Moorestown Library Board of Trustees

By-Laws

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By-Laws of The Moorestown Library Board of Trustees

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By-Laws of The Moorestown Library Board of Trustees

ARTICLE I. Body Corporate

The organization, the Free Public Library of the Township of Moorestown, shall be called the "Moorestown Library" located in Moorestown, New Jersey, existing by virtue of the provisions of the relevant subsections of the New Jersey State Statutes, for municipal and joint libraries (N.J.S.A/40:54) and exercising the powers and authority and assuming the responsibilities delegated to it under the said statute. The Moorestown Library Board of Trustees is a duly incorporated body under the name of "The Trustees of the Moorestown Library."

ARTICLE II. Purpose

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

ARTICLE III. Board Membership
N.J.S.A. 40:54-9.

Section 1. The Board of Trustees shall consist of:

1.1 Seven members appointed by Mayor or other chief executive officer for a term of five (5) years,
a. Appointments, vacancies, and terms of office are as provided by the relevant subsections for the New Jersey state statutes for municipal and joint libraries (N.J.S.A 40:54-9 and 40:54-10). According to the Moorestown Township ordinance, the number of members of the Moorestown Library Board of Trustees (Board) shall not exceed a total of nine (9).

1.2 The Township Manager or Township Manager's representative

1.3 The Superintendent of Schools or the Superintendent's representative.

Section 2. Vacancy in Office

An office shall be deemed vacant upon the occurrence of any grounds set forth in N.J.S.A. 40A:9-12.1.

Section 3. Vacancy Resulting From Non-Attendance

An office may be declared vacant by a majority of the Board whenever a member, without being excused by a majority of the authorized members, fails to attend and participate in meetings for a period of four (4) consecutive months. Attendance through Zoom or similar video conferencing is the equivalent of in-person attendance, provided notice is given to the Library Director at least 24 hours before the meeting.

Section 4. Resignation From Board
In the event a board member intends to resign, the member should notify the Library Director in writing. The Library Director will then notify the rest of the Board and the township.

ARTICLE IV. Board Responsibilities

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

Section 1. The Trustees of the Moorestown Library shall:

1.1 Hold in trust and manage all properties of the Library.
1.2 Determine the purposes of the Library.
1.3 Secure adequate funds to carry on the Library programs.
1.4 Employ a qualified Library Director and other necessary personnel and fix their compensation.
1.5 Know the programs and needs of the Library with relation to the community; keep abreast of Library standards and trends.
1.6 Establish policies to govern the use, operations and programs of the Library.
1.7 Establish policies dealing with books and material selection.
1.8 Establish, support and participate in a library public relations program.
1.9 Together with the Library Director prepare, present and justify an annual budget.
1.10 Attend all Board Meetings.
1.11 Take one hour of library-related continuing education per year.
1.12 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 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 qualify.

1 A person shall not be eligible to serve as President more than three (3) consecutive terms.

Section 3. 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 for the unexpired term. A new Vice-President shall be elected at the first regular meeting after the vacancy occurs for the unexpired term.

Section 4. The President shall:

4.1 Preside at all meetings of the Board.
4.2 Appoint all committees, except the Nominating Committee.
4.3 Execute all documents or contracts authorized by the Board.
4.4 Enforce all By-laws and regulations.
4.5 Serve as an ex-officio member of all committees, except the Nominating Committee.
4.6 Confer with the Director regarding the agenda for each Board meeting.
4.7 Generally, perform all the duties associated with that office.

Section 5. The Vice-President shall:

5.1 In the absence or inability of the President, to exercise all the functions of the President.
5.2 Have such powers and discharge such duties as may be assigned, from time to time, by the Board.
5.3 Serve as liaison at all Friends of the Library regular meetings.

Section 6. The Secretary shall:

6.1 Assure that a true and accurate record of all proceedings of Board meetings be taken.
6.2 Arrange for the safe-keeping of minutes and other records of the Board, which shall be kept by the Library.
6.3 Assure issuance of notice for all regular and special meetings.
6.4 Generally, perform all the duties associated with that office.

Section 7. The Treasurer shall:

7.1 Be the disbursing officer of the Board.
7.2 Assure distribution from the disbursing officer of the municipality the money raised for library purposes as provided in N.J.S.A. 40:54-8.
7.3 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)).
7.4 Assure that payment of all bills be made after approval by the Board.
7.5.1 Shall co-sign duly approved checks along with the Library Director.
7.5 Assure that proper accounting records of all receipts and disbursements be maintained.
7.6 Assure that a monthly financial statement be submitted to the Board.
7.7.1 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).
7.8 Perform such duties as generally associated with that office.
7.9 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 8. 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. All meetings of the board shall be open to the public in accordance with the Open Public Meeting Act (N.J.S.A. 10:4-6).

The board may change the date, time, or location of any meeting with appropriate public notice.

