

BY-LAWS

**OF THE BOARD OF TRUSTEES**  
**OF THE GLEN RIDGE FREE PUBLIC LIBRARY**

**ARTICLE I -- BOARD OF TRUSTEES**

Section 1. The Board of Trustees shall consist of seven members appointed by the Mayor and two ex-officio members, who shall be the Mayor and the Superintendent of Schools or their alternates, in accordance with NJ Statutes 40:54-9 et seq.

Section 2. The ex-officio members, or their alternates, may vote and serve on Library committees. All Board members, with the exception of ex-officio members or their alternates, must be residents of Glen Ridge for at least one year. In the event a Board member, in good standing, is no longer a resident, he/she may be permitted, with the consent of the remaining Board members, to remain on the Board of Trustees until the completion of his/her term, and is eligible for reappointment by the Mayor, provided there are at least five Board members who reside in the Borough at that time.

Section 3. Any Board member who misses three meetings in a calendar year may be asked to resign upon recommendation from the Library Board President to the Mayor and Council.

Section 4. Any Board member is entitled to an adult Glen Ridge Library Card regardless of town of residence.

**ARTICLE II -- OFFICERS**

Section 1. The officers of the Board of Trustees shall be a President, a Vice-President, a Treasurer, and a Secretary, who shall be elected from their own members at the annual meeting of the Board. Officers shall serve a term of one year or until their successors are duly elected. A vacancy in office shall be filled by election of a successor for the unexpired term of the vacant office by the second regular meeting after the vacancy occurs.

Section 2. The President shall preside at all meetings of the Board, appoint all committees, authorize calls for any special meetings, and generally perform the duties associated with that office. The President shall serve as an ex-officio member of all committees.

Section 3. 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 of the President.

Section 4. The Secretary shall keep an account of all proceedings of the regular and any special Board meetings, shall issue notices of all meetings, and shall perform such other duties as associated with that office.

Section 5. The Treasurer shall have charge of the special Library funds and income other than Borough appropriations. The Treasurer shall report regularly on the state of these funds and render an annual financial statement to the Board. All bills to be paid through Borough appropriations shall be approved by the Library Director and the Treasurer, or, in the absence of the Treasurer, another officer of the Board.

Section 6. The Treasurer, President, Vice- President and Secretary are authorized to sign checks for Library and Trustee accounts. All checks shall have two signatures.

**ARTICLE III -- LIBRARY DIRECTOR**

Section 1. The Board shall appoint a qualified Library Director who shall be the executive officer of the Library and shall have sole charge of the administration of the Library under the direction and review of the Board.

Section 2. The Library Director shall attend all meetings of the Board and shall render reports to the Board regularly and annually. The Library Director may attend all committee meetings, ex-officio.

Section 3. The Library Director shall recommend candidates for positions on the staff, shall be responsible for the care of the building and equipment, for the direction of the staff, for the efficiency of the Library's service to the public, and the operation of the Library under the financial conditions set forth in the annual budget.

Section 4. The Library Director shall be responsible for maintaining written reports and financial records of the Library following the regulations of the New Jersey Records Retention guidelines.

#### **ARTICLE IV -- COMMITTEES**

Section 1. There shall be five Standing Committees:

- Finance
- Building and Grounds
- Marketing
- Personnel
- Technology

Each Committee shall consist of a Chairman, at least one other member, and the President, ex-officio. The Finance Committee shall be chaired by the Treasurer.

Section 2. The President may appoint Special or Ad Hoc Committees for the study and investigation of special problems. Such committees will serve until the completion of the work for which they were appointed. The Nominating Committee shall be appointed to prepare a slate of candidates for election at the annual meeting.

Section 3. One member of the Board of Trustees shall be appointed to act as a liaison between the Board and the Friends of the Library.

#### **ARTICLE V -- MEETINGS**

Section 1. The Board of Trustees shall meet once a month, with the exception of July and August, at a time that shall be fixed by resolution of the Board.

Section 2. The annual meeting, which shall be for the purpose of election of officers, shall be held at the time of the regular monthly meeting in January of each year.

Section 3. Meetings shall follow procedures mandated by the Open Public Meetings Act, New Jersey Statutes 10:4-6, et seq.

Section 4. Special or emergency meetings of the Board may be called to discuss urgent business without advance public notice following the regulations outlined in NJS 10:4-9. Only the business stated in the call for the meeting shall be discussed at such a meeting. The Secretary or another designated person shall keep minutes of special or emergency meetings.

Section 5. Notice of all meetings shall be provided to all members of the Board at least five days before the meeting.

Section 6. The order of business at regular meetings shall include:

- a. New Jersey Open Public Meetings Act statement
- b. Correspondence
- c. Minutes of the previous regular meeting and any intervening special meetings
- d. Report of the Treasurer
- e. Report of Standing Committees
- f. Report of Special Committees
- g. Report of Library Director
- h. Unfinished business
- i. New business
- j. Adjournment

Closed Executive sessions may be called to discuss legal, personnel or other matters.

Section 8. A quorum for the transaction of business at any meeting shall consist of five voting members of the Board present in person.

Section 9. An affirmative vote of the majority of all members of the Board present at the time shall be necessary to approve any action before the Board. The President may vote upon and move or second a proposal before the Board.

#### **ARTICLE VI -- AMENDMENTS**

Section 1. The By-Laws may be amended at any regular or special meeting by an affirmative vote of at least five members of the Board present, provided written notice of the proposed amendment shall have been mailed to all members in the call for the meeting.

Revised May 1967, May 1984, March 2000

Amended January 8, 2001, June 10, 2002

Amended 2006

Amended and approved May 4, 2009

Amended and approved March 14, 2012

Amended and approved June 10, 2015

Amended and approved April 11, 2018

Amended and approved February 12, 2020