



Haworth Municipal Library

By-Laws of the Board of Trustees

ARTICLE I - TRUSTEES

A. The Board of Trustees of the Haworth Municipal Library consists of nine members, one of whom shall be the Mayor of Haworth and one of whom shall be the Superintendent of Haworth Public Schools. Seven trustees shall be appointed by the Mayor, with the consent of the governing body, for terms of five years. The Mayor and the School Superintendent may, respectively, appoint an alternate to act in their place and stead with authority to attend all meeting of the board and, in their absence to vote on all questions before the board.

B. Vacancies

Upon the expiration of the term of office of any trustee, the Mayor shall appoint a citizen for a term of five years in the same manner as the original appointment was made. Vacancies occurring on the Board of Trustees shall be filled for the unexpired term only, in the same manner as the original appointments are made. The position will be considered vacant if:

1. The trustee files a resignation.
2. The trustee becomes physically or mentally incapable of serving by the determination of the appointing authority.
3. The trustee no longer resides within the borough or no longer holds the Superintendent of Schools position.
4. The trustee, without legitimate excuse, fails to attend and participate in 4 consecutive meetings. The Board reserves the right to notify the Mayor in writing of the absences with a recommendation for removal.

ARTICLE II - MEETINGS

A. Regular meetings of the Board of Trustees shall be held each month in the library; the time, day, and week shall be established at the reorganization meeting held in January. New officers are also elected at this time.

B. Special meetings of the Board of Trustees shall be called by the President whenever the President may deem it necessary or whenever requested by two members of the Board of Trustees in writing. Notices of special meetings shall state the purpose for which they are called and only such business shall be transacted.

- C. All meetings shall be open to the public. Proper notification of all meetings, in compliance with the Open Meeting Law, Public Law - 1975, Chapter 231 (known as the Sunshine Law) shall be made to the public.
- D. Five members of the Board of Trustees shall constitute a quorum.
- E. Robert's Rules of Order shall be used to conduct the meetings.

ARTICLE III - OFFICERS

- A. The officers shall consist of a President, a Vice-President, a Treasurer and a Secretary who shall be elected at the reorganization meeting by the Board of Trustees from among its own members. The length of office is two years. Any vacancy in office shall be filled by the Board by election at its next meeting 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 next regular meeting after the vacancy occurs.
- B. The President shall preside at meetings of the Board and perform such other duties as generally pertain to that office, or such as shall be delegated to the President by the Board. The President shall be, ex-officio, a member of all standing committees.
- C. The Vice-President shall preside at all meetings in the absence of the President, and shall perform such other duties as shall be delegated by the Board.
- D. The Treasurer shall keep all the accounts of the Board. The Treasurer shall approve all bills after they have been checked by the Librarian. The Treasurer shall produce all the records whenever so directed by the Board.
- E. In the absence of the Treasurer, the President shall exercise the functions of the Treasurer.
- F. The Secretary shall keep a record of the attendance at all meetings of the Board; The Secretary shall keep a record of the official actions of the Board, which must be signed. The Secretary shall give due notice of all meetings, and shall perform such other duties as may properly belong to the office or may be delegated to the office by the President or by action of the Board. The Secretary shall soon after each regular meeting of the Board, provide each member with a typed and signed copy of the minutes. The Secretary shall provide the Borough Administrator a copy of the minutes.

ARTICLE IV - ORDER OF BUSINESS AT ALL REGULAR MEETINGS

- A. The order of business for regular meetings shall include, but not limited to, the following items which shall be covered in the sequence shown so far as circumstances will permit:
 - 1. Call to order.
 - 2. Welcome to visitors.
 - 3. Approval of minutes of prior meeting(s).
 - 4. Report of the Treasurer.
 - 5. Report of the Librarian.

6. Report of Committees.
7. Communications.
8. Old Business.
9. New Business.
10. Adjournment.

ARTICLE V - COMMITTEES

- A. The President shall appoint committees of one or more members each for such specific purposes as the business of the Board may require.
- B. Special committees for the study and investigation of special problems shall be considered to be discharged upon the completion of the purpose for which they are appointed and after their final report is made to the Board.
- C. No committee shall have other than advisory powers unless, by suitable action of the Board, it is granted specific power to act.

ARTICLE VI - DIRECTOR

- A. 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. It shall be the Director's responsibility to administer the Library according to the policies established by the Board. The Director shall keep exact account of all monies received from fines and other sources, deposit them in the bank, and report them to the Treasurer. The Director shall attend the meetings of the Board except upon special occasions when the Director's own personal interests are involved, shall be a consulting member of all committees, and submit each month a report on the operations of the Library. The Director shall be the responsible for the purchase of all materials for the Library, the arrangement and cataloging of same and for the care of all Library property. The Director shall prepare a proposed annual budget for the operation of the Library with the Treasurer for consideration by the Library Board. The Director shall perform such other duties as may be prescribed by the Board provided that the Director shall incur no debt or liability except as authorized by the Board of Trustees.

ARTICLE VII - AMENDMENTS

- A. These By-Laws shall supersede all previous By-Laws and all resolutions in conflict therewith. Amendments to these By-Laws may be proposed in writing at any regular meeting of the Board. Amendments so proposed may be adopted at the next regular Board meeting upon an affirmative vote of the majority of all the members of the Board.

Approved 7/10/17