

By-Laws of the Board of Trustees
Of the Teaneck Public Library
Township of Teaneck, County of Bergen

ARTICLE I

Name

The Board of Trustees is a duly incorporated body under the name of “The Board of Trustees of the Teaneck Public Library.” The Board of Trustees was incorporated on July 18, 1921 and exists by virtue of the provisions of Chapter 54 of the Laws of the State of New Jersey (Title 40), and exercises the powers and authority and assumes the responsibilities delegated to it under said Statute.

ARTICLE II

Purpose

The purpose of the Board of Trustees is to provide public library services to all residents of Teaneck in accordance with New Jersey State Laws; regulations of the State Library; and local ordinances.

ARTICLE III

Membership

N.J.S.A. 40:54-9

Section 1. The Board of Trustees shall consist of:

- 1.1 Seven members appointed by the Township Council for a term of five (5) years, the Superintendent of Schools or the Superintendent’s representative and the Teaneck Mayor or the Mayor’s representative.

ARTICLE IV

Board Responsibilities

N.J.S.A. 40:54-12

Section 1. The Trustees of the Teaneck Public Library shall:

- 1.1 Hold in trust and manage all properties of the Library.
- 1.2 Determine the purposes of the Library.
- 1.3 Employ qualified Library Director and other necessary personnel and fix their compensation.
- 1.4 Know the programs and needs of the Library with relation to the community; keep abreast of Library standards and trends.
- 1.5 Establish policies to govern the use, operations and programs of the Library.
- 1.6 Establish policies dealing with book and material selection.
- 1.7 Establish, support and participate in a library public relations program.
- 1.8 Together with the Library Director prepare, present and justify an annual budget.
- 1.9 Attend Board Meetings.
- 1.10 Evaluate the Library Director's performance annually, in accordance with established policy.

ARTICLE V

Officers

Section 1. The officers shall be a President, a Vice-President, a Secretary, and a Treasurer, elected from among the appointed Trustees.

Section 2. Officers shall be elected annually at the first meeting of the calendar year.

Section 3. Officers shall serve for a term of one (1) year from the annual meeting at which they are elected and until their successors are duly elected and qualified.

3.1 A person shall not be eligible to serve as President more than two (2) consecutive terms.

3.2 Section 3.1 can be overwritten with a two-thirds Board majority vote.

Section 4. A vacancy in office shall be filled by election of a successor for the unexpired term of the vacant office except in the Office of President, which shall be filled by the Vice-President. A new Vice-President shall be elected at the first regular meeting after the vacancy occurs.

Section 5. The President shall:

- 5.1 Preside at all meetings of the Board.
- 5.2 Appoint all committees
- 5.3 Execute all documents or contracts authorized by the Board.
- 5.4 Enforce all By-laws and regulations.

- 5.5 Serve as an ex-officio member of all committees
- 5.6 Confer with the Director regarding the agenda for each Board meeting.
- 5.7 Generally perform all the duties associated with that office.

Section 6. The Vice-President shall:

- 6.1 In the absence or inability of the President, exercise all the functions of the President.
- 6.2 Have such powers and discharge such duties as may be assigned, from time to time, by the Board.

Section 7. The Secretary shall:

- 7.1 Assure that a true and accurate record of all proceedings of Board meetings be taken.
- 7.2 Arrange for the safe-keeping of minutes and other records of the Board, which shall be kept in the Library.
- 7.3 Assure issuance of notice for all regular and special meetings.
- 7.4 Generally perform all the duties associated with that office.

Section 8. The Treasurer shall:

- 8.1 Be the disbursing officer of the Board.
- 8.2 Be bonded in such amount as required by State Statute 40:54-13.
- 8.3 Receive from the disbursing officer of the municipality the money raised for library purposes as provided in N.J.S.A. 40:54-8.
- 8.4 Together with the Library Director have charge of its funds, which are to be deposited in a bank/banks or fund approved by the Board of Trustees, and be familiar with the accounts of the Board (Note: see also 15:21-12.4 (d) and (e)).
- 8.5 Assure that payment of all bills be made after approval by the Board. 8.5.1 All checks shall be signed by two (2) officers of the Board, duly approved. 8.5.2 In a month where there is no meeting bills may be paid and shall be reported to the Board at the next meeting.
- 8.6 Assure that proper accounting records of all receipts and disbursements be maintained.
- 8.7 Assure that a monthly financial statement be submitted to the Board. 8.7.1 The books shall be audited at the close of each year by an auditor approved at the annual reorganization meeting (Note: see also N.J.A.C. 15:21-12.7(d)).
- 8.8 Perform such duties as generally associated with that office.
- 8.9 In the absence or inability of the Treasurer, the above shall be performed by such other member of the Board as the Board may designate.

