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BY-LAWS

Revised and Approved: February 15, 2023

BY-LAWS FOR THE BOARD OF TRUSTEES OF THE WYCKOFF FREE PUBLIC LIBRARY

Article I – Identification

The organization shall be called “The Board of Trustees of the Wyckoff Free Public Library,” located in Wyckoff, New Jersey, existing by virtue of the provisions of the relevant subsections of the New Jersey State Statutes, for municipal and joint libraries (N.J.S.A. 40:54); and for county libraries (40:33), and exercising the powers and authority and assuming the responsibilities delegated to it under the said statute.

Article II – Officers

Section 1.

The officers shall be a president, a secretary and a treasurer, who shall be elected at the annual meeting of the Board.

Section 2.

A nominating committee shall be appointed by the president who shall present a slate of officers at the annual meeting. Additional nominations may be made from the floor.

Section 3.

Officers shall serve a term of two (2) years from the annual meeting at which they are elected. The president may not serve more than two (2) consecutive years unless it is deemed necessary to ensure continuity of operations by a unanimous vote of the board.

Section 4.

The president shall preside at all meetings of the Board, authorize calls for any special meetings, 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.

In the event of the absence of the president from a Board meeting, the treasurer, then the secretary or a temporary chairman selected by the members present, shall assume and perform the duties and functions of the president.

Section 6.

The secretary shall keep a true and accurate record of all proceedings of board meetings; shall call the roll and record votes; shall issue notices of all regular meetings; shall, on the authorization of the president, issue notices of special meetings, shall have custody of the minutes and other records of the board which shall be safe and guarded and maintained at the Wyckoff Library as a permanent record, shall notify the appointing authority which is the Wyckoff Township Committee of any vacancies on the board, and shall perform such other duties as are generally associated with that office. Notices of regular meetings shall be mailed or emailed to board members at least 48 hours in advance of the meeting and shall include copies of the minutes of the prior meeting, an agenda to be discussed at the scheduled meeting, and any reports considered essential to consideration of the agenda. The library director or a member of the staff may be designated by the board to perform any or all of the above duties. A paid recording secretary may be employed to record the minutes.

Section 7.

The treasurer shall sign all checks, if possible, upon authorization of the Board with one (1) other Board member's counter signature; shall sign all vouchers; shall meet with the Director and prepare the budget for the next year in November for presentation to the Board in December; shall have charge of all income and special funds. The treasurer shall present a monthly financial report to the board showing in detail the amount and investment of, and income disbursements from, the funds in his or her charge. The treasurer shall be bonded in the amount of \$10,000. The treasurer shall notify the Board approved Registered Municipal Accountant/CPA in January to audit the previous year's book upon authorization of the Board.

Article III – Meetings

Section 1.

The meetings of the board shall be open to the public in accordance with the NJ **Open Public Meeting Law** (N.J.S.A. 10:4-6). The board sets the dates and times of the meetings at its annual reorganization meeting and posts them according to the **Open Public Meeting Law**. The regular monthly meetings of the Board of Trustees of the Wyckoff Free Public Library are held on the third Wednesday of each month at 7:30 p.m. The schedule will be determined at the Annual Reorganization Meeting. Once the schedule is determined, the library director shall comply with the annual notice and the 48 hour notice provision of the annual open public meeting act, post the meeting schedule on the library website, the library bulletin board and the municipal bulletin board. The Library Director shall maintain and safeguard all closed session meeting minutes and twice a year review closed session meeting minutes and place closed session meeting minutes on the agenda for release when the reason for them not to be released no longer exists.

Section 2.

The annual meeting, at which officers are elected, shall be held at the time of the regular monthly meeting for the month of January.

Section 3.

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 circumstances will permit.

- a. Call to order.
- b. Reading of the Open Meeting Act Statement.
- c. Welcome to visitors.
- d. Secretary's report.
- e. Treasurer's report and voucher list.
- f. Director's report.
- g. Committee reports.
- h. Unfinished business.
- i. New business.
- j. Adjournment

Section 4.

Agendas and Notices. Meeting agendas and notices shall indicate the time, date, and place of the meeting and indicate all subject matters intended for consideration at the meeting.

Section 5.

Minutes of all meetings shall, at minimum, include the date, time and place of the meeting; the names of all board members present and absent; the substance of all matters proposed, discussed or decided, and a record and result of votes taken; the names of the public who appeared and substance of their comments; and other meeting information that board members request be entered in the record. Board minutes should be available to the public according to the law.

Section 6.

Board meetings and all committee meetings shall be held in compliance with New Jersey's Open Public Meetings Law (N.J.S.A. 10:4-6), local fiscal affairs law, local public contracts law and the open public records law.

Section 7.

Conduct of meeting shall be governed by Robert's Rules of Order, latest edition.

Section 8.

Special meetings may be called by the secretary at the direction of the president, or at the request of five (5) members, for transaction of business as stated in the call for the meeting.

Section 9.

A quorum for the transaction of business at any meeting shall consist of five (5) members of the Board.

Article IV – Library Director and Staff

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 except those at which the Director's salary or appointment is to be discussed or decided. The Library Director is responsible for compliance with New Jersey's Open Public Meetings Law (N.J.S.A. 10:4-6), local fiscal affairs law, and local public contracts law. The Library Director is the library custodian of records and must comply with New Jersey's Open Public Records Act (OPRA).

Article V – Committees

Section 1.

The president shall appoint the following standing committees at the annual meeting in January:

- A. Bequest Planning
- B. Building and Grounds.
- C. Finance, Budget, and Insurance.
- D. Legal, State and Township.
- E. Nominating.
- F. Personnel.
- G. Policy.
- H. Strategic Plan

Section 2.

Special committees for the study and investigation of special problems shall be considered to be discharged upon completion for the purpose for which they were appointed and after their final report is made to the Board.

Section 3.

All committee reports of major importance are to be made in writing and conveyed to the secretary for filing. Progress reports shall be presented to the Board at each of its meetings.

Section 4.

No committee 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.

An affirmative vote of the majority of all members of the Board (provided there is a quorum) present at the time, shall be necessary to approve any action before the Board. The president may vote upon and may move or second a proposal before the Board.

Section 2.

These bylaws may be amended by a majority vote at two (2) consecutive meetings of all members of the Board, provided written notice of the proposed amendment shall have been mailed to all members at least 10 days prior to the meeting at which such action is proposed to be taken.

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