

Bylaws of Presque Isle District Library

Article I

Authority and Establishment of District

- 1.1 Authority. The Presque Isle District Library (PIDL) is a Michigan district library established in compliance with 1989 P.A. 24 (MCL 397.171 et seq.).
- 1.2 District Boundaries. The PIDL shall serve the Cities of Rogers City and Onaway, and the County of Presque Isle, Michigan and includes the contractual Cheboygan County townships of Forest and Waverly.
- 1.3 Principal Office. The Principal office of PIDL shall be 181 East Erie Street, Rogers City, Michigan 49779. PIDL may have such other offices and operate such other facilities within its district boundary as it may designate or as the business of PIDL may require from time to time.
- 1.4 Fiscal Year. The fiscal year is January 1 through December 31.

Article II

Trustees

- 2.1 Board of Trustees. The Presque Isle District Library shall be governed by a Board of Trustees.
- 2.2 Composition. The Board of Trustees of the Presque Isle District Library shall consist of seven (7) trustees, composed as follows: two (2) members appointed by the County Board of Commissioners for Presque Isle, and one member appointed by the appropriate governing body by the City of Rogers City, the City of Onaway, Case Township Trustees, Posen Township Trustees and Presque Isle Township Trustees. All Trustees shall be chosen for their fitness of office, and in accordance with the provisions of 1989 P.A. 24 §9 (MCL 397.179).
- 2.3 Term of Office. Each member shall be appointed for a three (3) year term and shall be eligible for reappointment. A Trustee shall serve until the appointment of a qualified successor. A vacancy shall be filled for the unexpired term by the participating municipality that appointed the member whose position is vacant.

Article III Meetings

- 2.1 Regular Meetings. Regular meetings shall be held each month at a date, hour, and location to be set by the Board at its annual meeting. Public notice of the Board's regular meetings will be posted in the main branch of the library located at 181 East Erie Street, Rogers City, Michigan, at all PIDL branch libraries and on the library website. If there is a change in the schedule of regular meetings, a public notice shall be posted within three (3) days after the meeting at which the change is made, announcing the new dates, times, and places of its regular meeting.
- 2.2 Annual Meeting. The Annual Meeting shall be conducted in January at a time and location specified by the Chairman, and may include a regular business meeting of the Board. The purpose of the Annual Meeting is to pass the budget for the fiscal year, vote on officers, and hear the Directors' end of year report.
- 2.3 Special Meetings. Special meetings may be called by the Chairman, or at the request of three (3) trustees, for the transaction of business as stated in the call for the meeting. Notice of special meetings will be communicated as provided in Michigan's Open Meetings Act (MCL 15.261 et. seq.).
- 2.4 Quorum. A quorum for the transaction of business at any meeting shall consist of a simple majority of the members of the Board of Trustees. In the event that a quorum is not present at the call to order of any Board meeting, a majority of the trustees present shall adjourn the meeting until a quorum can be obtained.
- 2.5 Meetings Open to Public. All meetings of the Board of Trustees are open to the public except those meetings which are exempted and entitled to confidentiality in accordance with the Michigan Open Meetings Act as set forth in MCL 15.261 et. seq.

2.6 Attendance. Each trustee is expected to attend all meetings. Any trustee missing three (3) consecutive regular meetings is deemed to have resigned, unless excused for compelling circumstances. A trustee may resign from the Board at any time upon written notice to the Chairman.

2.7 Order of Business. The order of business for regular meetings shall be:

- a. Call to Order
- b. Public Comment
- c. Minutes of Last Meeting
- d. Financial Statements
- e. Directors Report
- f. Old Business
- g. New Business
- h. Adjournment

2.8 Voting. All votes will be taken by voice, except that a roll call is to be taken in the following instances:

- a. at the request of any trustee present; or
- b. if provided by Michigan law.

All votes shall be decided by simple majority, unless stated otherwise in these Bylaws or under Michigan law. A majority vote is determined by the vote of a simple majority of Board members constituting a quorum and present at a meeting.

3.9 Agenda. A written agenda will be prepared by the Library Director and delivered to each Board member not less than two (2) days prior to the day of the regular meeting. Items for the agenda must be submitted to the Library Director not less than seven (7) days prior to the day of the regularly scheduled meeting, unless waived at such meeting by a majority of trustees present. Agenda items for special meetings will be contained in the public notice of the special meeting.

No action will be taken on items other than those on the agenda unless, by a majority vote of those trustees present, the agenda is amended to reflect that decision. The minutes shall reflect the Board's reason(s) for such an amendment.

3.10 Minutes. The library shall keep minutes of each meeting showing the date, time, place, trustees present (including time of arrival and departure, if distinct from the open and close of the meeting), trustees absent, any decisions made, and the purpose or purposes for which a closed session is held. The minutes shall include all roll call votes taken at the meeting. The minutes are public records and are open to public inspection, and will be available at the Presque Isle District Library administrative office. Copies of the minutes are posted and shall be available to the public at the reasonable estimated cost for printing and copying. Proposed minutes shall be available for public inspection not more than eight (8) business days after the meeting to which the minutes refer. Approved minutes shall be available for public inspection not later than five (5) business days after the meeting at which the minutes are approved by the Board of Trustees.

