

Bath Township Public Library Board of Trustees

Sue Garrity, President
Ryan Fewins-Bliss, Treasurer
Lynn Bergen

Theresa Kidd, Vice President
Shannon Vlastic, Secretary
Ken Jensen

AGENDA, FEBRUARY 19, 2019 – 6 P.M.

1. Call to Order.
2. Moment of Civic Reflection
3. Approval of the Agenda
4. Public Comment – limited to 3 minutes, on agenda items only.
5. Disclosure of Conflicts of Interest
6. Review and Approval of Minutes
7. Financial Report – Treasurer
8. Director's Report
9. Unfinished Business - Items for Discussion
 - a. Strategic Planning Workshop – update on RFP, are we on target to select a consultant at March meeting?
10. Items for Action (need a vote)
 - a. Policy & Employee Manual – drafts from Anne Seuryneck (continuing review)
 - i. Record Retention
 - ii. Circulation Policy
 1. Limited access?
 - iii. General Operating Procedure
 1. Should we keep VII and VIII?
 2. Should we charge for fax (effective 3/1/19)
 - iv. Bylaws
 1. Article IV, Section 7 Treasurer
 2. Article IV, Section 8 Checks
 3. Article V, Section 4 Order of the Meeting
11. New Business - Items for Discussion
 - a. First Aid/Emergency/Disaster training & planning
 - i. Shannon attended class from stopthebleed.org – she'd like to discuss
 - ii. General discussion on workplace violence readiness and disaster recovery planning
12. Items for Action
13. Public Comment – Limited to 3 minutes
14. Board Member Comments
15. Adjournment

Reminder: Next Meeting is March 19, 2019

Bath Township Public Library
Meeting Minutes

Tuesday, January 15, 2019

Present: (Board Members) Sue Garrity, Lynn Bergen, Ken Jensen,
Shannon Vlastic, Theresa Kidd, Ryan Fewins-Bliss
(Library Director & staff) Kristie Reynolds, Derek Barth, Carrie
Frazer, Joana Bancroft

Next meeting: Regular Meeting: Tuesday February 19, 2019 @ 6:00pm.

I. Regular Business

- a. Meeting called to order at 6:05pm.
- b. Moment of civic reflection.
- c. Lynn moves to approve the agenda (with addition of consumers report) as amended, Theresa 2nd, all in favor.
- d. Public comment on agenda items: Kristie introduced Joana Bancroft; new part time employee.
- e. Disclosures of conflict of interest: none.
- f. Lynn moves to approve the minutes from 11/6 as presented, Theresa 2nd, all in favor.

II. Financial Report

Attached. Dec. – Nov. 30th. Complete report through December is coming. Well over our originally projected \$75,000 savings. Kristie has taken over bill paying! Once she is comfortable, Quick Books will be transferred to her as well. Authorized benefits payment (voted to pay through Feb. at last meeting) for 2018 has been paid. 2019 (month of January) is being worked on. Waiting for response from auditor. We have started getting 2019 tax payment checks from township. Penal fines will come in fall (potentially late August.)

III. Director's Report

Attached. Mini Rural event, available to trustees as well as staff. We need to check into this for dates and further information. Kristie is also checking into Amazon & Roku sticks. Hotspots are doing well on checkouts. Monthly statistics are WAY up!!! Fantastic job, staff!! Kristie will send out annual statistics.

IV. Discussion

- a. Benefits Package; Beginning 2/1/2019.
- b. Selection of audit firm; Firm was already signed last year. Waiting for response from firm as they are in the middle of a merge. Just need to complete audit.
- c. Strategic Planning Workshop; Probably plan for spring instead of winter as some trustees will be traveling in Feb. – March. Kristie has a list of potential consultants and facilitators. Ryan suggests doing an RFP (he will be our point person.) Board agrees that we ask for bids with RFP, responses should be received by March 1st. We will discuss and choose a firm at March meeting with idea that planning sessions will be in April and May of this year. Millage runs out Dec. 2022. We will ask firms to propose recommendations regarding length of plan.

