



**TRUSTEES MANUAL**

**OF THE**

**CRANBURY PUBLIC LIBRARY**

**ADOPTED: April 13, 2006**  
**DIGITAL VERSION: September 9, 2021**

*The Cranbury Public Library Board of Trustees will periodically review and update this manual.*

# **CRANBURY PUBLIC LIBRARY**

## **TRUSTEE MANUAL**

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## **Cranbury Public Library Code of Ethics of the Board of Trustees**

As Trustees of the Cranbury Public Library, we recognize the importance of codifying and making known to the general public the ethical principles of the Trustees that guide the work of library management, librarians, library staff, and other professionals providing library services.

Ethical dilemmas occur when values are in conflict. The Cranbury Public Library Board of Trustees' Code of Ethics states the values to which we are committed, and embodies the ethical responsibilities of the Board in this changing information environment.

We influence or control the selection, organization, preservation, and dissemination of information. In a nation grounded in an informed citizenry, we as members of the Board of Trustees are explicitly committed to intellectual freedom and the freedom of access to information. We have a special obligation to ensure the free flow of information and ideas to present and future generations.

The principles of this Code of Ethics are expressed in broad statements to guide ethical decision-making. These statements provide a framework; they cannot and do not dictate conduct to cover particular situations.

- I. We provide the highest level of service to all users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased, and courteous responses to all requests.
- II. We uphold the principles of intellectual freedom and resist all efforts to censor library resources.
- III. We protect each library user's right within the law to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted.
- IV. We recognize and respect intellectual property rights.
- V. We treat library management and staff, co-trustees and other colleagues with respect, fairness and good faith, and advocate conditions of employment that safeguard their rights and welfare.
- VI. We do not advance private interests at the expense of library users, colleagues, or our employees.
- VII. We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of the aims of our institution or the provision of access to their information resources.
- VIII. We strive for excellence in the Board by maintaining and enhancing our own knowledge and skills, by encouraging the professional development of library management, staff, co-trustees, and by fostering the aspirations of potential members of the library profession and support for the library by the public.

## **Core Competencies of the Board of Trustees Of the Cranbury Public Library**

New Jersey's public libraries are vital community centers dedicated to lifelong learning. The success and achievements of public libraries depend on the leadership, commitment and dedication of its trustees. Library trustees have legal and fiduciary obligations to ensure that the Cranbury Public Library provides the highest quality of library service. The following core competencies enumerate skills, qualities and abilities essential for trustees to undertake their duties.

### **A. PHILOSOPHIES AND ETHICS**

- Understand the mission and role of your library.
- Demonstrate knowledge of the legal and regulatory environment of your library (NJSA 40:54-1 et seq.).
- Understand and demonstrate ethical behavior using the Board's Code of Ethics as a guideline.
- Understand the functions of the public library: public service, technical services, administrative service, technology and children's services.
- Stay current with developments in state and federal law and regulations pertaining to public libraries. Participate in continuing education opportunities sponsored by the NJ State Library, NJLTA, NJLA, the New Jersey Library Network and county trustee organizations.
- Uphold the principles of intellectual freedom.
- Ensure the library's participation in the services of the New Jersey Library Network, and local resource sharing arrangements, as appropriate to the library.

### **B. BOARD ATTRIBUTES**

- Demonstrate good interpersonal skills and the ability to communicate effectively and diplomatically.
- Demonstrate the ability to work collaboratively with other Board members, public officials, and other groups to promote growth for the library.
- Attend and participate in all library Board meetings.

### **C. ADMINISTRATION**

- Understand the legal structure of the library and the environment in which it operates.
- Understand the budgeting process within the community including how to use statistics effectively to demonstrate library utilization.
- Know the community by reviewing Budget documents, Master Plans, census and other data and available documentation. Support the development of programs and services, which impact all segments of the population.
- Develop and annually update as necessary a Strategic Plan with specific strategies and objectives to support the library's mission and goals.
- Understand Board By-laws and Board Procedures.
- Develop policies and procedures for the library.
- Understand the principles of personnel management, including the role of the library Director who administrates the day-to-day operations of the library, and that of the library Board which sets policy.
- Recruit and evaluate the library Director.
- Understand relevant state and federal laws pertaining to employment and personnel practices.
- Have knowledge of the physical arrangement and its maintenance and be able to plan for capital improvements or expansions.
- Provide support for training and continuing opportunities for library staff and Board.

