

Montville Township Public Library
Board of Trustees Meeting
SPECIAL MEETING
BY-LAWS
MARCH 7, 2011
Montville Township Public Library
90 Horseneck Road
Montville, New Jersey 07045

The meeting was called to order by President, Howard Chesler.

James Sandham Howard Chesler David Dalia Dr. Paul Fried Peter King
Donald Kostka Robert Lefkowitz Lisa LoBiondo Thomas Mazzaccaro

Allan Kleiman – Interim Library Director
Ann Grossi, Esq. – Attorney for Board
Elaine Wood – Recording Secretary

Absent: Timothy Braden, Dr. Paul Fried, Peter King, Donald Kostka

Alternate for Timothy Braden: Mayor James Sandham

Meeting was opened at 8:00 p.m.

I. OPEN PUBLIC MEETINGS ACT STATEMENT

The President stated that prior notice of this meeting has been published in accordance with the requirements of the Open Public Meetings Act. Meetings will be taped-recorded. Minutes will be available to the public on the Library's website once they have been officially approved.

II. PLEDGE OF ALLEGIANCE and MOMENT OF SILENCE

III. PUBLIC COMMENTS – GENERAL

No Comments

IV. OLD BUSINESS - GENERAL

A. By-Laws

The president asked for the approval of the Board to go through the Proposed By-Laws, section by section, make changes if necessary, and take a roll call vote on the entire document as opposed to voting on each individual section.

All were in favor

There was a straw poll vote taken to remove the Annual Budget from the Proposed By-Laws.

All were in favor to remove Article VI – Annual Budget from the Proposed By-Laws.

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The Proposed By-Laws were amended and are attached for review by each Board member.

It was stated that amendments to By-Laws shall only be adopted at regular Board meetings by a two-thirds vote of the sitting Board. Amendments cannot be adopted at the same meeting they are introduced.

The president asked for a roll call vote to accept the overall amendments made to the Proposed By-Laws.

James moved
Robert second

Voted Yes: David Dalia, Robert Lefkowitz, Lisa LoBiondo, Thomas Mazzaccaro, James Sandham,
Howard Chesler

The president asked for a motion to adjourn

Lisa moved
David Dalia second

All were in favor

10:27 p.m. Special Meeting adjourned

BY-LAWS FOR THE TRUSTEES OF THE FREE PUBLIC LIBRARY OF THE TOWNSHIP OF MONTVILLE

Article I – Organization

Section 1. Identification

This organization shall be called “The Trustees of the Free Public Library of the Township of Montville” located at 90 Horseneck Road, Montville, New Jersey 07045.

Section 2. Governance

The organization is governed by New Jersey State Statutes for municipal and joint libraries, N.J.S.A. 40:54.

This organization obeys the following precedence for its rules:

- Federal law
- State law
- Municipal law
- Corporate charter
- By-laws
- Standing rules – those rules adopted by resolution of the Board (e.g., Policy Manual, Purchasing Manual, etc.)
- Parliamentary Procedure

Article II – Leadership

Section 1. Trustees

A. Duties

Duties of the Board of Trustees are limited to setting the goals and policies of the library, as well as all as all other duties prescribed in New Jersey State Statutes. Members of the Board have authority only when the Board is legally in session. Individual Board members have no authority with respect to the library and its staff.

B. Appointments and Terms of Office

Appointments, vacancies, and terms of office are as provided by the relevant subsections of New Jersey State Statutes N.J.S.A. 40:54.

C. Officers

The officers of the Board of Trustees shall be a President, Vice-President, Secretary, Treasurer, and Assistant Treasurer, who shall be elected at the annual reorganization meeting. Their duties are:

- i. **President** – The chairperson of the organization; presides over all Board meetings; spokesperson; executes all documents authorized by the Trustees.
- ii. **Vice-President** – The temporary chairperson of the organization in the absence of the president; fills the roles of the president if the president is unable to fulfill his/her duties.
- iii. **Treasurer** – The designated disbursing officer of funds for the library and is responsible for such funds: signs all vouchers; has charge of the special funds and income; signs checks upon authorization of the organization; must present a monthly financial report to the organization for review. In addition, the treasurer must be bonded in an amount prescribed per state statute.
- iv. **Assistant Treasurer** – The temporary treasurer if the treasurer were unable to fill his/her role.
- v. **Secretary** - The secretary keeps a true and accurate record of all proceedings of Board meetings; calls the roll and records votes; maintains a record of all resolutions passed and/or rejected; has custody of the minutes and other records of the organization; issues notices of all regular meetings; works with the director to maintain the new trustee orientation packet; is responsible for the timely review and release of executive session minutes in accordance with the limitations and obligations of the law. The Library Director or a member of the staff may be designated to perform any or all of the above duties. A paid recording secretary may be employed to record the minutes.

D. Parliamentary Authority

Board conduct shall be governed by the latest edition of Robert's Rules of Order available at the time of the annual meeting, which shall be provided to all members.

Section 2. The Library Director

A. Duties

The library director is responsible for running the library and making library administrative decisions that fall short of policy (see II. 1.A, above). He/she is the executive and administrative officer of the library on behalf of the organization. The director also serves as an advisor to the organization, but does not have a vote.

B. Accountability

The director reports to the organization on a monthly basis and as necessary.

Article III – Meetings

Section 1. Regular Meetings.

The organization shall meet no less than once per month. Dates and locations of meetings will be established at the annual meeting.

Section 2. Annual Meeting.

The annual meeting shall be held at the time of the first regular monthly meeting of each calendar year.

Section 3. 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. Meeting notices must be posted in accordance with the appropriate local, state, and federal laws.

Section 4. Minutes.

Meeting minutes shall comply with all local, state, and federal laws that apply to them. Minutes of all meetings shall, at a minimum, include: the date, time, and place of the meeting; the names of all organization members present and absent; the substance of all matters proposed, discussed, and decided; record of all votes taken; the names of the public who spoke or presented information as well as the substance of their comments; and other meeting information that organization members request be entered in the record.

Section 5. Special Meetings.

Special meetings may be called according to the applicable provisions in local, state, and federal laws.

Section 6. Quorum

A quorum for the transaction of business at any meeting shall consist of a majority of the currently sitting members of the organization.

Article IV – Committees

Section 1. Assignments

Committees may be created to study issues and report back to the Board with recommendations for action.

Section 2. Limitations.

Committees are limited to advising the organization.

Article V – Amendments to By-laws

Amendments to by-laws shall be adopted at a regular Board meeting by a two-thirds vote of sitting members. Amendments cannot be adopted at the same meeting that they are introduced.