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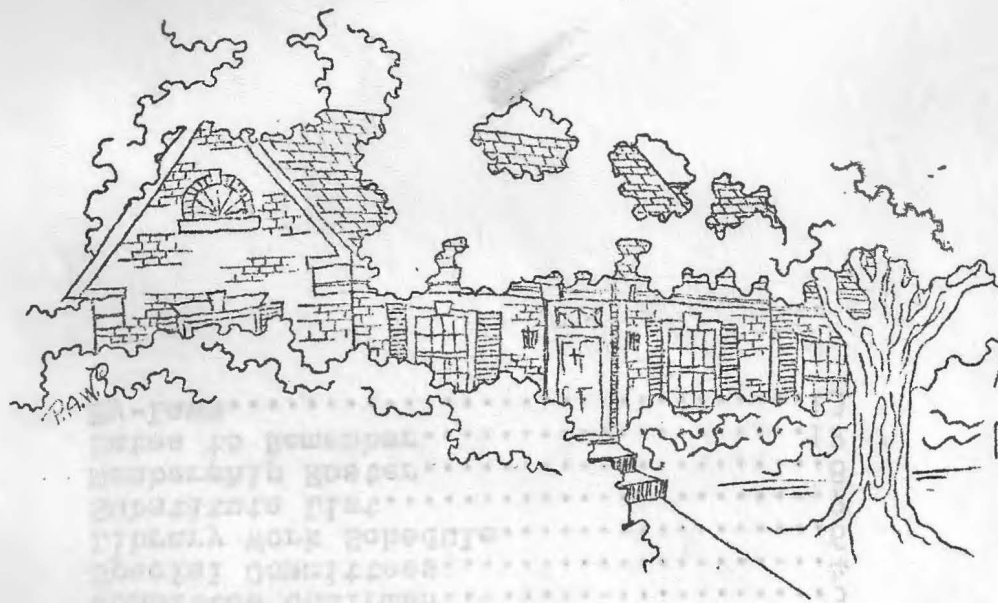
LIBRARY OF THE FRIENDS OF THE LIBRARY OF ALLENDALE NEW JERSEY

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LIBRARY OF THE FRIENDS OF THE LIBRARY OF ALLENDALE NEW JERSEY

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FRIENDS
OF THE
LIBRARY
OF
ALLENDALE
NEW JERSEY

1972-1973
HANDBOOK

LIBRARY OF THE FRIENDS OF THE LIBRARY OF ALLENDALE NEW JERSEY

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HANDBOOK
 1972-1973
 FRIENDS OF THE
 LIBRARY OF THE
 NEW JERSEY
 APPENDIX

Friends of the Library
Officers 1972-73

President: Mrs. Samuel Raber (Sylvia)
 Vice President: Mrs. Walter Long (Jo)
 Secretary: Mrs. George Schwack (Marion)
 Treasurer: Mrs. Kurt Janke (Carolyn)

Committee Chairmen

Ways and Means: Mrs. Elwood Hansen (Shirley)
 Exhibits: Mrs. Mitchell Saul (Marie)
 Publicity: Mrs. Walter Wardell, Jr. (Pat)
 Posters: Mrs. Gerald Baker (Jeanne)
 Telephone Committee: Mrs. Frederick Swallow (Ruth)
 Book Sales: Mrs. J. R. Pniewski (Carrie)
 Book Mending: Mrs. H. J. Unger (Dorothy)

Special Committees

Telephone Committee

Ruth Swallow, Chairman
Anne Barbey
Helene Gorab
Margaret Mannion
Lucille Thomas
Dot Unger
Jo Long
Carol Graddock

Book Mending (3rd Tuesday morning)

Dot Unger, Chairman
Joan Congleton
Carolyn Janke
Olga Lane
Claire Leeds
Jo Long
Marie Saul
Marion Schwack
Ruth Swallow
Lucille Thomas
Pat Wardell

Book Shelving (3-5 Wednesdays)