### **D. ADVOCACY**

- Advocate for the library, everywhere with everyone.
- Seek opportunities to ensure sufficient income and resources to provide optimal library service.
- Support legislative initiatives to improve libraries and library service.
- Develop and implement an effective public relations plan for the library.
- Maintain positive relationships with officials at all levels of government, with Friends and/or Foundation of the Cranbury Public Library, and all segments of the community.

# **By-Laws of the Board of Trustees of The Cranbury Public Library**

## **ARTICLE I – NAME AND AUTHORITY**

### Section 1.1

This organization shall be called The Board of Trustees of the Cranbury Public Library existing by virtue of Title 40, Chapter 54 of the State of New Jersey, and exercising the powers and authority and assuming the responsibility delegated to it under the said statute.

## **ARTICLE II – MEMBERSHIP AND RESPONSIBILITIES**

### Section 2.1

The Board shall consist of nine members: a) Seven members appointed by the Mayor of Cranbury Township for five-year terms, four of which must be Cranbury residents, b) The Mayor of Cranbury Township for an annual term, and c) The Cranbury School Chief School Administrator for an annual term. The latter two statutory members may appoint alternates to represent them.

### Section 2.2

A vacancy on the Board shall be filled by mayoral appointment for the balance of the unexpired term. Resignations shall be submitted, in writing, to the appointing official with an information copy of the letter forwarded to the President of the Board.

### Section 2.3

The Board shall establish policy affecting the administration of the Library, shall prepare an annual budget, shall exercise control of all library funds and assure that these funds are duly expended and accounted for, shall hire and appoint a library director, shall approve staff positions in the library, and shall determine compensation for all employees.

### Section 2.4

The Board shall submit an annual report to the Cranbury Township Committee. The report shall include a statement regarding revenues and expenditures and an analysis of the state and condition of the Library. A copy shall be sent to the New Jersey State Library, Division of Library Development.

## **ARTICLE III – OFFICERS OF THE BOARD**

### Section 3.1

The officers of the Board shall be a president, a secretary and a treasurer, elected from among the trustees at the Annual Meeting of the Board. A vice-president may also be elected. A vacancy in any of the offices shall be filled by election for the unexpired term at the first regular meeting of the Board after the vacancy occurs.

### Section 3.2

Officers shall serve a term of one year from the Annual Meeting at which they are elected and until their successors are duly elected.

### Section 3.3

The president shall preside at all meetings of the Board, authorize calls for any special meetings, appoint all standing and all ad hoc committees, execute all documents authorized by the Board, serve as an ex officio voting member of all committees, and generally perform all duties and functions associated with that office.

### Section 3.4

In the event of the absence of the president from a Board meeting, either the vice president or a temporary chairperson selected by the members present shall assume and perform the duties and function of the president.

### Section 3.5

The secretary shall cause to be kept an accurate record of the proceedings of all meetings of the Board and shall perform such other duties as are generally associated with that office. The library Director shall have custody of the minutes and other records of the Board.

### Section 3.6

The treasurer shall be the disbursing officer of the Board, shall have charge of all the special funds and income outside the appropriations, shall sign all checks, and shall perform such duties as generally devolve upon the office. The treasurer must be bonded in an amount as may be required by state law or authorized by a resolution of the Board.

## **ARTICLE IV—MEETINGS OF THE BOARD**

### Section 4.1

Regular monthly meetings shall be held on the second Thursday of each month at 7:00PM or at such time and place as shall be designated by a majority vote of the Board. All meetings of the Board shall be open to the public in accordance with the New Jersey Open Public Meetings Law (Chapter 231, P.L. 1975.)

Trustees shall make every effort to physically attend each meeting of the Board of Trustees. In the event a Trustee cannot physically attend a meeting for a legitimate cause, a Trustee may attend a meeting via electronic means such as, but not limited to, [telephone, Zoom, etc.], however a Trustee may not attend a meeting via email, text messaging or the like. In order to be able to participate and vote at a meeting, a Trustee attending via electronic means must have the ability to review all documents and presentations which are being considered at the meeting as well as the opportunity for simultaneous aural communications among all participating Trustees.

### Section 4.2

The annual meeting at which officers are elected shall be held concurrently with the regular monthly meeting in January of each year.

### Section 4.3

The Board shall be free to hold executive sessions, without any non-members present save those expressly invited, upon compliance with the procedures and criteria of the New Jersey Open Public Meetings Act.

