

Library Board: Bylaws

a. Bylaws

Hopkins District Library
BOARD OF TRUSTEES
BYLAWS

ARTICLE I: NAME

Section 1. This organization shall be known as the Hopkins District Library.

ARTICLE II: MEMBERSHIP

Section 1. In accordance with Public Act 24 of 1989 (the "District Library Act") the Board of Trustees of the Library shall be governed by an appointed board (the "Board ") which shall consist of eight (8) members, each of whom shall be a qualified elector in the District. The term of each member appointed to the initial Board shall commence on January 1, 2012 (the "Effective Date"). The members shall be appointed as described below:

- a. The Hopkins Public Schools shall appoint 2 members who shall be qualified electors of the school district on the date the appointment is made.
- b. The Township of Hopkins shall appoint 2 members who shall be qualified electors of the Township of Hopkins on the date the appointment is made.
- c. The Township of Monterey shall appoint 2 members who shall be qualified electors of the Township of Monterey on the date the appointment is made.
- d. The Village of Hopkins shall appoint 2 members who shall be qualified electors of the Township of Hopkins on the date the appointment is made.
- e. At the end of the term of each member, the party which initially appointed that member shall appoint or reappoint a member whose term shall be for a period of four (4) years beginning in each case on January 1st and ending on a December 31st.

Section 2. In accordance with Section 8(2) of the District Library Act, the Governor of the State of Michigan shall have the power to remove a member for cause, pursuant to the provisions of Section 10 of Article V of the State Constitution of 1963, as amended.

Vacancies shall arise in the event of the removal by the governor, resignation, death, conviction of a felony, in the event a member ceases to be a resident of the District or otherwise as provided by law. In the event of a vacancy, the party which appointed the member whose position has become vacant shall appoint a replacement therefore within 2 months of the vacancy. In the event no such replacement shall have been appointed by the appropriate party at the end of such 2-month period, the Board shall have the power to appoint a replacement, whose term shall extend to the end of the term of the former member of the Board. Persons appointed to fill a vacancy occurring during a term shall be appointed for the remaining period of the term.

ARTICLE III: POWERS OF THE BOARD OF TRUSTEES

Section 1. The Board of Trustees may exercise any and all of the powers granted to it in the District Library Act. By resolution of the Board, the Board may delegate such powers to the Officers of the Board and/or the Library Director as it deems necessary.

Section 2. The Board of Trustees shall have the exclusive control of the budget of the Library. The fiscal year of the District Library shall be the annual period commencing January 1st and ending the following December 31st.

Section 3. The Library Board shall prepare and publish an annual budget and shall obtain an annual audit by an independent certified public accountant selected by the Board, all in accordance with the Uniform Budgeting and Accounting Act, being Act No.2 of the Public Laws of Michigan of 1968, as amended.

ARTICLE IV: OFFICERS

Section 1. Officers of the Board shall be President, Vice- President, Secretary, and Treasurer.

Section 2. The officers shall be elected for a term of one year at the annual meeting of the Board.

Section 3. Vacancies in office shall be filled by the Board at the next regular meeting of the Board following the occurrence of a vacancy, except for the office of President, in which case the Vice-President shall assume the duties of the office for the unexpired term. A successor Vice-President shall be elected to fill the vacancy so created in that office.

ARTICLE V: DUTIES OF THE OFFICERS

Section 1. The President shall preside at all library board meetings, appoint committees and committee members (with the exception of the Friends of the Library) with the approval of the Board, authorize calls for any special meetings and generally perform the duties of a presiding officer.

Section 2. In the absence of the President, the Vice-President shall perform the duties of the President. In the case of the resignation, disability, or death of the President, the Vice-President shall assume the office for the unexpired term.

Section 3. The Secretary of the Board shall see that a true and accurate account of all proceedings of the Board meetings are kept. In compliance with any requirements of state law regarding the holding of meetings, the Secretary shall issue notices of all regular meetings, and, on the authorization of the President, of all special meetings, and shall have custody of the minutes and other records of the Board of Trustees. With the approval of a majority of the Board, the Secretary may delegate any of these responsibilities to the Library Director.

Section 4. The Treasurer shall have charge of the funds of the Hopkins District Library, providing for their safe custody and investment as directed by the Board, subject to limitations for investment of public funds as provided by law. The Treasurer shall control expenditures from the Library fund, through a system of vouchers presented by authorized personnel. A record of all moneys received or deposited to the Library fund, and all disbursements, sales and transfers from the fund shall be reviewed by the Treasurer and reported monthly to the Board of Trustees at its regular meetings. In addition, the Treasurer shall perform such other duties as may be prescribed for him or her by State or Federal law and these bylaws. With the approval of a majority of the Board, the Treasurer may delegate any of these responsibilities to the Library Director.

