



CONSTITUTION AND BYLAWS BERGENFIELD PUBLIC LIBRARY

50 W. Clinton Avenue Bergenfield, NJ 07621

Adopted December 10, 2009 2 CONSTITUTION AND BY-LAWS Bergenfield Public Library BOARD OF TRUSTEES

ARTICLE I: TITLE AND MEMBERSHIP

SECTION 1

The name of the organization shall be "The Board of Trustees of the Bergenfield Public Library."

SECTION 2

The Board of Trustees shall consist of at least nine trustees, seven (7) of whom are appointed by the Mayor and confirmed by the Council. New Jersey Library Law Chapter 54, Article I, Sections 9 and 10 provide that the Mayor and the Superintendent of Schools serve ex-officio.

SECTION 3

Trustees serve five (5) year terms beginning with their appointment at the Borough Reorganization meeting in January through December 31 of their fifth year. The Mayor and Superintendent of Schools remain ex-officio trustees throughout the time they serve in those respective positions.

SECTION 4

The Mayor and the Superintendent may appoint an alternate to the Board of Trustees. Neither alternate will have voting privileges except in the absence of the Mayor or the Superintendent respectively.

SECTION 5

Should a vacancy on the Board occur, the President shall immediately request the Mayor to name a replacement. The trustee so designated will fill the un-expired term and, following that, may be appointed for a full five (5) year term.

ARTICLE II: MEETINGS

SECTION 1

The regular monthly meeting of the Library Board shall be held on the second Thursday of the month at 7:30 p.m. in the Library. The January meeting shall be considered the organizational meeting for election of officers and the administration of the Oath of Office, if not already taken.

SECTION 2

In accordance with the Open Public Meetings Act of 1975, Library Board meetings are open to the general public. Notices of Library Board meetings are sent to two area newspapers, to Cablevision and are posted on the public bulletin board in Borough Hall and in the Library.

When personnel matters are discussed, the Board reserves the right to go into executive discussion; "Executive Session" being only Board members present, except at the express invitation of the Board.



SECTION 3

The order of business for regular meetings shall include, but not to be limited to, the following items which shall be covered in the sequence shown as far as circumstances permit:

1. Announcement of open meeting and notification regarding same;
2. Approval of minutes of prior meeting;
3. Presentation of bills for payment;
4. Correspondence;
5. President's report;
6. Committee reports;
7. Director's report;
8. Unfinished business;
9. New business;
10. Public Portion;
11. Adjournment

SECTION 4

A special meeting of the Library Board may be called by the President (or the Vice-President in the President's absence) by giving a formal notice of the time and place of the meeting to the other members. Only such business as has been declared to be the purpose of the meeting shall be discussed at a special meeting. Special meetings are also called by the President on written petition of four (4) trustees. Except in cases of emergency, at least 48 hours notice shall be given, according to the terms of the Open Public Meetings Law.

When advance work by the entire Board is necessary for a particular project such as budgetary consideration and preparation, the Board may schedule a work session, provided that no formal action can or will be taken at such work sessions. Minutes shall be taken at such work sessions.

SECTION 5

Any five (5) trustees shall constitute a quorum for a regular meeting. At least five (5) trustees must also be present at a special meeting to constitute a quorum.

SECTION 6

Members shall be expected to attend all meetings except as they are prevented by a valid reason.

ARTICLE III: ELECTIONS

SECTION 1 Adopted December 10, 2009 4 The officers shall be elected for a one-year term from among the appointed trustees.

SECTION 2 Officers of the Board shall be chosen at the January organizational meeting and shall be as follows: president, vice-president, recording secretary and treasurer.



ARTICLE IV: MINUTES

SECTION 1

Minutes shall be taken at each meeting of the Library Board. Minutes of the preceding meeting(s) shall be considered by the Board as the first order of business of the regular meeting.