### Section 4.4

A quorum for the transaction of business at any meeting shall consist of a simple majority of the Board. If a quorum cannot be achieved for a regular meeting of the Board, the president and library director jointly may act on behalf of the Board to carry out the normal business of the Library. Such action shall be submitted to the Board at its next regular meeting for ratification or amendment.

### Section 4.5

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 as far as circumstances will permit:

- A. Announcement of compliance with Open Public Meetings Law
- B. Call to order
- C. Consent Agenda



1. Action on minutes from previous meeting(s)
2. Action on Bills
- D. Treasurer's report
- E. Director's report
- F. President's report
- G. Old business
- H. New business
- I. Committee reports
- J. Public presentations to, or discussion, with the Board
- K. Adjournment

Copies of the minutes of the preceding meeting(s), agenda and any reports considered essential to consideration of the agenda shall be available to all Board members in advance of the meeting.

#### Section 4.6

Special meetings may be called by the library director at the direction of the president, or at the written request of a majority of the trustees, for the transaction of business as stated in the call for the meeting. Notice of such meetings shall also be provided in the manner called for by the New Jersey Open Public Meetings Act.

#### Section 4.7

The library director shall issue notices of all regular meetings and special meetings as provided in Section 4.6.

#### Section 4.8

Trustees must notify the president or the library director if they are unable to attend regular or special meetings.

#### Section 4.9

A trustee absent for more than three consecutive regular meetings in one calendar year may be asked to resign from the Board.

#### Section 4.10

The Board shall be governed in its procedure by parliamentary rules and usage as set forth in Robert's Rules of Order, latest edition, except that the president may participate in discussions and vote on all matters.

## **ARTICLE V—LIBRARY DIRECTOR AND STAFF**

### Section 5.1

The Board shall appoint a qualified library director who shall be the chief executive and administrative officer of the library on behalf of the Board and under its review and direction carry out the duties and responsibilities as outlined in the position description. The director shall attend all Board meetings except those at which the director's salary, review or appointment is to be discussed or decided. The Director shall be ex-officio, a member of all committees except the Nominating Committee.

### Section 5.2

The Board, acting through its president or personnel committee, shall conduct annual performance reviews of the library director.

### Section 5.3

The library director shall recommend to the Board the appointment and duties to be required of other employees, and shall be responsible for the proper direction, supervision and evaluation of the staff, for the care and maintenance of library property, for an adequate and proper selection of books and other materials in keeping with the stated policy, for the efficiency of library service to the public, and for its financial operation within the limits of the budget approved by the Board.

## **ARTICLE VI – COMMITTEES OF THE BOARD**

### Section 6.1

The president shall appoint such committees of one or more members each for specific purposes as the business of the Board may require from time to time. A committee shall be considered to be discharged upon completion of the purpose for which it was appointed.

### Section 6.2

Committees shall present progress reports to the Board at each of its meetings. All final committee reports shall be made in writing and conveyed to the library director for filing.

### Section 6.3

No committee shall have other than advisory powers.

## **ARTICLE VII – GENERAL**

### Section 7.1

An affirmative vote of the majority of all members of the Board present (provided there is a quorum) shall be necessary to approve any action before the Board. The president may vote upon and may move or second a proposal before the Board.

### Section 7.2

The Bylaws may be amended at any regular or special meeting by a majority vote of all members of the Board, provided written notice of the proposed amendment shall have been provided to all members at least ten days prior to the meeting at which such action is proposed to be taken.

### Section 7.3

Any rule or provision of the Board, whether contained in these By-laws or otherwise, may be waived at any meeting of the Board for some special purpose by the affirmative vote of the majority of the Board.

### Section 7.4

An independent auditor appointed or approved by the Board shall at such times as the Board may determine, but at least annually conduct an examination of the financial statements of the Library and report to the Board thereon, Such financial statements shall include a statement of capital assets and liabilities, a statement of income and expenses, and such other additional reports or information as may be ordered from time to time by the Board.

## **CRANBURY PUBLIC LIBRARY CODE FOR COMMITTEES OF THE BOARD OF TRUSTEES**

Whereas the By-laws of the Library, Article VI, empower the President of the Board of Trustees to appoint such committees for specific purposes as the business of the Board may require from time to time and in order to accomplish the goals of the CPL Strategic Plan and review, analyze, and recommend solutions to issues raised by the Board, a committee structure for the Board Of Trustees shall be placed in order. The Committees are solely advisory in nature. All recommendations are to be submitted to the Board for action deemed necessary. However, if urgency arises before a meeting of the Board can be held, the President of the Board may act on advice of a committee chair, as the President deems appropriate within provisions of the Board Bylaws.