1.1 The meetings so scheduled for July, August or both, in any year may be omitted by appropriate action taken by the Board at its regular meeting in June of such year.

Section 2. An Annual Reorganizational Meeting shall be held immediately preceding 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; approval of official financial institutions, newspapers, and auditors; 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 in the call. 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 five (5) members present in person (Note: the law also allows the use of conference calls and virtual meetings as long as the public is included).

4.1 If a quorum is not present, the meeting will be cancelled and 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 require members to put motions into writing.
5.3 The President may offer motions and may vote on all proposals.
5.4 All motions shall be stated in their proper form and restated before a vote is taken.

Section 6. 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 so far as the circumstances of the meeting will permit:

1.1 Agenda

6.1.1 Roll Call
6.1.2 Compliance with Open Public Meetings Act
6.1.3 Agenda Review
6.1.4 Minutes of the previous regular meeting and any intervening special meeting
6.1.5 Public portion on agenda items
6.1.6 President’s report
6.1.7 Action on bills (in excess of $2,500)

6.1.8 Financial Report
6.1.9 Library Director's Report
6.1.10 Committee Reports
6.1.11 Unfinished business
6.1.12 New Business
6.1.13 Public portion
6.1.14 Closed session for personnel or contract items
6.1.15 Action on closed session items
6.1.16 Board comments
6.1.17 Adjournment

ARTCILE 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 Co-signing duly approved checks along with the Library Director.

1.4 The Director shall have authority to appoint all employees.

1.4.1 All personnel actions must conform to the rules and regulations as set forth in the Personnel Policy Manual.

1.5 The Director shall conduct an annual performance appraisal of all employees prior to April 1st of each year based on the prior calendar year. The Director shall use those annual performance appraisals to formulate a package of recommended salary adjustments.

1.6 The Board of Trustees shall review the Director's recommendations and act upon them.

1.7 The Director shall certify as 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.

Standing Committees shall be:

1.1 Budget & Finance
1.2 Personnel

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 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, without prior notice, at any meeting of the Board at which the entire Board of Trustees is present; or by a majority vote of all members of the Board provided written notice of the proposed amendment shall have been mailed to all members at least ten (10) days prior to the meeting at which such action is proposed to be taken.

ARTICLE XI Conflict of Interest

Section 1. Standards Board members may not in their private capacity negotiate, bid for or enter into a contract with the Moorestown Library in which they have a direct or indirect financial interest. Moorestown Township (Ethics) Code of Ethics 9-13, Violations and Penalties, Ordinance No. 1587 - 91.

Article XII Liability

Pursuant to N.J.S.A. 2A.53A-73 and notwithstanding any other provision to the contrary, no Board member shall be liable for damages resulting from the exercise of judgment or discretion in connection with the duties of office unless the actions evidence disregard for the duties imposed by the position.

Article XIII Public Input

Section 1. Public Comment at Board Meetings

A member of the public wishing to speak during a meeting shall state their name and address for the record prior to making their comment.

Comments from individual members of the public shall be limited to five (5) minutes in length unless otherwise permitted by the President. At the President's discretion, comments from individual members of the public may be limited to three (3) minutes in length if the number of individuals seeking to participate at a public meeting exceeds 24.

Members of the public commenting during a meeting shall not act in any manner to disrupt the meeting. If such a member of the public becomes disruptive during the meeting, the President may refuse to allow that member of the public to continue to make comments or speak during the hearing and may take such measures as may be required to conduct an orderly hearing. Disruptive conduct includes, but is not limited to, sustained inappropriate behaviors such as shouting, interruption, and the use of profanity.

Section 2. Other public complaints and inquiries

The following procedures will apply to the handling of public complaints and inquiries:

A. Neither the Library Board of Trustees as a whole, nor any individual Board member, will entertain or consider communications or complaints from library employees, library patrons/users, residents or other citizens. Such communications will be referred to the Library Director.
    a. If there is a complaint about the Director, it should be directed to the Board.
B. Complaints and inquiries should be submitted to the Library Director, in writing, and preferably on the Patron Comment form available at the library.
C. The Library Director will make every effort to resolve the issue with the persons immediately involved.
D. When satisfaction has not been achieved at this level, the Library Board of Trustees will accept written complaints or inquiries.
E. Those who request a Library Board of Trustees hearing shall present written complaints or grievances to the Board Secretary in sufficient detail. After reviewing the evidence submitted by the Library Director, the Library Board of Trustees will, if it deems advisable, grant a hearing to the parties interested.
F. Library employees shall follow the procedures outlined in the Personnel Policy Manual when making complaints or grievances.
G. The Library Board of Trustees may defer decisions regarding complaints and inquiries presented initially at public Board meetings.

The Library Director must be consulted on all matters that involve library personnel and the community.

These by-laws shall be reviewed at least every five (5) years.

Approved at regular meetings of the Library Board of Trustees on September 17, 2025.