled by election for the unexpired term at the first regular meeting of the Board after the vacancy occurs.

Sec. 5. The President shall preside at all meetings.

Sec. 6. In the absence of the President, the 1st Vice President shall act in his stead. In the absence of both the President and 1st Vice President, the 2nd Vice President shall act in his stead. In the absence of the President, 1st and 2nd Vice President, a trustee designated by the Board shall exercise the President's functions.

Sec. 7. (a) Trustees: Treasurer: bond and duties. The Treasurer of the Board shall give bond in the amount to be fixed by the Mayor, payable to the City of Linden, conditioned for the faithful performance and discharge of his 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 section 40:54-8 of the State Statutes (N.J. Rev. Statutes II. 40:54:13).

- (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 by the majority of the Board and ordered paid by the Board at any open regular or special meeting. The biweekly payroll may be paid upon the approval of the President of the Board and the Director. In the absence of the President, the Vice President or a Trustee designated by the Board shall exercise the function of payroll approval.
- (c) All checks shall be signed by the President and Treasurer. In the absence of either or these officers, the 1st Vice President or 2nd Vice President may sign the checks.

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

- (b) He/She shall give notice in writing of all regular meetings of the Board at least four (4) days in advance of the meeting and notice of all special meetings at least twenty-hour (24) hours before the time of such meeting.

Sec. 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 to do so by a majority of the Board voting at a regular or special meeting of the Board where a quorum is present.

Sec. 10. Committees: Standing committees of the Board of Trustees are Personnel and Salary, Buildings and Grounds, and Finance. Special committees for 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.

ARTICLE II

MEETINGS

Sec. 1. (a) Regular meetings of the Board shall be held monthly or at times as the Board shall determine, beginning in January on a day and hour set at the annual reorganization meeting. Notice of all meetings shall be posted and published in accordance with the laws of New Jersey governing the public meetings of governing bodies.

(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 is called.

(c) A quorum at all meetings shall consist of a majority of the membership of the Board.

ARTICLE III

DIRECTOR

Sec. 1. (a) The Director shall be the executive and administrative officer of the Board of Trustees and shall have sole charge of the administration of the library under the direction and review of the Board. The Director shall recommend to the Board: changes in the Personnel Classification and Pay Plan for the approval of the Department of Personnel Commission and shall administer the plan when adopted. The 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 services to the public and for the operation of the library under the financial conditions set forth in the annual budget.

- (b) The Board specifically delegates to the Director as its executive officer interim authority to appoint all part time or temporary employees and all employees in the noncompetitive classified service, which appointments shall be reported to the Board for its approval.
- (c) The Director shall certify to the correctness of all bills before their approval by the Board.

ARTICLE IV

ORDER OF BUSINESS

Sec. 1. The order of business at regular meetings of the Board shall be:

1. Roll Call
2. Reading of Minutes
3. Communications.
4. Report of Treasurer
5. Approval of Bills
6. Personnel and Salary
7. Buildings and Grounds
8. Unfinished Business
9. New Business
10. Comments from the Public
11. Adjournment

Sec. 2. At the annual meeting, the first order of business shall be election of officers.

ARTICLE V

VOTES

Sec. 1. 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 vote on all proposals and may offer motions.

Sec. 2. All motions pertaining to expenditures of funds require two thirds vote of all members in attendance.

ARTICLE VI

HEARING

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 VII

UNEXCUSED ABSENCES

When a Trustee is absent from three regularly scheduled consecutive meetings without a reasonable request, the Board of Trustees may vote to remove the Trustee and will recommend that the Mayor fill that position for the remainder of that trustee's term.

ARTICLE VIII

AMENDMENTS

These Bylaws may be amended at any meeting of the Board by a majority vote 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.