There shall be a minimum of four board committees with responsibilities in the areas of **Policy and Planning, Finance, Nomination and Elections, and Personnel**. The President of the Board may appoint an Ad Hoc Committee at any time for specific purpose, as shall be deemed necessary. The President shall work with the Committee Chairs to develop and implement activities to ensure that all parts of the Board are acting in a coordinated and complementary manner.

All Board members, at-large and representative, are encouraged to participate on the Committees of the Board of Trustees. No committee shall be composed of a number so as to constitute a quorum of the Board. Committees shall be reconstituted annually after the election of Officers of the Board and serve for a calendar year; all openings that may arise should be filled as quickly as possible to alleviate any undue burden on the remaining members of the committee. Any committee member who does not attend any committee meetings for three consecutive meetings without serious cause may be removed from the committee by the chair. The Chair of each Committee on the approval of the President may add to committee membership, on a annual or ad hoc basis any member of the Management Staff or employee of the Library, or general public who would significantly add to the quality of the work of the committee. In general, however, the committee should be kept to a size of 6 or less. The list of committees and functions shall be reviewed annually and revised as necessary by the President.

The Committees shall submit all reports, including status of work-in-progress and recommendations to the Board in written and concise form. All attempts shall be made within committee for consensus of recommendation but may report on the basis of majority finding. If a unanimous report is not found possible, a dissenting minority report may be submitted by a Board member of the Committee.

## **POLICY AND PLANNING COMMITTEE**

### **PRIMARY FUNCTIONS**

- To annually review the Trustee Manual including Bylaws and make recommendations for changes deemed necessary.
- To study the structure of the Board and to make recommendations to the Board as to any changes.
- To review and recommend revision to the Code of Ethics as deemed necessary.
- To recommend addition and dissolution of Committees, as appropriate.
- To consider issues of broad concern to the Board and the development of its activities.
- To analyze and report on the Annual Board Self-Assessment
- To draft Annual Goals for action for the Board.
- To review and recommend revisions to the Strategic Plan and to continually review the activities of the other Committees to ensure correlation to the Strategic Plan of the Library.
- To monitor all Township, County, State, and National activities that may affect the Library and to recommend a course of action for the Board.
- To study issues facing libraries and to recommend appropriate steps to address these issues within the Library.
- To oversee the activities of the Management Staff in development of all Operational Policies and Procedures.
- To plan and organize all activities and other matters relating to the Annual Retreat, New Jersey Trustee Institute Conferences, and meetings with other library board of Trustees and libraries.
- With approval of the Board:
  - To publicize the activities of the Board and Library.
  - To cooperate with other agencies and organizations to keep the public informed about library services.
  - To establish relations with other organizations, foundations and businesses to partner in the promotion of services in libraries.
  - To promote a positive public image of libraries and library personnel and to encourage others to do likewise.
  - To issue press releases on major initiatives of the organization.

### **COMPOSITION**

The Policy and Planning Committee shall be composed of the President of the Board or delegate as Chair, and a maximum of three other Board members.

## **PERSONNEL COMMITTEE**

### **PRIMARY FUNCTIONS**

- To arrange for an Orientation Program and provide all relevant Board and Library materials to expedite effectiveness of any new Board members.
- To identify the development opportunities for Board members.
- To review annually the employment contract of the Director, if any, the salaries and hourly wages of all employees, the Salary Structure of the Library, and job descriptions for all employees of the Library for any recommended changes for approval by the Board.
- To review periodically the personnel policies for employees of the Library for any recommended changes for approval by the Executive Board.
- To annually submit blank Performance Evaluation Forms to all Board members to evaluate the Director of the Library and to collect and consolidate the performance of the Director into a formal Evaluation for review with the Board and review by the President with the Director.
- To annually review the evaluations by the Director of all other Full Time employees and overall performance statements of all Part time employees and report to the Board any findings.
- To study and recommend action as needed on related employee matters.
- To support continuing education and professional development for Library employees.
- To keep the Board members informed of important developments in the area of personnel issues.
- To gather, publish and distribute data relating to the improvement of salary and working conditions of library personnel in New Jersey.
- To recommend to the Board programs relating to the improvement of salary and employee conditions.
- To provide assistance to members seeking information relating to personnel practices.