Helene Gorab, 2nd Wednesday
Dialah Brown, 4th Wednesday

Monthly Film Previewers (North Bergen County Federation of Public Libraries)

Ina Hamilton
Olga Lane
Jo Donaldson, substitute

Friends of the Library Representatives to Library Board Meetings:

1972

May - Betty Quackenbush
June - Jo Donaldson
September - Anne Barbey
October - Claire Leeds
November - Carolyn Janke
December - Jo Long

LIBRARY WORK SCHEDULE

<u>Mondays</u>	<u>Afternoon (3-5)</u>	<u>Evening (7-9)</u>
1st	Dot Unger	
2nd	Dot Unger	
3rd	Dot Unger	
4th	Dot Unger	
5th	Dot Unger	Claire Leeds
<u>Wednesdays</u>	<u>Afternoon (1-3)</u>	<u>Evening (7-9)</u>
1st	Kay Koettters Florence Murdock	Jo Donaldson
2nd	Margaret Boulogne	Betty Quackenbush
3rd	Mildred Geddes	Cathy Sawyer
4th	Carrie Pniewski	Lucille Thomas
5th	Anne Barbey	Claire Leeds
<u>Friday</u>		<u>Evening (7-9)</u>
1st		Ina Hamilton

Substitute List

If you are unable to fulfill your commitment, it is your responsibility to arrange for a substitute by:

- (1) switching with one of the above people, or
- (2) calling the following substitutes, or
- (3) in dire emergency calling any one of the Friends of the Library.

Substitutes

<u>Afternoon</u>	<u>Evening</u>
Sabina Alonzo	Jeanne Cotz
Ruth Freudenthal	Margaret Mannion
Shirley Hansen	Ruth Swallow (Friday)
Jo Long	Jeanne Baker
Jeanne Baker	
Rosella Baldino	

Friends of the Library of Allendale, N.J.
1972-1973 Membership Roster

Mrs. Martin Alonzo (Sabina), 9 Cambridge Drive 327-5193
Mrs. Gerald L. Baker (Jeanne), 28 Byron Court 825-0184
Mrs. S. C. Baldino (Rosella), 7 Carteret Road 327-5506
Mrs. Samuel L. Barbey (Anne), 409 Paul Avenue 327-8428
Mrs. Robert Boulogne (Margaret), 36 Canaan Place 327-7195
Mrs. Ernest Brown (Dialah), 12 Crescent Bend 327-8707
*Mrs. Frank T. Buscheck (Nancy), 95 New Street 327-4406
Mrs. Robert Congleton (Joan), 113 Duffy Drive 327-0582
Mrs. V. J. Cotz (Jeanne), 968 Franklin Turnpike 327-4767
*Mrs. Robert Cross (Shirley), 7 New Street 327-6113
Mrs. William Donaldson (Jo), 11 Beresford Road 327-1473
*Mrs. R. O. Fraser (Dorothy), 189 Donnybrook Drive 327-9088

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Mrs. Peter C. Freudenthal (Ruth), 9 Edgewood Road 327-2017
Mrs. A. Findlay Geddes (Mildred), 8 East Elbrook Drive 327-9544
Mrs. Robert S. Gorab (Helene), 10 Linda Drive 327-6879
Mrs. John Graddock (Carol), 6 Stone Fence Road 327-7221
Mrs. B. Perry Hamilton (Ina), 82 Elmwood Avenue 327-3062
Mrs. Elwood Hansen (Shirley), 25 Cambridge Drive 327-4782
Mrs. Carl H. Heubner (Helen), 22 Midwood Avenue 327-0742
*Mrs. Samuel Husselman (Grace), Library Director 327-4338 (Library)
Mrs. Kurt Janke (Carolyn), 11 Byron Court 327-8493
Mrs. J. T. Koettters (Kay), 20 Byron Court 327-0315
Mrs. A. M. Lane (Olga), 19 Valley Road 825-1342
Mrs. J. B. Leeds (Claire), 116 Schuyler Road 327-1027
Mrs. Walter Long (Jo), 9 Surrey Lane 327-4224
Mrs. R. J. Mannion (Margaret), 43 Homewood Avenue 825-2131

