

Policy Manual

BY-LAWS OF THE BOARD OF TRUSTEES

Revised March 12, 1980

Flemington Free Public Library

ARTICLE I Powers

Subject only to the provision of law, the control of the property, personnel, funds and policy of the Library shall be vested in the Board of Trustees appointed as provided by Law.

ARTICLE II Meetings

- A. The Board shall hold a minimum of eight regular public meetings annually, at a time and place to be designated by the Board.
- B. An annual meeting shall be held in January for the purpose of electing officers, and conducting any other yearly business,
- C. Special meetings may be called by the President or the Vice President or any two members of the Board. No business can be transacted at a special meeting, except for the purpose for which the meeting is called.
- D. The Secretary shall notify members of the Board of all meetings. Notice of a special meeting shall state the purpose for which such meeting is called.
- E. Four members shall constitute a quorum for the transaction of business.

ARTICLE III Officers

Officers of the Board shall be chosen at the annual meeting in January. They shall hold office for one year and until their successors are elected. They shall be as follows: President, Vice-President, Treasurer, and Secretary. The Board shall appoint such other officers from time to time as it is deemed necessary, with such powers and duties as it may prescribe.

Vacancies from any cause may be filled at any regular meeting of the Board.

Powers and Duties - The officers shall perform such duties as are incident to their offices, as well as such powers and duties which may be conferred by the Board of Trustees.

ARTICLE IV Committees

The President may appoint committee chairmen as shall be deemed necessary by the Board.

#### ARTICLE V Library Director

The Library Director shall have sole charge of the administration of the Library under the direction and review of the Board. The Director shall be held responsible for the care of the buildings and equipment, for supervision and direction of the staff, for the efficiency of the Library's service to the public, and for the operation of the Library under the financial conditions set forth in the annual budget. The Director shall attend all Board meetings except those at which her appointment or salary is to be discussed or decided.

#### ARTICLE VI Amendments

The Board of Trustees shall have the right to make, amend and repeal the By-Laws by a majority vote at any regular meeting of the Board, provided that the amendment was proposed and discussed at a previous meeting and stated in the call for the meeting.