BOARD OF TRUSTEES
OF
THE FREE PUBLIC LIBRARY
OF THE BOROUGH OF RAMSEY

BY-LAWS


ARTICLE I
TRUSTEES

Section 1. The Board of Trustees shall be made of up of nine (9) members, consisting of (i) the mayor or other chief executive of the municipality, (ii) the local superintendents of school or the supervising principal, and (iii) seven members, at least six of whom must be residents of the municipality, to be appointed by the mayor or chief executive. The appointments shall be for terms of one, two, three, four and five years, respectively, as may be determined by the mayor or other chief executive. Upon the expiration of the term of office of any trustee, the mayor or other chief executive of the municipality shall appoint a citizen for the term of five years in the same manner as the original appointment was made.

Section 2. The Board of Trustees shall meet for organization annually, on the second Monday of January.

ARTICLE II
OFFICERS AND THEIR DUTIES

Section 1. The officers shall be a president, vice president, treasurer, and a secretary, and such other officers as the Board of Trustees shall from time to time appoint. All officers and employees shall be elected or appointed by the Board of
Trustees. A Library Director and an Assistant Director shall be appointed by the Board of Trustees at the annual organization meeting in January.

**Section 2.** The President shall preside at all meetings and sign all checks drawn upon the Library's account. In the President's absence, the checks will be signed by the Secretary. All checks for Library expenses require both the signature of the President (or Secretary, as designated above) and the Treasurer, except those expenses referenced in Article III, Section 7. If any expenditure is in excess of its budgetary limitation, specific Board of Trustees approval shall be required before such check is issued.

**Section 2A.** In the absence of, or disability of the President, all duties of the President shall be performed by the Vice-President.

**Section 3.** The Treasurer shall have charge of the funds and keep accounts of the Board of Trustees. The Treasurer shall pay all bills properly approved by the Board of Trustees and will co-sign all checks drawn for that purpose. The Treasurer shall coordinate the purchase of a bond or insurance to insure the actions of the Library’s authorized signatories and all employees of the Library, each as determined in the reasonable discretion of the Board of Trustees. The Treasurer's reports shall be filed for audit.

**Section 4.** The Secretary or its designee shall keep full and correct reports of the proceedings at the meetings. The Secretary or its designee shall give notice of all Board of Trustees and committee meetings at least twenty-four hours before the time of
such meetings. The Secretary shall attend to all correspondence, except such as may be delegated to the Library Director.

ARTICLE III
THE LIBRARY DIRECTOR

Section 1. The Library Director shall have general charge of the Library and of all the persons employed therein. The Library Director shall be responsible to the Board of Trustees for the proper management of the Library, for the preservation and care of its property, and for the discipline and efficiency of its service.

Section 2. The Library Director shall have the authority to hire and discharge other staff employees, subject to the prior approval of the Board of Trustees, said approval to be made by resolution.

Section 2A. If the Library Director is incapacitated, these duties will be undertaken by the Assistant Director.

Section 3. The Library Director will prepare the annual budget for approval by the Board of Trustees and submission to the Borough Finance Committee.

Section 4. The Library Director shall also perform any duties relating to the work of the Library which may be assigned by the Board of Trustees.

Section 5. The retirement age of the Library Director shall comply with the New Jersey laws governing municipal employees.
Section 6. Any Library Director employed after the effective date of these By-Laws shall hold a professional librarian certificate issued by the New Jersey State Board of Examiners.

Section 7. The Library Director shall have the authority to sign checks drawn upon the Library account for Library expenses in the amount of One Hundred Fifty and 00/100 ($150.00) Dollars or less.

ARTICLE IV
LIBRARY STAFF

The position and duties of all employees of the Library, not expressly mentioned in these By-Laws, shall be prescribed and defined from time to time by the Board of Trustees.