### **COMPOSITION**

The Personnel Committee shall be composed of an Officer of the Board as Chair, and a maximum of three other Board members.

## **FINANCE COMMITTEE**

### **PRIMARY FUNCTIONS**

- To prepare in concert with the Director of the Library the Annual Budget subject to the approval of the Board.
- To have an Annual Audit conducted and to submit a Plan to the Board to respond to any recommendations of the auditor.
- To review Library investments annually and recommend investments to the Board, as appropriate.
- To project future expenditures and to recommend possible ways of meeting the expenses involved.
- To implement, review and evaluate the long-term financial plan of the Library.
- To ensure that appropriate financial data is timely transmitted to the Chief Financial Officer of the Township and other identified Officials, specifically: the Annual Financial Statements as of each December 31, Tax Filings, Signatory and Bonding Instruments, the Annual Approved Budget, Annual Report, and Annual Audit.
- To investigate and recommend new sources of revenue for the Library.
- To annually review the Finance Manual of the Library and recommend any changes deemed necessary.

### **COMPOSITION**

The Finance Committee shall be composed of the Treasurer of the Board or delegate as Chair, and a maximum of three other Board members.

## **NOMINATIONS AND ELECTIONS COMMITTEE**

### **PRIMARY FUNCTIONS**

#### **Board Officer Annual Election**

- To annually solicit and recruit nominees and to accept petitions for officers of the Board.
- To present to the Board the nomination list.
- To prepare, receive, collect and count the ballots and present results to the Board.

#### **At-Large Board Member Nominations**

- To annually solicit interest of nominees to replace retired and resigned at-large Board members.
- To collect biographical information and statements of interest from the nominees and to present to the Board the nomination list and all information.
- To arrange for interviews to be held in Executive Session by the Board.
- To respond to any Board inquiry resulting during Executive Session discussion of the nominations.
- To prepare, receive, collect and count the ballots and present results to the Board.
- To support the President of the Board as may be requested to prepare an advisory letter listing the Board's findings and nominations for consideration by the Mayor.

### **COMPOSITION**

The Nominations and Election Committee shall be composed of an Officer of the Board or delegate as Chair, and a maximum of three other Board members.



**NEW JERSEY STATUTES ANNOTATED  
TITLE 40. MUNICIPALITIES AND COUNTIES  
CHAPTER 54. LIBRARIES AND READING ROOMS  
ARTICLE 1. FREE PUBLIC LIBRARIES**

NJ Library Statutes can be found on the New Jersey State Library's website at  
[https://www.njstatelib.org/services\\_for\\_libraries/resources/library\\_law/](https://www.njstatelib.org/services_for_libraries/resources/library_law/)

NEW JERSEY STATUTES ANNOTATED  
TITLE 40. MUNICIPALITIES AND COUNTIES  
CHAPTER 54. LIBRARIES AND READING ROOMS  
ARTICLE 1. FREE PUBLIC LIBRARIES

N.J.S.A. 40:54-1to N.J.S.A. 40:54-18  
[https://www.njstatelib.org/services\\_for\\_libraries/resources/library\\_law/page09-2/](https://www.njstatelib.org/services_for_libraries/resources/library_law/page09-2/)

N.J.S.A. 40:54-19 to N.J.S.A. 40:54-29.9  
[https://www.njstatelib.org/services\\_for\\_libraries/resources/library\\_law/page10-2/](https://www.njstatelib.org/services_for_libraries/resources/library_law/page10-2/)  
N.J.S.A.40:54-29.10 to N.J.S.A. 40:54-35  
[https://www.njstatelib.org/services\\_for\\_libraries/resources/library\\_law/page11-2/](https://www.njstatelib.org/services_for_libraries/resources/library_law/page11-2/)

**OPEN PUBLIC MEETINGS ACT  
TITLE 10. CIVIL RIGHTS  
CHAPTER 4. OPEN PUBLIC MEETINGS**

NJ Library Statutes on the Open Public Meetings act can be found on the New Jersey State Library's website at  
[https://www.njstatelib.org/services\\_for\\_libraries/resources/library\\_law/page25-2/](https://www.njstatelib.org/services_for_libraries/resources/library_law/page25-2/)