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- *Mrs. Daniel P. Morse (Marion), 458 Franklin Turnpike 327-3061
- Mrs. Harris H. Murdock (Florence), 15 Beresford Road 327-7266
- *Mrs. E. J. Neufeld (Bess), 57 Harrison Avenue, Waldwick 447-5992
- Mrs. J. R. Pniewski (Carrie), 12 Cambridge Drive 825-1641
- Mrs. David S. Quackenbush (Betty), 68 Elbrook Drive 327-3710
- Mrs. Samuel Raber (Sylvia), 484 Paul Avenue 327-0977
- Mrs. Mitchell Saul (Marie), 24 Dale Avenue 327-3403
- Mrs. Philip Sawyer (Cathy), 72 Cedar Drive 327-2456
- Mrs. George W. Schwack (Marion), 22 Beatrice Street 327-4399
- Mrs. Frederick F. Swallow (Ruth), 363 West Crescent Avenue 327-3763
- Mrs. James R. Thomas (Lucille), 30 Arlton Avenue 825-0826
- Mrs. H. J. Unger (Dorothy), 34 Dale Avenue 327-3617
- Mrs. Walter M. Wardell, Jr. (Pat), 78 Edgewood Road 327-0605

*Associate Member

NOTES

Dates to remember.....

May 23....."French Luncheon" Hostess: Betty Quackenbush
June 10.....Used Book Sale on Library grounds, 10 a.m.-1 p.m.
June 27.....Swim Party & Buffet Luncheon at Shirley Hansen's
September 18....Meeting of the Friends of the Library, 10 a.m. at
the home of Sylvia Raber
September 30....Used Book Sale at Allendale's "Old Fashioned
Country Fair"

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FRIENDS OF THE LIBRARY
OF
ALLENDALE, NEW JERSEY

Organized April 1971

BY-LAWS

Accepted: April 18, 1972

Article I. Name.

The name of this organization shall be the Friends of the Library of Allendale, New Jersey.

Article II. Object.

The objects of this organization shall be to (a) render service as a group to the Allendale Free Public Library; and (b) to cooperate and work closely with the appointed Board of Trustees (also known as the Library Board) of the Allendale Free Public Library.

Article III. Policies.

All monies raised by this organization shall be ultimately used for the improvement of facilities of the Allendale Free Public Library.

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Article IV. Membership.

Section 1. The organization shall consist of Active and Associate members.

Section 2. The membership of the organization shall be limited to 35 Active Members.

Section 3.

- A. Any resident of Allendale who is sincerely interested in volunteering his or her time or services to the Allendale Free Public Library shall be eligible for membership in this organization.
- B. A candidate for membership shall make application upon a form provided by this organization.
- C. Upon acceptance, the applicant shall be notified in writing.
- D. Upon acceptance, the applicant shall pay a membership fee of \$1.00 and shall receive a copy of the organization's handbook and a copy of the By-Laws.

Section 4.

- A. Annual dues for both Active and Associate members shall be \$1.00, payable to the Treasurer by April 30.
- B. Membership may be automatically rescinded if dues are not received by April 30.

Section 5.

- A. An Active Member of this organization may hold office, take part in the proceedings of the organization and shall be eligible to vote.

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- B. An Associate Member of this organization may take part in the proceedings of the organization and shall be eligible to vote.
- C. An Associate member of this organization shall be the Director of the Allendale Free Public Library and/or members of the Board of Trustees of the Allendale Free Public Library.
- D. Employees of the Allendale Free Public Library may be Active or Associate members at their discretion.

Article V. Officers.

Section 1. The officers of this organization shall be a President, a Vice President, a Secretary and a Treasurer, all of whom shall be elected by the general membership at the April meeting.