ARTICLE V
MEETINGS

Section 1. Meetings of the Board of Trustees shall be held on the second Monday of each month, or on the Monday of the following week if the second Monday should be a holiday. Special meetings may be called at any time by the Secretary at the direction of the President, or at the request of three (3) Board of Trustees, and the notices of such special meetings shall state the reasons for which they are called.

Section 2. At all meetings, five members of the Board of Trustees shall constitute a quorum. If a lack of quorum prevents a regular meeting, said meeting shall be on the Monday of the following week.
ARTICLE VI
ORDER OF BUSINESS

The order of business at the regular meeting of the Board of Trustees shall be:

1. Statement - Reading of Public Meeting Law
2. Pledge of Allegiance - Flag salute
3. Roll Call
4. Approval of Minutes
5. Communications
6. Library Board Members Comments
7. Treasurer’s Report
8. Library Director’s Report
9. Consent Resolutions
10. Public Comments
11. Unfinished Business
12. New Business
13. Adjournment

ARTICLE VII
RESOLUTIONS AND ORDERS

The adoption or passage of any resolution or order shall require a majority of the votes of those Board of Trustees present at a meeting.

ARTICLE VIII
SPECIAL COMMITTEES

The President shall appoint such special committees as necessary for the proper conduct of the Library.

ARTICLE IX
RECORD RETENTION SCHEDULE

The Library’s record retention policy shall comply at all times with state and municipal rules and regulations. The Library currently follows the following record retention schedule:
<table>
<thead>
<tr>
<th>Document Type</th>
<th>Retention Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cancelled checks</td>
<td>6 years</td>
</tr>
<tr>
<td>Bank statements</td>
<td>6 years</td>
</tr>
<tr>
<td>Bank books</td>
<td>6 years</td>
</tr>
<tr>
<td>Deposit slips</td>
<td>6 years</td>
</tr>
<tr>
<td>Payroll register - copy</td>
<td>3 years</td>
</tr>
<tr>
<td>Payroll with ledger</td>
<td>6 years</td>
</tr>
<tr>
<td>Payroll register – original with no copy</td>
<td>60 years</td>
</tr>
<tr>
<td>Paid vouchers</td>
<td>6 years</td>
</tr>
<tr>
<td>Financial reports - annual</td>
<td>Permanent</td>
</tr>
<tr>
<td>Insurance policies</td>
<td>6 years after expiration</td>
</tr>
<tr>
<td>Journals</td>
<td>Permanent</td>
</tr>
<tr>
<td>Daily cash journal</td>
<td>6 years</td>
</tr>
<tr>
<td>Cash book</td>
<td>6 years</td>
</tr>
</tbody>
</table>

ARTICLE XX
PERSONNEL POLICIES

All employees of the Library shall comply at all times with the Borough’s employment practices and policies.

ARTICLE XXI
RESIGNATIONS

Any trustee or officer may resign at any time. Such resignation shall be made in writing, and shall take effect at the time specified therein, and if no time be specified, at the time of its receipt by the President or Secretary. The acceptance of a resignation shall not be necessary to make it effective.
ARTICLE XXII
INDEMNIFICATION

To the full extent permitted by law, the Library must indemnify any person or
his/her heirs, distributees, next of kin, successors, appointees, executors, administrators,
legal representatives and assigns who was or is a party or is threatened to be made a party
to any threatened, pending or completed action, suit or proceeding, whether civil,
criminal, administrative or investigative by reason of the fact that he/she is or was a
trustee, officer, employee or agent of the Library, against expenses, attorneys' fees, court
costs, judgments, fines, amounts paid in settlement and other losses actually and
reasonably incurred by him/her in connection with such action, suit or proceeding;
provided, however, the Library’s indemnification shall not apply with respect to any
criminal act, gross negligence or willful misconduct of any person.

ARTICLE XXIII
AMENDMENTS

These By-Laws may be amended at any regular meeting only by majority vote of
the Board of Trustees; provided that a specific notice of proposed amendments shall have
been given at a previous regular meeting.