

## **Fanwood Memorial Library Policy Manual**

### **Section: Mission, Goals, Philosophy & By-laws**

#### **Subject: 1.5 - Board of Trustees Mission, Goals, Philosophy, & BY-LAWS**

**The Board of Trustees of the Fanwood Memorial Library** serves as a conduit or voice for Fanwood's citizens to the Fanwood Borough Council in our joint effort to provide superior library service to the citizens of Fanwood. The Board pursues the continuing development of the free public Library, approves the Library's budgets, maintains and recommends expenditures from the Library accounts, governs all properties of the Library, hires the Library director, approves all full-time staff appointments and fixes compensation for the same, makes proper rules, policies and regulations for the government of the Library, reports Library developments and needs to the Borough Council, approves and develops policies and procedures for operating the Library and providing support for the Library staff, and does all things necessary for the maintenance of the free public Library services in the Borough of Fanwood, New Jersey.

#### **The following are the By-laws of the Board of Trustees of the Fanwood Memorial Library:**

##### **Article I: Name**

The name of this organization shall be the Board of Trustees of the Fanwood Memorial Library.

##### **Article II: Purpose**

It shall be the purpose of the Board of Trustees of the Fanwood Memorial Library to pursue the continuing development of the free public Library, to hold in trust and govern all properties of the Library, to hire the Library director and to approve all full-time staff appointments and to fix compensation for the same, to make proper rules and regulations for the government of the Library, and to do all things necessary for the maintenance of the free public Library services in the Borough of Fanwood, New Jersey.

##### **Article III: Membership**

**Section 1.** The Board of Trustees shall consist of the Mayor or his/her designee, the Superintendent of Schools or his/her designee, plus seven citizens appointed by the Mayor, at least four of whom shall be residents of the Borough. Appointments are for staggered terms of five years each, with the consent of the Mayor and approved by the Borough Council for 5-year terms, one trustee appointed by the Mayor as

Liaison from the Borough Council, and one trustee appointed by the Superintendent of Schools as Liaison to the Superintendent.

**Section 2. Trustee Attendance:** If absent for 4 consecutive regular meetings or 4 meetings within a calendar year, without an excused absence, the Board is required to declare the office vacant and notify the Mayor. Board has the discretion to excuse absences, but must excuse for legitimate illness

**Section 3.** Vacancies occurring on the Board of Trustees shall be filled for the unexpired term in the same manner as the original appointment was made.

#### **Article IV: Officers**

**Section 1.** The officers shall be a President, a Vice-President, a Secretary, and a Treasurer.

**Section 2.** The officers shall be elected yearly at the annual meeting to serve a one-year term. The officers may not serve more than two consecutive years in the same role unless there is agreement by a majority of the Board.

**Section 3.** The President shall preside at all meetings of the Board of Trustees, authorize all committees, serve as ex-officio member of all committees, save nominating; oversee the annual report to the Borough Council, and perform other duties as usually pertain to the office.

**Section 4.** The Vice-President shall perform the duties of the President in his/her absence, or at his/her request, and succeed to the office of the President in the event of a vacancy before the end of a term.

**Section 5.** The Secretary shall keep the minutes of all meetings of the Board of Trustees, record the names of the members present and absent at each meeting, see that the minutes are sent to the Director at least two weeks in advance of the next meeting, maintain a manual of Trustee policy decisions, and conduct the general correspondence of the Board.

**Section 6.** The Treasurer shall sign necessary vouchers for financial accounts.

#### **Article V: Library Director**

The Library Director shall be the Executive Director of the Library operating within the policies adopted by the Board of Trustees. Among the Director's duties and

responsibilities shall be the selection and recommendation for appointment by the Board of the Library staff; the direction, supervision and evaluation of all employees in the performance of their duties; the presentation to the Board of monthly and annual reports; and the recommendation to the Board of such policies and procedures as will promote the efficiency of the Library in service to the community.

## **Article VI: Meetings**

**Section 1.** The regular monthly meeting of the Board of Trustees of the Fanwood Memorial Library shall be conducted on the second Monday of each month, excepting July and August, at the Library. Alternate meetings may be scheduled at the discretion of the Board.

**Section 2.** The first meeting of the calendar year (normally January) shall be the annual meeting, during which officers will be elected and annual reports submitted. The regular meeting will follow the annual meeting.

**Section 3.** Special meetings may be held at any time at the call of the President or the call of any two members of the Board, provided that notice of the meeting and its special purpose be given to all Board members at least twenty-four hours in advance.

**Section 4.** Four members, at least one of whom shall be an officer, constitute a quorum.

**Section 5.** An affirmative vote of the majority of the members present is necessary to approve Board action. The President may vote upon, and move or second a proposal before the Board.

## **Section 6. Order of Business**

- Call to order
- Statement in accord with NJ Open Public Meeting Law
- Roll call
- Minutes of previous meeting
- Committee reports
- Director's report
- Financial report
- Circulation report
- Young Adult Activities report
- Children's department report
- Correspondence, communications
- New business
- Adjournment

## **Article VII: Committees**

Committees will be formed as needed to address issues as they arise.

**Article VIII: Parliamentary Authority**

The rules contained in the current edition of Robert's Rules of Order Newly Revised (10th ed., 2000) shall govern the proceedings of the Board of Trustees in all cases not covered in these by-laws.

**Article IX: Amendments**

These by-laws may be amended at any regular meeting by a two-thirds vote of the members present and voting, provided notice of the proposed amendment has been presented in writing to each member at least a week before the meeting at which it is to be considered.

**These by-laws shall be reviewed every five years.**

**Board of Trustees Approved:**

**June 8, 2009**

**Revised: February 8, 2016**

**Revised and Approved: October 10, 2023**