

Policy: 600: Trustee By-laws

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SALEM-SOUTH LYON DISTRICT LIBRARY BOARD OF TRUSTEES BY-LAWS

ARTICLE I: NAME

This organization shall be called the Salem- South Lyon 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 Salem-South Lyon District Library (the "Board") shall initially consist of seven members to be appointed as follows: The City Council of the City of South Lyon has appointed three members of the Board. The Township Board of the Township of Salem has appointed four members of the Board.

Section 2: The Board shall consist of seven members elected at large from the District in accordance with the District Library Act. Trustees will be elected to a four-year term at the General Election on a non-partisan ballot. Eligibility:

- Resident of Salem Township or the City of South Lyon
- Registered voter
- Board members must be legally sworn in by the appropriate official of the City of South Lyon or Salem Township
- Ability to abide by the basic trustee duties according to the Michigan Public Library Trustee Manual

In the event that a Board member becomes ineligible to serve, they will be given 45 days to correct their ineligibility or be removed from the Board.

Section 3: In the event of a vacancy, the Board shall appoint an eligible replacement, whose term shall extend to the end of the term of the former member of the board or to the next general election.

Section 4: Each Board member shall serve on at least one standing committee as defined in Article VI, Section 9 of this policy. Board President is a standing member on all committees although attendance to all committee meetings is not required

Section 5: Trustees, as members of the Library Board, shall not use their elected positions to endorse any political candidates.

Section 6: It is the responsibility of each Board member to represent the Library in a positive and supportive manner.

If such a conflict arises between Board membership and personal or professional life, the affected Board member shall declare the conflict to the Board. The Board will determine if the affected Board member should be allowed to participate in discussion and/or voting on the issue in question.

Section 7: Trustees whose action or inaction is in conflict with the basic trustee duties as detailed in the Michigan Public Library Trustee Manual may be subject to an escalating disciplinary scale that includes reprimand, censure, suspension and expulsion. Suspension and expulsion exceed the authority of the Board and involve either action by the Governor of the State or recall by the electorate.

- Reprimand is telling the offending Board member that their action/inaction is not in keeping with the expectations or duties of members of the Board. It is the result of the majority of the Board (as determined by vote) and recorded in the minutes of the meeting.
- Censure is a more extreme form of reprimand where a detailed explanation of the offense(s) and necessary means of correction are documented in the meeting minutes. This is also determined by majority vote.
- Suspension bars the Board member from voting or having any impact on the decisions of the Board for a set period of time.
- Expulsion refers to removal from the Board.

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. The Board may delegate such powers to the Officers of the Board and/or the Library Director, as it deems necessary or appropriate.

Section 2: The Board of Trustees shall have the exclusive control of the budget of the Salem-South Lyon District Library.

Section 3: The fiscal year of the Salem-South Lyon District Library shall be the annual period commencing July 1 and ending the following June 30.

Section 4: On or before the regularly scheduled March Board meeting of each fiscal year, the Library Director shall present to the Board of Trustees for consideration the proposed annual budget for the next succeeding fiscal year. The Board shall hold a public hearing on the proposed budget each year prior to its adoption, in accordance with the Uniform Budgeting and Accounting Act, or any successor applicable law. When the budget is adopted, the Director shall make an itemized statement of the amounts to be raised by taxation or by contract and, in the event no district-wide tax has been authorized by the electors of the District, shall report the same to the City Council of the City of South Lyon and to the Township Board of the Township of Salem.

Section 5: The Board of Trustees requires the Treasurer or Library Director to submit to the Board on a monthly basis data regarding the actual and estimated budget to date. The Board then may revise or amend the budget as deemed necessary by a majority of Board members voting on the question.

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 as defined in Article VI, Section 2 of this policy.

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 un-expired 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 Board meetings, appoint committees with the approval of the Board, authorize calls for any special meetings, act as board spokesperson 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 un-expired term.

Section 3: The Secretary of the Board shall see that a true and accurate account of all proceedings of the Board meetings is 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 or another Board appointed designee.

Section 4: The Treasurer shall have charge of the funds of the Salem-South Lyon 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 kept by the Treasurer, and reported monthly to the Board of Trustees at its regular meeting. In addition, the Treasurer shall perform such other duties as may be prescribed for him or her by State or Federal law and these by-laws. With the approval of a majority of the Board, the Treasurer may delegate any of these responsibilities to the President, Library Director or another Board approved designee.

