



## BY-LAWS

### BEACH HAVEN PUBLIC LIBRARY

Revised: March 1, 2018

#### Article 1. Trustees, Terms of Office, Duties, etc.

**Section 1.** The Board of Trustees is a duly incorporated body under the name of the "Trustees of the Free Public Library of Beach Haven", incorporated December 13, 1907, existing by virtue of the provisions of Chapter 54 of the Laws of the State of New Jersey (Title 40), and exercising the powers and authority and assuming the responsibilities delegated to it under the said Statute.

**Section 2.** The Board of Trustees shall consist of nine (9) members. They shall be the Mayor of Beach Haven (or his/her Borough delegate), the Principal of the Beach Haven School (or his/her appointed delegate), and seven (7) other members appointed by the Borough Council, with advice from the Library Board, for a term of five (5) years each. The seven (7) appointed Trustees must be residents of the Borough of Beach Haven.

**Section 3.** The Officers shall be a President, a Vice-President, a Secretary, and a Treasurer, elected from among the appointed Trustees at the first Library Board Meeting in January. Following their election, Officers will serve for a term of two (2) years or until their successors are duly elected and qualify. The Officers may be elected to succeed themselves.

A vacancy in office shall be filled by election of a successor for the unexpired term of the vacant office. Such election shall take place at the first regular Library Board Meeting after the vacancy occurs.

**Section 4.** The President shall preside at all Board Meetings, execute all docu-

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ments or contracts authorized by the Library Board, and generally perform all the duties associated with that Office. The President may vote upon, and may move and second a proposal before the Library Board.

**Section 5.** The Vice-President, in the absence of the President or a vacancy in that Office, shall assume and perform the duties that would have devolved upon the President.

**Section 6.** The Secretary shall keep an accurate account of the proceedings of the Library Board Meetings and shall perform such other duties as are generally associated with that Office.

**Section 7.** The Treasurer shall have custody of, and be responsible for the funds of the Library. The Treasurer shall be the disbursing Officer of Library funds, shall keep an accurate record of all finances and shall present a written report of the financial status of the Library at each monthly Board Meeting. When the Library Board approves expenditures of funds, the Treasurer shall draw and sign a check(s) against the Library Account. The Treasurer shall prepare a tentative annual budget for presentation and approval at the January Library Board Meeting. This budget will then be presented to the Borough Manager for consideration.

In the absence or inability of the Treasurer to perform the duties of this Office, the Library Board must then delegate these duties to another Trustee.

**Section 8.** The Board of Trustees shall set the hours during which the Library shall be open and shall establish all the Policies and Procedures for the operation of the Library. The Board shall also outline the duties of the Library Director, Primary Library Assistant, and the Library Assistants.

**Section 9.** In the event that a Trustee is absent from four (4) consecutive meet-

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ings, except for extenuating circumstances, the Trustee will be asked to resign and a replacement will be found.

**Section 10.** No one shall be appointed a Trustee if he/she is in anyway related to a Library employee.

## **Article II: Library Board Meetings**

**Section 1.** The regular Library Board Meeting shall be held at 3:30 pm at the Library on the first Tuesday of each month.

**Section 2.** A quorum for the transaction of business at any Library Board Meeting shall consist of at least four (4) members present. Board members may call into the meeting and be counted towards a quorum, make comments, and vote.

**Section 3.** The President may call a special meeting (ad hoc) of the Library Board at his/her discretion. All of the Trustees must be notified of the special meeting.

**Section 4.** The order of business for regular Library Board Meeting shall include, but not be limited to the following:

- (a) Reading of the "Sunshine Law", conducting a roll-call to establish a quorum.
- (b) Approval of the minutes of the previous regular meeting and any intervening special meeting.
- (c) Treasurer's report.
- (d) Library Director's report.
- (e) Unfinished business.
- (f) New business.

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### **Article III. Library Director and Other Employees**

**Section 1.** The Board of Trustees shall appoint a Library Director who shall be custodian of all materials belonging to the Library. The Director shall determine which books, periodicals, DVDs, etc. that shall be purchased.

The Library Director shall make a monthly written report to the Board of Trustees covering circulation, fines collected, additions to the Library's collection, services provided, and other matters as he/she considers pertinent and other items that require the attention of the Board of Trustees.

**Section 2.** The Library Director shall determine the number of additional employees that are deemed necessary for the efficient operation of the Library, with approval of the Library Board.

### **Article IV: General**

**Section 1.** The By-Laws may be amended by a majority vote of all Trustees provided each Trustee has notice of the proposed amendment(s) at least seven (7) days prior to the meeting at which the vote will be taken.

Submitted by: Beach Haven Public Library Board  
Representative of the Mayor, Chris Carson  
Beach Haven School Principal/Superintendent, Carl Krushinski  
President, Michael R. Davis  
Vice-President, Jeanette Lloyd  
Secretary, Mary Pence  
Treasurer, Suzanne White  
Trustee, Virginia Lambert  
Trustee, Ruth Strong