ARTICLE VI: MEETINGS

Section 1. The Board shall follow the rules and guidelines of the Open Meetings Act, MI Public Act No. 267 of 1976,

Section 2. The regular meeting of the Hopkins District Library Board shall be held on the dates and at the times set by the Board at its annual meeting. Within ten (10) days following the annual meeting a notice shall be posted in a public place setting forth the dates, times, and places of all regular meetings scheduled for the ensuing year. Any changes to this schedule, as required, shall be posted in the monthly announcement of the regular meeting.

Section 3. The annual meeting of the Library Board shall be the first regular meeting of the fiscal year, and shall be for the purpose of the election of officers and consideration of other organizational matters as may be required.

Section 4. Special meetings may be called by the President or upon written request of two Trustees, provided eighteen (18) hours of notice is given of the time and purpose for which such meeting is called. The announcement of a special meeting at any meeting at which a quorum is present shall be sufficient notice of such meeting. Trustees not present at the time of announcement of such special meeting shall be notified by the Secretary.

Section 5. Notices of regular meetings with agenda shall be posted in a public place and shall be distributed to all members at least three days before the meeting.

Section 6. The following items will constitute the agenda for regular meetings:

- 1) Call to order and attendance
- 2) Approval of agenda
- 3) Citizen's comments
- 4) Friends' and other committee reports
- 5) Approval of minutes
- 6) Financial report
- 7) Library Director's report
- 8) Old business
- 9) New business
- 10) Adjournment

Section 7. A quorum for the transaction of business shall consist of a majority of the members of the Board.

Section 8. Any Board action, to be official, must be approved at an official Board meeting by a majority of the Board.

Section 9. Members connected by phone or video conference are included as being in attendance for the purposes of establishing a quorum and for all voting during that meeting.

Section 10. In case of emergency, if Board action is needed when the Board cannot meet, with concurrence of the President, members may be polled individually by a Board member or by the Library Director. An effort shall be made to contact all Board members. Official confirming action shall then be taken at the next Board meeting.

Section 11. The procedure for action at the meeting shall be as follows:

- a. All actions, whether by resolution or by motion, shall be moved and supported before discussion. If a motion is not supported, it shall not be taken up for discussion.
- b. After an action is moved and supported, it shall be open for discussion by members of the Board.
- c. Any motion or resolution under discussion may be amended prior to adoption by the following action:

- (1) The proposed amendment is moved and supported.

- (2) The proposed amendment is open for discussion.
- (3) Following discussion, or upon request by a member of the Board, the President shall call the amendment for approval.
- (4) If the amendment passes by majority vote, the originally proposed action shall be considered as amended.
- d. Following discussion, or upon request by a member of the Board, the President shall call the action for approval.
- e. Unless otherwise requested by a member of the Board, all actions shall be taken by voice vote signifying "Aye" or Nay".
- f. Proposed amendments to the agenda shall be by motion, support and vote.

ARTICLE VII: COMMITTEES

Section 1. The President shall appoint special committees of one or more members for such specific purposes as the functions of the Board may require. The committee shall be discharged upon the completion of the purposes for which it was appointed and after the final report is made to the Board.

Section 2. No committee shall have other than advisory powers unless, by suitable action of the Board, it is granted specific power to act.

Section 3. Friends of the Library

- a. The Friends of the Library was established in 2012 by the Board of Trustees as a committee of the Board.
- b. The Friends were established to provide support for library endeavors.
- c. The Friends of the Library operate under their own set of bylaws.
- d. All officers and bylaws of the Friends of the Library are approved by the Library Board of Trustees.

Section 4. Policy Committee

- a. The Policy Committee shall be comprised of three members of the Board and the Library Director.
- b. The primary responsibility of the Policy Committee is to make recommendations to the full Board on new, outdated, and possible revisions to Library Policy.
- c. All policies shall adhere to the "Library Bill of Rights" and the "Freedom to Read" statements of the American Library Association.
- d. All Library policies must be approved by Board vote and made readily available to the public.

ARTICLE VIII: LIBRARY DIRECTOR

Section 1. The Library Director shall be appointed by the Board and shall be considered the executive officer of the Library.

Section 2. The Library Director shall have sole charge of the administration of the Library, under the direction and review of the Board. The Library Director shall be responsible for the care of the building and equipment; for the employment, development, and direction of the staff; for the efficiency of the Library's service to the community; for the annual preparation of a budget proposal; for the operation of the Library under the financial conditions set forth in the budget approved by the Board; and for submission of a written annual "State of the Library" report.

Section 3. The Library Director or the Library Director's representative is expected to attend all meetings of the Board.

ARTICLE IX: AMENDMENTS

Section 1. These bylaws may be amended at any regular meeting of the Board by a two-thirds vote of all members, provided the amendment was presented in writing at the previous regular meeting.

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