

## 5a. Library Board Bylaws: Name, Membership, Powers, Officers, and Duties

### 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 1<sup>st</sup> and ending on a December 31<sup>st</sup>.

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 1<sup>st</sup> and ending the following December 31<sup>st</sup>.

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.