## **7.0 APPENDIX**

**ANNUAL CALENDAR OF MAJOR EVENTS**

**SAMPLE OF MEETING AGENDA POSTING FORMAT**

**SAMPLE OF MEETING REGULAR MINUTES FORMAT**

**SAMPLE OF ANNUAL SELF-ASSESSMENT**

**A MANUAL FOR TRUSTEES**

**A JOINT PROJECT OF THE NJ STATE LIBRARY, NJ  
LIBRARY ASSOCIATION, NJ LIBRARY TRUSTEE ASSOCIATION  
Revised Edition April 2002**

# **CRANBURY PUBLIC LIBRARY**

## **ANNUAL CALENDAR OF MAJOR EVENTS**

### **January**

- Nomination & Election Committee announcement of Election of Officers results.
- Finance Committee to release prior year detailed Financial Statements to Director for issue to Township CFO.
- Finance Committee to release Board Approved Budget for current year to Director for issue to Township CFO.
- Finance Committee review Bonding and Insurance for applicable Officer Changes and coverage.
- Finance Committee update signatory certificates for Patriots Act, Bank/ CMA to Director for issue to Banks.
- Policy and Planning Committee to issue Annual Retreat Agenda – BOT to review agenda and guest list, if any. Retreat to be ideally in January or early February.
- Plan Staff Recognition.
- Arrange for Oath of Office of new Board Members
- The Board Secretary will submit an attendance record for CPL board meetings on a quarterly basis to the CPL Mayor's Representative with copies to the Township Administrator, Township Clerk, and CPL Board President for fourth quarter.

### **February**

- Annual Retreat: set Annual Library and Board Goals; review BOT self-assessment findings, and recommended updates to Strategic Plan.
- Finance Committee to initiate Annual Audit.

### **March**

- Policy and Planning Committee to review Annual Report for release by Director to State Librarian and Township CFO.
- BOT Financial Disclosure Forms to Township Clerk
- Officers, BOT members, and Director to attend Township Annual Budget meetings.
- Director to submit Progress against Annual Library Goals

## **April**

- Finance Committee to confirm Library Appropriation after Township Committee passes Township Budget.
- The Board Secretary will submit an attendance record for CPL board meetings on a quarterly basis to the CPL Mayor's Representative with copies to the Township Administrator, Township Clerk, and CPL Board President for first quarter.

## **May**

- Review Contract with Auditor.
- Attend Annual NJ Library Trustees Institute Conference.

## **June**

- Director to submit Progress against Library Annual Goals.

## **July**

- Review Trustee manual (Bylaws), Finance, Personnel Manuals, Code for Committees and Library Policies for recommended changes.
- Finance Committee to review Annual Audit Report for findings and recommendations if any, and advise BOT of intended actions, if any.
- Auditor to file Annual Audit Report with Township Clerk, BOT President and Township CFO.
- The Board Secretary will submit an attendance record for CPL board meetings on a quarterly basis to the CPL Mayor's Representative with copies to the Township Administrator, Township Clerk, and CPL Board President for second quarter.

## **August**

## **September**

- Renew Attorney Contract
- Director to follow-up on Progress against Library Annual Goals.

## **October**

- Request final year BOT member position of interest in renewed appointment.
- Nomination & Election Committee request nominees list for BOT member replacement.
- Personnel Committee issues Director Draft Contract and Director Performance Evaluation Forms for BOT comments (PER to be finished by November BOT meeting).
- The Board Secretary will submit an attendance record for CPL board meetings on a quarterly basis to the CPL Mayor's Representative with copies to the Township Administrator, Township Clerk, and CPL Board President for third quarter.

## **November**

- BOT to interview nominees for BOT membership.
- Nomination & Election Committee to request interest in Officer positions for next year.
- Final year BOT member advise mayor directly on appointment.
- Director to submit Progress against Library Annual Goals.
- Personnel Committee to issue composite of BOT PER of Director, recommendation of Director Salary, and recommended Library Salary Structure change for BOT approval.

## **December**

- President to review PER and Contract with Director and obtain sign contract and PER.
- Board to vote on Library staff increases.
- Nomination & Election Committee submits OFFICER slate for ballot and to issue results of BOT membership nomination process. President to issue courtesy letter listing BOT replacement nomination slate as recommendation.
- Nomination & Election Committee to issue slates for Officers for BOT vote.
- Finance Committee to issue next year draft Annual Budget for BOT approval.
- Policy Committee to issue contract renewal for Auditor for BOT approval.
- Personnel Committee to issue Director and Staff Salary changes for Board approval.
- Plan Annual Retreat for January or early February.

