



110 Church St., Hackettstown, NJ 07840 908-852-4936

RESOLUTION

BE IT RESOLVED by the Hackettstown Free Public Library Board of Trustees as follows:

1. The following schedule for the regular meetings of the Hackettstown Free Public Library Board of Trustees for 2026 is hereby adopted:

January 12	6:30 pm
February 9	6:30 pm
March 9	6:30 pm
April 13	6:30 pm
May 11	6:30 pm
June 8	6:30 pm
July 13	6:30 pm
August 10	6:30 pm
September 14	6:30 pm
October 13	6:30 pm (Tuesday)
November 9	6:30 pm
December 14	6:30 pm

2. All regular meetings will be held at the Hackettstown Free Public Library Conference Room, 110 Church Street, Hackettstown, NJ on the date and time indicated above.
3. A copy of the Resolution will be prominently posted by the Secretary of the Board throughout 2026 on the lobby bulletin boards of the Municipal Building and the Hackettstown Free Public Library.
4. The Secretary of the Board, upon adoption of this Resolution, will mail a copy to the Daily Record, Parsippany, NJ which is designated as the official newspaper for publication of legal notices; which newspaper is hereby designated to receive notices of meetings of the Board of Trustees pursuant to Section 3 (d) to be published in said newspaper a Notice of the time, place, and date of all regular meetings.

5. The Secretary of the Board will file a copy of this Resolution in the Town Clerk's Office and this copy shall remain on file throughout 2026.
6. A copy of this Resolution, or any revision thereto, or any advance written notice of any regular, special, or rescheduled meeting during 2026 will be mailed by certified mail, return receipt requested, to any person making a written application for the same pursuant to Section 14 of the Open Public Meeting Act (Chapter 231 P.L. 1975) upon payment of said person of FIFTEEN DOLLARS (\$15.00) to the Board Secretary. Notices of meetings requested by news media in writing shall be mailed certified mail, return receipt requested, to said news media without charge. All requests for notices made shall terminate as of December 31, of each year, but shall be subject to renewal upon a new written request to the Board of Trustees.
7. At the commencement of all regular meetings, the President of the Board, or other presiding officer, will announce publicly and shall cause to be entered into the minutes of the meeting an accurate statement substantially as follows:

"Adequate notice of this meeting has been provided in accordance with the Open Public Meetings Act by:

 1. Posting a schedule of all regular meetings of the Board of Trustees on the bulletin board in the lobby of the Municipal Building; and
 2. Mailing copy of the schedule of regular meetings to the Daily Record and causing a notice of said schedule to be published in said newspaper; and
 3. Mailing or delivering a copy of the schedule of regular meetings to those persons requesting the same pursuant to the Open Public Meeting Act; and
 4. Filing a copy of the schedule of all regular meetings with the Town Clerk."
8. The Board Secretary shall keep reasonable comprehensible minutes of all meetings of the Hackettstown Library Board of Trustees, showing the time and place, the members present, the subjects considered, the action taken, the vote of each member, and any other information required by law which shall be promptly available to the public to the extent that making such matters public shall not be inconsistent with Section 7 of the Open Public Meeting Act.
9. The minutes of each meeting shall become public as soon as they are prepared by the Board Secretary promptly after each meeting. Before releasing the minutes prior to formal approval of the Board of Trustees, a statement is to be placed at the top of them stating: "These minutes have not been formally approved and are subject to change or modification by the Board of Trustees at its next meeting."
10. The most current audit will be available on the Hackettstown Free Public Library website (www.hackettstownlibrary.org).