3.11 Appearances by Members of the Public. Any interested person may address the Board on any agenda item when recognized by the presiding officer, or upon the request of any trustee. Any person may also address the Board during the agenda period of "public comment." Any person addressing the Board must comply with the following policies:

- a. Identify him or herself by name and address of residence;
- b. Limit him or herself to not more than five (5) minutes, unless renewed at the discretion of the Board; and
- c. Not become disruptive, unduly repetitive, or impede the orderly progress of the meeting.

Article IV Officers

4.1 General. The officers of the Board of Trustees shall be a Chairman, Vice-Chairman, and Secretary.

4.2 Term. Officers shall be members of the Board and shall be elected by ballot at the annual meeting.

Before being elected to office, members must serve on the Board for at least one year, unless an exception is approved by a vote of $\frac{3}{4}$ of the membership.

- a. No person may hold more than one (1) office at any time
- b. Term of office shall be one (1) year. Officers may be elected for a second consecutive term of one (1) year, after which time, at least one year must elapse before the person is eligible to serve in that office again, unless an exception is approved by a vote of three-fourths ($\frac{3}{4}$) of the membership.
- c. An officer may be removed from office by a two-thirds ($\frac{2}{3}$) vote of the full Board.

4.3 Powers and Duties of Chairman. The Chairman shall perform the following duties:

- a. Open all Board of Trustees meetings by taking the chair and calling the meeting to order;
- b. Announce the business before the Board in the order in which it is to be acted upon;
- c. Preside over the meeting following Robert's Rules of Order as amended;
- d. Enforce on all occasions the observance of order and decorum among the trustees, deciding all questions of order (subject to an appeal to the Board);
- e. Inform the Board, when necessary, or when referred to for the purpose, on a point of order or practice pertinent to pending business;
- f. Authenticate, by signature, when necessary, all acts, orders, and proceedings of the Board declaring at will and obeying its command and shall sign all legal papers requiring the official signature of the Board;
- g. Appoint all committees not provided by statute and supervise absences of trustees.

4.4 Powers and Duties of Vice-Chairman. The Vice-Chairman shall perform the following duties:

- a. Act for the Chairman in the latter's absence; and
- b. Assume such other responsibilities as may be delegated to the Vice-Chairman by the authority of the Board of Trustees.

4.5 Powers and Duties of the Secretary. The Secretary shall perform the following duties:

- a. Be responsible for the records of the Board of Trustees;
- b. Consult with the Library Director to make all the necessary arrangements for the order of business of the meetings and prepare such information as may be required by the Board of Trustees or its committees; and
- c. Authenticate by signature, when necessary, all the acts, orders, and proceedings as may be directed by the Board or required by law, including attestation of any legal instrument.

4.6 Library Director. The Board shall appoint a Library Director with appropriate professional and personal qualifications who shall be the administrative officer of the Board. The Library Director shall be responsible to the Board for carrying out its policies; for specifying duties of other employees and enforcing personnel policies of the Board; for supervision of staff; for care and maintenance of Library equipment and property; for selection, acquisition, and organization of books and other library materials; for the public relations of the Library or the trustees; for preparing a preliminary draft of budget and annual report for Board approval; and for assisting the Board in its decisions on policies, budget and other such matters, and other matters as assigned by the Board. The Board shall perform an annual performance review of the Director. The Library Director will be evaluated on his/her essential job duties and performance.

Article V Committees

5.1 General. In most matters, the Board shall act as a committee of the whole. However, standing or ad hoc committees may be appointed from the trustees at the discretion of the Chairman subject to confirmation by the Board. Ad hoc committees will be discharged upon completion of their assignment and final report to the Board.

5.2 Standing Committees. The following shall be standing committees of the Presque Isle District Library Board of Trustees:

- a. Executive Committee
- b. Personnel Committee

Article VI
Contracts, Legal Documents, and Financial Transactions

- 6.1 Contracts and Legal Documents. All contracts agreements, and legal documents of or for the Presque Isle District Library Board of Trustees shall be signed by the Chairman, and when required by law or ordinance, by the Vice-Chairman.
- 6.2 Financial Transactions. All checks and/or transfers of funds shall be signed by the Director or Acting Director and staff designated by Board member, and designated Board members.
- 6.3 Financial Approval. Unless otherwise budgeted, the Director may dispense an amount not to exceed One Thousand and 00/100 (\$1,000) dollars without a vote of the Board of Trustees and the Director may expend an amount of Five Thousand and 00/100 (\$5,000.00) dollars with the concurrence of the Chairman and Vice-Chairman.

Article VII
Amendments

- 7.1 Amendments. These Bylaws of the Board of Trustees may be amended at any regular meeting. Notice of the proposed amendment, modification, or addition shall be given in writing at least ten (10) days prior to the meeting at which the proposed amendment, modification, or addition is to be considered.

I hereby certify that these Bylaws were adopted by the Presque Isle District Library Board of Trustees at a regular meeting and by a vote of a majority of the Trustees present on _____.

These Bylaws rescind all prior Bylaws of the Board, and shall be the Bylaws of the Presque Isle District Library in their entirety as of the date of approval

Public Library Trustee Ethics Statement

Public 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 his/her 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 must respect the confidential nature of library business and not disclose such information to anyone. Trustees must also be aware of and in compliance with Freedom of Information laws.
- 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.

Approved by the United for Libraries Board in January 2012