SAMPLE OF MEETING AGENDA POSTING FORMAT

**BOARD OF TRUSTEES  
CRANBURY PUBLIC LIBRARY**

**AGENDA**

month, day, year  
time  
Place

**1. CALL TO ORDER AND ANNOUNCEMENT OF COMPLIANCE WITH PUBLIC MEETINGS ACT**

Pursuant to provisions of the Open Public Meeting Act, adequate notice of this meeting has been provided by the Public Library as follows: December \_\_, 20\_\_ notice for this meeting was sent to the Cranbury Press, Home News Tribune, Township Clerk and posted on the Public Library website. The public may participate in this meeting only during the public portion which takes place at the end of the meeting.

For meetings conducted via Zoom:

To be recognized to speak, members of the public who are attending on Zoom via the web should use the raise hand function. Upon recognition by the chair, you will unmute your microphone/video. Members of the public who are attending the meeting via phone call must hit \*9 on their phone keypad to raise their hand to be recognized. Upon recognition by the Chair, they can unmute/mute their audio on their phone keypad. Individuals addressing the board must give their name and address in an audible tone and will have five (5) minutes to make their statement. Public comment may be made in advance of the Board Meeting by submitting an e-mail to [reference@cranburypubliclibrary.org](mailto:reference@cranburypubliclibrary.org) or by written letter received at least 3 hours before the meeting start.

**2. INTRODUCTIONS OF BOARD OF TRUSTEES**

**Board Members:**

President  
Vice-President  
Treasurer  
Secretary  
Trustees  
Mayor/ Representative  
Chief School Administrator/ Representative

**Also to be present:**

Director  
Technology Services/ Librarian  
Friends of CPL/ Representative

**3. CONSENT AGENDA**

1. Action on minutes from previous meeting(s)
2. Action on Bills

**4. TREASURER'S REPORT:**

1. Budget and Operating Status

**5. PRESIDENT'S REPORT:** President

6. **DIRECTOR'S REPORT:** Director
  1. current month activities
  2. other, if any
  
7. **TECHNOLOGY REPORT:** TSL
  1. current month activities
  2. other, if any
  
8. **REPRESENTATIVES' REPORTS:**
  1. Mayor's Rep
  2. Chief School Administrator's Rep
  3. Cranbury Public Library Friends and/or Foundation Rep
  
9. **TRUSTEE COMMITTEE REPORTS**
  1. Personnel Committee: Chair
    - a. Status of on-going activities
    - b. Other proposed actions, if any
  2. Finance Committee: Chair
    - a. Status of on-going activities
    - b. Other proposed actions, if any
  3. Policy (Governance) and Planning Committee: Chair--
    - a. Status of on-going activities
    - b. Other proposed actions, if any
  
10. **OLD BUSINESS**
  
11. **NEW BUSINESS**
  
12. **CORRESPONDENCE**
  
13. **OPEN DISCUSSION PERIOD**
  
14. **ADJOURNMENT**

Note: The entrance to the Cranbury Public Library is "Handicapped Accessible."

This notice has been posted in the Cranbury Public Library and the Cranbury Township Building for public inspection. Above is the agenda as best known at the time of posting.

SAMPLE OF MINUTES FORMAT

BOARD OF TRUSTEES  
CRANBURY PUBLIC LIBRARY

REGULAR MINUTES

Date, Time

Place

1. CALL TO ORDER AND ANNOUNCEMENT OF COMPLIANCE WITH PUBLIC MEETINGS

ACT The meeting was called to order by \_\_\_\_\_ at \_\_\_\_\_

Pursuant to provisions of the Open Public Meeting Act, adequate notice of this meeting has been provided by the Public Library as follows: December \_\_, 20\_\_ notice for this meeting was sent to the Cranbury Press, Home News Tribune, Township Clerk and posted on the Public Library website. The public may participate in this meeting only during the public portion which takes place at the end of the meeting.