Section 9. No individual officer or member of the Board has authority to issue orders for or in the name of the Board unless specifically empowered to do so by the Board at a duly called meeting.

ARTICLE VI

Meetings

Section 1. Pursuant to the Open Public Meetings Act, the date, time and location of the regular Monthly Board meeting, which shall be fixed at its organizational meeting, will be posted in the library, filed with the Township Clerk, and sent to the official newspapers.

1.1 The meetings so scheduled for July, August or both, in any year may be omitted by appropriate action taken by the Board.

Section 2. An Annual Reorganizational Meeting, shall be held at the regular January meeting, at which time new and re-appointed board members will take the oath of office. The Board shall meet for the purpose of election of officers, appointments of committees and any other organizational matters that may come before the Board.

Section 3. Special meetings may be called by the President or by any other officer of the Board acting on behalf of the President or, on five (5) days notice by any three members of the Board. Notices for such meetings shall state the time, place and specific purpose/business. Forty-eight hours notice thereof shall also be given by; posting the notice in the library, filing the notice with the Township Clerk, and sending the notice to the official newspapers.

Section 4. A quorum for all meetings shall consist of a majority of the Board.

4.1 If a quorum is not present, whether in person or via other mediums allowed by law, the meeting will be canceled and may be rescheduled.

Section 5. A majority of the votes of all the members of the Board present at any meeting shall be necessary for the adoption or passage of any resolution or motion.

5.1 Actions taken shall be determined by a voice vote unless a roll call vote is requested by a Board member.

5.2 The President may offer motions and may vote on all proposals.

Section 6. The order of business for regular meetings shall include, but not to be limited to, the following items:

- 6.1 Agenda
- 6.2 Roll Call
- 6.3 Compliance with Open Public Meetings Act
- 6.4 Minutes of the Previous Regular Meeting and Any Intervening Special Meeting
- 6.5 Report from the Friends
- 6.6 Financial Report and Action on Bills
- 6.7 Library Director's Report
- 6.8 Update from the Superintendent
- 6.9 New Business
- 6.10 Old Business
- 6.11 Remarks from the Public
- 6.12 Closed Session for Personnel or Contract Items
- 6.13 Action on Closed Session Items
- 6.14 Good and Welfare
- 6.15 Adjournment

ARTICLE VII

Library Director and Staff

Section 1. 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.

- 1.1 The Director shall attend all Board meetings except those at which the Director's salary or appointment is to be discussed or decided.
- 1.2 The Director shall recommend to the Board the appointment and specify the duties of other employees.
- 1.3 The Director shall be responsible for:
 - 1.3.1 The care and maintenance of Library property.
 - 1.3.2 Adequate and proper selection of materials in keeping with the stated policy of the Board.
 - 1.3.3 The efficiency of the Library's service to the public.
 - 1.3.4 Its financial operation within the limitations of the budgeted appropriations.
 - 1.3.5 The Director shall have interim authority to appoint without prior approval all employees provided that such appointment shall be approved by the Board at its next regular meeting.
 - 1.3.6 All personnel actions must conform to the rules and regulations as set forth in the Personnel Policy Manual.
 - 1.3.7 The Director shall conduct an annual performance appraisal of all employees prior to April 1st of each year based on the prior calendar year.

1.3.8 The Board or Trustees shall review the Director's recommendations and act upon them.

1.3.9 The Director shall certify to the correctness of the bills according to procedures established by the Board of Trustees.

ARTICLE VIII

Committees

Section 1. The President shall appoint such committees of one or more members each for such specific purposes as the business of the Board may require from time to time. If it shall appear that the purpose of and need for any such committee may be long continued, the Board by appropriate action may confer the status of Standing Committee, whereupon it shall be the duty of the President to appoint such committee each year at the annual meeting; otherwise, a committee shall be considered to be discharged upon completion of the purpose for which it was appointed.

Section 2. No committees shall have other than advisory powers unless, by suitable action of the Board, it is granted specific powers to act.

ARTICLE IX

Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order shall govern the organization in all cases to which they are applicable, and in which they are not inconsistent with these By-Laws and any special rules of order the organization may adopt.

ARTICLE X

Amendments to By-laws

The By-laws may be amended by two-thirds vote of all members of the Board.

Adopted by the Library Board of Trustees October 8, 1996

Amended by the Library Board of Trustees October 15, 2020

Amended by the Library Board of Trustees December 6, 2023