V. New Business

- a. Policy & Procedure: Children in the library, Copyright, Confidentiality sections presented for review and approval. Do we need GDPR (General Data Protection Rules) included. GDPR = European Union rules regarding records retention. Woodlands does have a records retention policy on their website. Records will be destroyed upon cancellation of a membership. Ken moves to approve policies as amended (to include name change from Chelsea to Bath Township, and reference to record retention) Ryan 2nd, all in favor.
- b. Consumers Energy; provided a small business assessment report. Changes will exceed cost savings for us as we may not remain in this space for the specified 10 year time period in the report. We need to have lightbulbs and ceiling tiles changed.

VI. Closing

- a. Public Comment: Joana suggests larger room for groups with smart board, glassed in for viewing by staff. School supply kits are now available for checkout.
- b. Board Comment: none. Theresa will be absent for Feb. 19th meeting.
- c. Lynn moves to adjourn the meeting, Ryan 2nd, all in favor.

Meeting adjourned at 7:41pm.

DIRECTOR'S REPORT FOR FEBRUARY 2019

- Legal & Professional (like the lease stuff, insurance, etc.)
 - I received the rest of the polices
- Staffing (only necessary when we have changes)
- Scheduling (Like changes in hours, upcoming vacations, etc.)
- Upcoming Programs (discussion of programs we're offering in the upcoming month)
 - Working on creating the flyer for March, April and May programs
- Community outreach (what are we doing out in the community)
 - Became an official warming station during our open hours. This caused some confusion at first.
 - Tax forms are in
- Technology (if there are updates)
 - Hoopla added
 - Security system – decided on SimpliSafe, inexpensive and met our needs
- Policy (If there are updates) The policies are attached as well. I did make small changes based on what we discussed in the past. You have the originals in the forwarded emails from Anne.
 - Record Retention- approve as is.
 - Circulation Policy- needs discussion
 - Limited access?
 - General operating Procedure
 - Should we keep VII and VIII
 - Should we charge for fax (go into effect on March 1st)
 - Bylaws
 - Article IV, Section 7 Treasurer
 - Article IV, Section 8 Checks
 - Article V, Section 4 order of the meeting
 - Continuing Education (training you, your staff, or board members have attended)
 - I have signed up for several one-hour webinars in the month of February
 - ALA midwinter, I visited bibliotheca, a company that provides after hour vending and book pick up. They also offered RFID technology, I checked out Brodart for furniture and space designs. I visited several book sellers for up and coming new books. I tried oculus technology. Heard about issues affecting the library today such as homelessness, drug overdose, providing opportunities in the area of tech, social, community and cultural. I was able to attend an advanced screening of **The Public** by Emilio Estevez, hear Melinda Gates on woman's rights and Sylvia Acevedo on paving new paths for gender equality.
- Projects (like security, signage, AED's, working with the architects, new shelving, etc.)
 - The ceiling panels were changed by Theresa's husband Mike. With the new ceiling tiles, we found the leak we thought was fixed was not. When I spoke to

Camie about it, she said they would have to wait until the weather was better to look at it again.

- Called Agnew signs and they said that they will come out and look at the light behind the new sign. They seemed confident they could fix it. However, they are waiting on the weather to check it out in person.
- I spoke with Dan Vlastic about the lights. He is coming down with a ladder to let me know what kind to order.

- Statistics

December	2018	2019	Difference			
Visit	502	616	114			
Items checked out	273	1132	859 *			
Computer use	166	205	39			
New Cards	13	26	13			
Program Attendance	28	89	61			
Storytime Attendance	2	21	19			

*Circulation numbers for January 2019, unlike a year before, include the system's new automatic renewal where items almost due are automatically renewed without customer doing anything. In January 2019, there were 287 auto-renewals, along with 41 other renewals, adding 328 to the circulation total.



