

# PASSAIC PUBLIC LIBRARY

195 GREGORY AVENUE  
PASSAIC, NEW JERSEY 07055-4805

## BOARD OF LIBRARY TRUSTEES BYLAWS

(as amended on March 20, 1984)

Name:

This organization shall be called the "Trustees of the Free Public Library of Passaic", a municipal body incorporated under the laws of the State of New Jersey, December 7, 1887, following approval of a referendum November 8, 1887, authorizing the establishment of the Passaic Public Library.

Purpose:

The purpose of this organization is to maintain and develop a free public library system for the people of Passaic including such materials and services determined to be required to meet current needs. This purpose shall be accomplished by exercising the powers and authority and assuming the responsibilities delegated under Chapter 54, Title 40 of the laws of the State of New Jersey.

Members:

- The membership of this organization shall consist of the following:
1. Seven citizens appointed by the Mayor of Passaic to five-year staggered terms beginning January 1 and ending on December 31 of the fifth year.
  2. The Mayor of Passaic and the Superintendent of Passaic Public Schools who shall be members for the term of their office.
  3. The Mayor and Superintendent of Passaic Public Schools may each designate an alternate to attend meetings and cast votes in the absence of the Mayor or Superintendent of Passaic Public Schools.

Officers:

The officers of this organization shall be a president, vice president and treasurer, who shall be elected to terms of one year at the regular meeting held in the month of January each year.

The Library Director shall serve as Secretary of this organization.

These officers shall perform the duties prescribed by these Bylaws and by the parliamentary authority adopted by the organization.

Meetings:

Regular meetings shall be held on the fourth Tuesday of each month except July and August when regular meetings shall not be held. This date may be changed by the Trustees to accommodate special circumstances.

Special meetings shall be called by the Secretary at the direction of the President; or at the request of three Trustees for the transaction of business as stated in the call for the meeting.

At all meetings, five members shall constitute a quorum for the transaction of business.

The order of business for regular meetings shall include, but not be limited to, the following items which shall be covered in the sequence shown so far as circumstances will permit:

1. Call to order
2. Roll call of members
3. Public announcement of meeting
4. Welcome to visitors with instructions on when the Trustees may be addressed
5. Approval of the Minutes of the previous meeting
6. Presentation by visitors
7. Report and communications of the President
8. Report of the Treasurer
9. Unfinished Business
10. New Business
11. Report of the Library Director
12. Hearing of Staff
13. Adjournment

Proceedings at all meetings shall be governed by "Robert's Rules of Order", latest edition, except where inconsistent with these Bylaws.

Library  
Director  
and Staff:

The Trustees shall appoint a qualified Library Director who shall be the chief executive and administrative officer of the Library on behalf of the Trustees and under their review and direction.

The Director shall attend all meetings of the Trustees except the portions of those meetings in which the Director's salary or appointment is to be discussed or decided.

The Library Director, with the approval of the Trustees, shall appoint all employees to permanent status in accordance with the regulations of the New Jersey Department of Civil Service, furnishing in each instance a resume of the applicant's training and experience.

Committees:

The President shall appoint committees of one or more members for such specific purposes as the business of the Trustees may require.

Such committees shall be considered to be discharged upon completion of the purpose for which they were appointed and after their final report is made to the Trustees.

No committee shall have other than advisory powers unless, by action of the Trustees, it is granted specific power to act.

Miscellaneous:

No member may act or speak for the Trustees or commit the Trustees to any obligation or policy without specific authorization of the Trustees.

Trustees unable to attend a meeting shall give notice to the Secretary as soon as possible.

These Bylaws may be amended by a majority vote of all members of the Trustees provided written notice of the proposed amendment shall have been mailed to all Trustees at least ten days prior to the meeting at which such action is proposed to be taken.