For meetings conducted via Zoom:

To be recognized to speak, members of the public who are attending on Zoom via the web should use the raise hand function. Upon recognition by the chair, you will unmute your microphone/video. Members of the public who are attending the meeting via phone call must hit \*9 on their phone keypad to raise their hand to be recognized. Upon recognition by the Chair, they can unmute/mute their audio on their phone keypad. Individuals addressing the board must give their name and address in an audible tone and will have five (5) minutes to make their statement. Public comment may be made in advance of the Board Meeting by submitting an e-mail to reference@cranburypubliclibrary.org or by written letter received at least 3 hours before the meeting start.

2. INTRODUCTIONS OF THE BOARD OF TRUSTEES

Roll call of Trustees as follows:

\_\_\_\_\_, President      \_\_\_\_\_, Vice-President      \_\_\_\_\_, Treasure  
\_\_\_\_\_, Secretary      \_\_\_\_\_ Mayor (Rep)      \_\_\_\_\_, School(Rep)  
\_\_\_\_\_, Trustees

Also present:

\_\_\_\_\_, Director  
\_\_\_\_\_, Lib/ TSL  
\_\_\_\_\_, Friends (Rep)

3. CONSENT AGENDA

Moved by:

Seconded by:

4. TREASURER'S REPORT

5. PRESIDENT'S REPORT

6. LIBRARY DIRECTOR'S REPORT



7. TECHNOLOGY REPORT
8. REPRESENTATIVE REPORTS
  - A. Mayor
  - B. School Administrator
  - C. Friends
9. COMMITTEE REPORTS
  - D. Personnel
  - E. Finance
  - F. Policy (Governance) and Planning
10. OLD BUSINESS
11. NEW BUSINESS
12. CORRESPONDENCE
13. OPEN DISCUSSION
14. ADJOURNMENT

Moved by:

Ayes:

Motion carried

Nays:

Seconded by:

Respectfully submitted

\_\_\_\_\_  
-SECRETARY

SAMPLE OF CPL BOARD OF TRUSTEES ANNUAL ASSESSMENT FORMAT

**CRANBURY PUBLIC LIBRARY  
BOARD OF TRUSTEES  
BOARD SELF ASSESSMENT 200\_**

Rank items with 5 being “most definitely” and 1 being “no/never”.

	5	4	3	2	1
The Board has a method in place for the timely recruitment and nomination of trustees for open positions.					
The Board has a method in place for new board member orientation and ongoing board member training.					
The Board stays abreast of the financial status of the library and its funding sources.					
The Board sets the direction of the Library through annual and long term planning.					
The Board has adopted a vision and Mission statement for the Library and uses it to drive planning choices.					
The Board assists, reviews, and adopts an annual budget.					
The Board ensures the budget covers all foreseeable expenses, covers cost of all annual goals and objectives set during the planning process, and in within funding.					
The Board evaluates the Director annually based on success of set goals and in a consistent and formal procedure.					
The Board feels free to communicate problems to the Director and expects responses in a timely manner.					
The Board receives regular updates from the director on progress toward the annual plan and goals.					
The Board is familiar with state and federal laws governing libraries.					
The Board has established bylaws to oversee its governance.					
The Board has established clear policies to govern and guide library operations.					
The Board regularly reviews and updates the library’s policies.					
The Board pays attention to what is being accomplished and holds the director responsible to accomplishments.					
The Board ensures that all conflicts of interests are vigorously avoided and a code of ethics is followed.					
The Board safeguards the public’s 1 <sup>st</sup> Amendment Rights/ Intellectual Freedom by protecting freedom of access, while also being open to the standards of the community and comments.					
The Board ensures that all funds spent are done so effectively and to the benefit of the community.					
The Board ensures that all employees and patrons are treated considerately.					

	5	4	3	2	1
The Board is aware of patron privacy protections under state law and ensures through its policies that patron information is kept confidential.					
The Board is representative of the community of patrons it serves.					
The Board advocates for the Library in the public policy arena.					
The Board effectively represents the Library to the community.					
The Board annually assesses its own performance.					
The Board request and receives information needed to made informed decisions in a timely manner.					
The Board allows time at each meeting for discussion of emerging issues and trends.					
The Board speaks with one voice after the vote is taken.					
The board recognizes and thanks staff, volunteers, and "Friends" for their accomplishments and/ or contributions.					
The Board projects a positive and professional internal image.					
The Board projects a professional and positive external image.					
The Board is effective in using its committee structure to accomplish work.					
The Board has established, clear, written guidelines for committees.					
The Board encourages open discussion and expression of dissenting opinions during Board meetings.					