ARTICLE VI: MEETINGS

Section 1: The regular meeting of the Salem-South Lyon District Library Board shall be held each month, the date and hour to be set by the Board at its Annual Meeting (described in Section 2 of this Article VI). Within ten 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 2: Effective on and after January 1, 2005, the Annual Meeting of the Salem-South Lyon District Library Board shall be the first regular meeting of the calendar year. For years beginning prior to January 1, 2005, the Annual Meeting was the first regular meeting of the fiscal year. The Annual Meeting shall be for the purpose of the election of officers and consideration of such other organizational matters as may be required.

Section 3: Special meetings may be called by the President or upon written request of two Trustees, provided 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 to the Trustees. Trustees not present at the time of announcement of such special meeting shall be notified by the Library Director or Board Secretary. In addition to meetings and special meetings, Board members may be asked to participate in additional activities, including but not limited to: strategic planning, Board self-evaluation programs, and Board development workshops, seminars and educational events that may enhance a Trustee's skills as a Board member.

Section 4: Notices of regular meetings with agenda shall be posted in a public place and shall be distributed by the Library Director or Secretary to all members at least three days before the meeting.

Section 5: The following items will constitute the agenda for regular meetings:

- Call to order and attendance
- Approval of agenda
- Approval of minutes
- Financial Report, including approval of bills
- Director's report
- Staff reports
- Friends of the Library Report
- Correspondence and communications
- Public comments
- Committee reports
- Old business
- New business
- Adjournment

Section 6: A quorum for the transaction of business shall consist of four members of the Board physically present at the meeting. As a quorum is the requirement to conduct business, each Trustee should make it a high priority to be in attendance at all meetings of the board, committees and task forces of which they are a member. Trustees should come to all meetings prepared to discuss the issues and business to be addressed at that meeting, including reading the agenda and all supplied background material.

Section 7: Any Board action, to be official, must be approved at an official Board meeting by a majority of the members of the Board attending the meeting either in person or (when approved on a case-by-case basis) electronically. The decisions of the Board shall be supported in a positive manner by all Board members regardless of whether their vote was in the majority or minority.

Section 8: REMOTE ATTENDANCE: Board members may be connected to a meeting remotely under the following conditions: (1) The request has been submitted and approved by the Library Director or Library Board President in advance of the meeting. (2) The remote connectivity is sufficient and will not interfere with the progress of the meeting. (3) The Board member's participation shall not be considered attendance for the purpose of establishing a quorum. A Board member may participate

remotely, no more than three times, unless extenuating circumstances.

Section 9: In case of an emergency that has been determined by the President and the Library Director and Board action is needed, members will be polled individually by the President and/or 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 10: The Board shall create and identify standing committees at the Annual meeting of the Board. The names of the committees and the board members serving on each committee will be documented in the minutes to the Annual meeting. The committee will select a Board member to act as chairperson for that committee at their first meeting following the Annual Board meeting. The committee chair (or a designee) will call for the scheduling of meetings; ensure that the agenda and support materials are distributed to committee members prior to the meeting; conduct the meetings in an orderly, fair, open and efficient manner; and, make committee reports to the Board at scheduled Board meetings. Additionally, the Board may appoint non-board members to standing committees when advisable. The committees shall have no power to make independent decisions on any issue(s) but shall only make recommendations to the full Board for consideration and adoption. The Board may appoint or dissolve other committees as the need arises. All committee meetings will follow the guidelines from the Michigan Open Meetings Act (Act 267 of 1976).

ARTICLE VII: 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. Board members shall refrain from intruding in administrative issues that are the responsibility of the Library Director or a designee, except to monitor the results and prohibit methods not in congruity with Board policy. 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 and quality 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 to the Board at its regular monthly meeting a written monthly report of the Library.

Section 3: The Library Director or the Library Director's representative shall attend all meetings of the Board.

ARTICLE VIII: RULES OF CONDUCT

Section 1: The chairperson of all meetings that are not committee meetings shall be the Board President or designee.

Section 2: All parties in attendance shall conduct themselves in a courteous and civil manner during all meetings.

Article IX: AMENDMENTS

These by-laws may be amended at any regular meeting of the Board by a majority vote of all members, provided the amendment was presented in writing at the previous regular meeting.

Policies cross-referenced: 301; 403; 601; 711