

**Riverton Free Library Association Bylaws**  
Revised. Adopted, 22 September 2014

**Article I – Identification**

The Riverton Free Library was founded on January 12, 1899 as the Riverton Library and Free Reading Room Association. A new name, The Riverton Free Library Association was adopted in 1900.

The library moved from a reading room located in Christ Episcopal Church to a house donated by Sarah Perot Ogden, wife of Riverton's first mayor, in 1908. The building at 306 Main Street, Riverton, New Jersey, was expanded in 1968, and again in 1992. The board of trustees has authorized major renovations to the interior and the exterior over the years, especially since 2005. To fund these renovations, as well as its daily operations, Riverton and Palmyra residents once paid annual dues of \$1.00 per year to the Riverton Free Library Association. To supplement these funds the Association has held fundraisers and appeals, as well as has been the beneficiary of endowments.

In 2004, the Riverton Free Library became a branch of the Burlington County Library System and continues to partner with the Association. Dues are no longer charged, but to fulfill the Association's financial responsibility for the facility, they continue to work with the Friends of the Riverton Free Library in fundraisers, such as the biennial Candlelight House Tour, its annual Newsletter and Appeal, and the annual Cocktail Social.

The Riverton Free Library Association, designated by the State of New Jersey as non-profit organization, is responsible for maintaining the building and grounds of the library. The Association uses its funds for capital improvements, utilities, insurance, running their Association website, and landscaping, and has traditionally supplemented funds from the Burlington County Library System by purchasing resources and providing some programming funds. By contractual agreement, the Burlington County Library System funds resources, staff, and library equipment, as the Riverton Free Library is a branch of that system.

**Article II – Trustees, Officers, and Executive Committee**

***Section 1 – Powers of Trustees***

The trustees shall have the management of the business of the Riverton Free Library Association, and may, subject to the provision of the statutes, of the charter, and of these By-Laws, exercise all such powers, and do all such things as may be exercised, or done by the Association.

***Section 2 -- Appointments and Terms of Office***

The trustees, fifteen in number, shall be elected by the members of by plurality vote for a term of three (3) years, five (5) trustees to be elected each year.

A majority of the trustees must at all times be residents of the Borough of Riverton. Trustees shall hold office for the term for which they shall be elected, and until their successors are elected and qualify.

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One retired President of the Board may be elected by majority vote to the position of President Emeritus. The President Emeritus would serve for life and would have voting privileges.

***Section 3 – Executive Committee and Officers***

The trustees shall annually elect an Executive Board of Officers -- a President, a Vice-President, a Secretary, and a Treasurer -- at the regular meeting that immediately follows its annual meeting in January. They shall have authority to exercise all the powers of the trustees at any time when the trustees are not in session. The executive committee may act by written consent of a quorum thereof, although not formally convened.

The President shall preside at all meetings of the board, authorizes calls for any special meetings, appoints all ad hoc committees, executes all documents authorized by the board, serves as an ex-officio

voting member of all committees, creates the slate of nominees for its new members of the board of trustees, and generally performs all duties associated with that office.

The Vice-President shall assume all duties of the President due to his or her absence, disability, or vacancy.

The Secretary shall be ex-officio clerk of the board of trustees and of the Executive Committee, shall attend all sessions of the board and shall record all notes and minutes of all proceedings, shall see that proper notice is given of all meetings of the board of trustees, and shall perform such duties as generally associated with that office.

The Treasurer shall keep full, separate, and accurate accounts of the Association's receipts and disbursements, shall sign all vouchers, shall sign checks upon authorization of the board, shall present financial reports of income, disbursements, and investment income at the regular board meetings or when it may be required.

The power and duties of any officer may be delegated for any reason that may seem sufficient to the trustees to any other officer or trustee.

#### ***Section 4 – Vacancies***

If the office of any trustee or member of the Executive Committee becomes vacant by reason of death, resignation, disqualification, or otherwise, the remaining trustees, although less than a quorum, by a majority vote may elect a successor or successors who shall hold office for the unexpired term.

#### ***Section 5 – Duties of Trustees***

Trustees are expected to attend all meetings of the board except as prevented by valid excuse, volunteer and participate on Association committees, participate with Association fundraisers, assist the Executive Committee when asked, and perform such duties as generally associated as a member of a board of trustees.

### **Article III—Committees**

#### ***Section 1 – Standing Committees***

The board shall use standing committees to deal with the business and responsibilities of the Association.

The standing committees are: House Committee, Grounds Committee, Volunteers, Annual Newsletter/Appeal, and Cocktail Social.

Trustees shall volunteer to work on one or more committees and may elect their own chair to head the committee.

The President is an ex-officio voting member of all standing committees.

Upon the advice of the President, the trustees may elect or remove committee chairs or their agents, as they deem proper.

#### ***Section 2 – Ad Hoc Committees***

The President shall appoint all ad hoc committees, as deemed necessary.

### **Article IV – Meetings**

#### ***Section 1 – Regular Meetings of Trustees***

Regular meetings of the trustees shall be held on the fourth Monday of the months of September, January, and April at 7:30 PM at the Riverton Free Library, New Jersey, or at such other time and place as they may designate.

Notice of all meetings of the trustees will be posted on the Association's website as well as in paper format at the Riverton Free Library.

Eight (8) trustees shall constitute a quorum for the transaction of business.

Although the Association is not subject to the New Jersey Open Public Meeting Law, otherwise known as the Sunshine Law, the board welcomes members of the public to attend its three regular meetings.

***Section 2 – Annual Meeting of Trustees***

The annual meeting of the board of trustees is held each year in January prior to the January regular meeting, at 7:30 PM. The purpose of the meeting is to review the status of the Association from the previous year, its finances, accomplishments, and challenges from the previous year.

***Section 3 – Special Meetings of Trustees***

The President may call special meetings, as necessary, providing three (3) days' notice by mail, email, or personally to each trustee.

***Section 4 – Meeting Agenda***

The order of business shall include, but not be limited to:

- a. Call to order
- b. Roll call of trustees
- c. President's Annual Message (January annual meeting, only)
- d. Election of Trustees and Officers (January regular meeting, only)
- e. Introduction of guests, when applicable
- f. Approval of branch agreement, Burlington County Library System (January regular meeting, only)
- g. Library Director/Branch Manager's Report
- h. Treasurer's Report
- i. Committee Reports
- j. Old Business
- k. New Business
- l. Adjourn Meeting

**Article V -- Bylaws**

The trustees may alter or amend these bylaws at any annual, regular, or special meeting of the trustees. Any alteration or amendment shall be come effective upon publication of the bylaws on the Association's website as well as in paper announcements at the Riverton Free Library. They are available for public viewing on the Association's website as well as in paper format at the library.

**Article VI -- Disposition of Assets**

In the event that the Riverton Free Library Association is dissolved, the assets of the Association shall be transferred to the Borough of Riverton for use in connection with local library continuance or to another local organization which will be restricted to use the assets for similar educational, historical, or informational purposes.

Reference:

New Jersey Public Libraries: A Manual for Trustees. 2005 (NJ State Library)