SECTION 2

A copy of all motions shall be carefully recorded. The names of those who make the motions, those who second the motions, and in cases of a divided vote, individual "aye" and "nay" votes shall be recorded.

SECTION 3

All minutes of the Library Board meetings and all other records of the Library shall be available to citizens of the Borough for inspection.

SECTION 4

Minutes shall be mailed to each member and a copy made available at the same time to the library staff.

ARTICLE V: OFFICERS

SECTION 1

The president of the Board shall preside at all meetings, appoint all committees, serve as an ex-officio voting member on all committees, authorize calls for special meetings and generally perform the duties of a presiding officer.

SECTION 2

The vice-president shall preside in the absence of the president and assume all duties of the president in his/her absence.

SECTION 3

The secretary shall keep an accurate account of all proceedings of the Board meetings.

SECTION 4

The treasurer, who must be bonded, shall be responsible to see that an exact account is kept of Library funds and shall present bills for payment and report on the Library funds at each meeting. The listing of bills payable is sent out in advance monthly with the minutes and agenda. The treasurer signs all vouchers. The treasurer and the director sign all checks on behalf of the Board. In the absence or disability of the treasurer, the president shall assume authority. In the absence of the director, the assistant director signs checks on behalf of the Board. The treasurer shall automatically be a member of all committees involving finances.

SECTION 5

The Library Board and the Director work as a team to develop the Library's goals and objectives.



SECTION 6

The Library Director attends all Board meetings and serves as chief administrator on behalf of the Board. In this capacity the Director is responsible for such duties as:

- a. carrying out policies;
- b. specifying duties for staff;
- c. supervision of staff;
- d. care and maintenance of library equipment and property;
- e. selection, acquisition and organization of books and other library materials;
- f. coordinating library public relations; g. informing trustees of matters relating to library, trustees and/or staff;
- h. preparing preliminary draft of budget proposal and annual report for Board approval;
- i. assisting Board in decisions on policies, budget and other library-related matters;
- j. signing all checks along with the treasurer.

ARTICLE VI: COMMITTEES

SECTION 1

The President appoints all standing or special committees. No committee shall have other than advisory powers unless specifically granted by the Board.

SECTION 2

Standing committees shall consist of: Building/Grounds; Personnel; Budget & Finance; and Policy. Committee chairs are responsible for reporting to the Board and recommending action if and as needed.

SECTION 3

Special committees for the study and investigation of particular problems may be appointed by the president, each committee to serve until the completion of the work for which it was appointed.

ARTICLE VII: QUALIFICATIONS

SECTION 1

Trustees should possess, among others, the following qualifications: willingness to work; willingness to attend meetings; a willingness to participate in continuing education; interest in the community; interest in and appreciation for the Library's role in the community; understanding of the various library services.

SECTION 2

Board members may not in their private capacity negotiate, bid for, or enter into a contract with the Bergenfield Public Library in which they have a direct or indirect financial interest.

SECTION 3

A Board member shall withdraw from Board discussion, deliberation and vote on any matter in which the Board member, an immediate family member, or an organization with which the Board member is associated or has a financial interest.



SECTION 4

A Board member may not receive anything of value that could reasonably be expected to influence his or her vote or other official action.

ARTICLE VIII: REVISIONS OF POLICY

SECTION 1

Policy may be revised at any Board meeting by resolution and a majority vote. Changes in policy should be introduced at least 28 days before final approval.

SECTION 2

A regular calendar of policy review is established annually by the Board.

ARTICLE IX: EXPENSES

SECTION 1

The members of the Bergenfield Public Library Board of Trustees may be reimbursed for expenses incurred in the performance of the Library Board functions after prior approval by the Board. These expenses include, but are not limited to, registration for workshops, conferences and seminars, memberships in library-related organizations, and travel expenses incurred attending library meetings, conferences, etc.

ARTICLE X: GENERAL

SECTION 1

All procedures of the Board are governed by Robert's Rules of Order.

Adopted December 10, 2009