Section 2. Nomination Procedure.

- A. The Committee of Nomination shall consist of three members, appointed by the President in February.
- B. The Committee of Nomination shall meet and prepare a slate of officers, then contact each nominee to determine the nominee's willingness to serve.
- C. The proposed slate of officers shall be read at the April meeting, after which further nominations shall be received from the floor. Election by vote of the general membership shall immediately follow; a majority shall elect.
- D. Newly elected officers shall assume the duties of their offices immediately upon election.

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Section 4. Terms of Office.

- A. Officers shall serve for a full term of one year and may be eligible for re-election to the same office. No member of less than one year's standing is eligible for the office of President.
- B. No officer except the Treasurer shall be eligible for the same office for more than two consecutive terms. An officer having served two consecutive terms shall not be eligible to serve again until the expiration of at least one term.

Section 5. Vacancies in Office.

- A. In the event of the resignation or inability of the President to serve in that capacity for any reason whatsoever, the Vice President shall automatically assume the Presidency. Nominations and election of a new Vice President shall take place at the next general meeting.
- B. In the event of the resignation of an officer other than the President, the President shall appoint a member to temporarily fill the office; nominations and elections to fill the office shall take place at the next general meeting.
- C. Officers so appointed or elected to fill an unexpired term of office shall be eligible for re-election for two full consecutive terms for the same or another office.

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Section 6. Duties of Officers.

- A. ~~The~~ President shall preside at all meetings and shall perform the regular duties of the office. The President shall appoint all committee chairmen and shall be ex-officio member of all committees except the nominating committee.
- B. The Vice President shall preside in the absence of the President and shall fulfill all the duties of the office.
- C. The Secretary shall record the minutes of all meetings which shall constitute an accurate record of the business transacted. The Secretary shall conduct all correspondence required by the organization and shall keep a current record of all correspondence, both received and sent.
- D. The Treasurer shall receive all monies belonging to the organization and pay all bills. The Treasurer shall keep a record of all receipts and disbursements and shall render a complete annual report at the April meeting.

Article VI. Meetings.

Section 1. There shall be at least two regular meetings of the general membership each year, including one in the fall and one in April.

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Section 2. The Annual Meeting shall be held in April. Officers shall be elected for the ensuing term and annual reports of officers and committee chairmen shall be given.

Section 3. There may be special meetings held at the call of the President. In the event that such a special meeting should be deemed necessary, the general membership shall be notified prior to the meeting.

Section 4. One third of the general membership shall constitute a quorum for the purposes of voting.

Article VII. Executive Board.

Section 1. The Executive Board shall consist of elected and appointed officers and committee chairmen.

Section 2. The Executive Board shall have power to transact necessary business between the regular meetings.

Section 3. Allocations of funds may be made only with the approval of a majority of the general membership.

Section 4. The Executive Board shall meet when deemed necessary by the President. All members of the Executive Board shall be notified prior to the meeting.

Section 5. The quorum for the Executive Board shall be a majority plus one.

Article VIII. Committees.

Section 1. The activities undertaken by the Friends of the Library of Allendale, New Jersey shall be conducted by committees formed as necessary, the President appointing chairmen for said committees.

Section 2. The President shall appoint an auditing committee at the April meeting. The Auditing Committee of three shall examine the books of the Treasurer before the Fall meeting, shall sign the books upon audit, and report to the membership at the Fall general meeting.

Article IX. Parliamentary Authority.

The rules contained in "Robert's Rules of Order Newly Revised" shall govern this organization in all cases to which they are applicable and in which they are not inconsistent with these By-Laws.

Article X. By-Laws.

Section 1.

- A. These By-Laws shall be reviewed every three years prior to the April meeting by a committee consisting of the Vice President as chairman and at least two additional members of the organization.
- B. These By-Laws may be amended or revised at any regular meeting by a 2/3 vote, a quorum being present.