

## **Administration Policy**

The Library Board is the legal governing body of the Presque Isle District Library. It is established pursuant to the District Library Establishment Act (MCL 397.171 et seq.). The Library Board employs all personnel, oversees the annual budget and is responsible for the policies and operations of the library.

### **Powers**

- Establish, maintain, and operate a public library for the district.
- Appoint and remove officers from among its members.
- Appoint and remove the library director and fix their compensation.
- Set staff wage scale.
- Purchase, sell, convey, lease, or otherwise acquire or dispose of real or personal property, including, but not limited to, land contracts and installment purchase contracts.
- Erect buildings.
- Supervise and control district library property.
- Enter into a contract to receive library-related services from or give library-related services to a municipality within or without the district.
- Adopt bylaws and regulations, not inconsistent with the District Library Establishment Act, governing the board and the district library.
- Propose and levy upon approval of the electors a tax for support of the district library.
- Borrow money and/or issue bonds pursuant to the district library financing act, 1988 PA 265, MCL 397.281 to 397.290.
- Accept gifts and grants, valued at or more than \$10,000, for the district library.
- Do any other thing necessary for conducting the district library service, the cost of which shall be charged against the district library fund.

Because the Library Board is a public body, its meetings are subject to the provisions of the Open Meeting Act (Act 267 of 1976). The parameters of public participation at a Board meeting shall be set within the Library Board Bylaws. Further limitations may be made at the beginning of a Board meeting, if the President deems it necessary.

The Library Board ascribes to the ethics statement for public library Trustees adopted by United for Libraries, January 2012, with minor additions.

## **Ethics Statement**

Presque Isle District Library Trustees are accountable for the resources of the library as well as to see that the library provides the best possible service to its community. Every Trustee makes a personal commitment to contribute the time and energy to faithfully carry out their duties and responsibilities effectively and with absolute truth, honor and integrity.

- Trustees shall respect the opinions of their colleagues and not be critical or disrespectful when they disagree or oppose a viewpoint different than their own.
- Trustees shall comply with all the laws, rules and regulations that apply to them and to their library.
- Trustees, in fulfilling their responsibilities, shall not be swayed by partisan interests, public pressure or fear of criticism.
- Trustees shall not engage in discrimination of any kind and shall uphold library patrons' rights to privacy in the use of library resources.
- Trustees must distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of the library, acknowledging and supporting the formal position of the Board even if they disagree.
- Trustees uphold the value of the library belonging to all the people in the community.
- Trustees support a library where innovation thrives, and views, beliefs and values are integrated by engaging all individuals in the community.
- Trustees must be aware of and comply with the Freedom of Information laws.
- Trustees must respect the confidential nature of library business, specifically regarding the Michigan Library Privacy Act, and not disclose such information to anyone. They must also comply with the Open Meetings Act, providing access to meetings and minutes.
- Trustees must avoid situations in which personal interests might be served or financial benefits gained as a result of their position or access to privileged library information, for either themselves or others.
- A Trustee shall immediately disqualify him/herself whenever the appearance of or a conflict of interest exists.
- Trustees shall not use their position to gain unwarranted privileges or advantages for themselves or others from the library or from those who do business with the library.
- Trustees shall not interfere with the management responsibilities of the director or the supervision of library staff.
- Trustees shall support the efforts of librarians in resisting censorship of library materials by groups or individuals.

## **The Library Director**

The Library Director shall be the administrative employee of the Board of Trustees and shall be charged with executing the Boards policies. By virtue of delegated authority, the Director shall be held accountable to the Board for the proper management of the District Library, for the preservation and care of all the District Library's property, and for the efficiency and effectiveness of the District Library's services.

The Director shall assign the duties of all staff members and shall delegate to the staff members such authority as is appropriate for the execution of their duties.

**Adopted: December 11<sup>th</sup>, 2024**