P.O. Box 820 Holland, OH 43528
800-875-2785

Bath Township Public Library
Digital Account
14033 Webster
Bath MI 48808

Invoice # 96947067
Customer # 2000017008
Customer Ref #
Payment Terms: 30 Days Net
Page 1 of 1

Month Ending 01/31/2019

Description	Quantity	Extended Amount
Digital Audiobook	13	35.27
Digital Comics	1	1.14
Digital Ebook	4	3.96
Digital Movie	5	11.95
Digital Music	2	2.98
Amount Due :	25	55.30
Taxes :		0.00
Total Due in USD :		55.30

To view and/or download transactional data for the above charges, please login to your hoopla account at <https://library.hoopladigital.com>

Remit to:

Midwest Tape
P.O. Box 820
Holland, OH 43528

Federal ID# 37-1499686

RECORD RETENTION POLICY

In compliance with Michigan law, the Bath Township Public Library shall manage and dispose of its records pursuant to the record retention policy applicable to libraries that had been approved by the Michigan Department of History, Arts and Libraries and the State of Michigan Records Management Services and the State Administrative Board, General Schedule #17 (GS#17). In addition, General Schedule #1 (GS#1) may be used to define non-record materials. The Library Director or his or her designee shall be responsible for the proper storage, retention, and disposal of records in accordance with this Record Retention Policy.

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CIRCULATION POLICY

I. Eligibility for a Library Card at the Bath Township Public Library.

A. Full Access – Township residents. An individual residing in or paying real property taxes (which would include the owners of businesses that pay property taxes) to the Bath Township Public Library is eligible for a Library Card from the Library. Proof of identity and current address is required as stated more fully in this Circulation Policy (“Policy”). Library Residents are entitled to all Library services provided by the Library.

B. Limited Access. For individuals who are not Library Residents, the Library offers certain patrons limited access to services provided by the Library (“Limited Access Cardholders”). Limited Access Cardholders shall have unrestricted use of the Library’s facilities and programs. However, they shall have restricted access to Library materials. Limited Access Cardholders may have restricted interlibrary privileges as stated more fully below in the category descriptions. Limited Access Cardholders shall also not have access to the Library’s digital resources, including but not limited to Overdrive. Limited Access Cardholders are also prohibited access to any materials or services that are restricted to Library Residents only by contract. The access permitted or restricted by Limited Access Cardholders is subject to change pursuant to action by the Library Board of Trustees. The following individuals may receive Limited Access Library cards:

1. Cooperative Residents. Individuals who (1) have Library Cards from any Library that is a member of the Cooperative and (2) reside within that Library’s service area are eligible for a Library Card with the limited access stated more fully above. Cooperative Residents shall have access to full interlibrary privileges. This would not include any individual who has received a non-resident Library Card from a Cooperative Library. There is no cost for a Cooperative Resident card.
2. Non-Resident Library Card Holders. Individuals who are not Library Residents or members of Woodlands Cooperative, may purchase a Library Card. Non-Resident Library Cards shall only be sold to individuals; there are no family Non-Resident Cards. Non-Resident Cards are valid for one (1) year from the date of purchase. [insert any restrictions]

Commented [AMS1]: This is something that will have to be further tailored to the Library. But, I recommend making some distinction between residents and non-residents such as a nominal non-resident fee. Further, some contracts such as Overdrive require that only residents of the service area can use the service, which in our case will be the Township only. Do you have such contract provisions?

Commented [AMS2]: This is optional

II. Receiving a Library Card.

A. Every person wishing to receive a Library Card from the Library must complete an Application for a Library Card. To obtain a Library Card, applicants must provide a valid photo ID with the current address on it, such as a driver’s license, passport or state ID card. If the address on their ID is not current or the ID is from a state other than Michigan, the applicant must provide a proof of address in the form of mail, such as a lease or utility bill, received at their place of residence. For those individuals who are eligible for Library Resident status because they pay property taxes, they must provide

documentation of taxpayer or business owner status. Limited Access Cardholders are also required to provide any other specific information required in the above "Eligibility" section as a condition of receiving a Library card.

- B. By signing the Application, the person (or parent or guardian for minors under the age of 18) agrees to and acknowledges that they are subject to the policies and procedures of the Library, which may be amended from time to time. Library Cards are valid for a period of three (1) year.
- C. Cards will be renewed after identification, address and telephone number have been verified for accuracy and all fines and fees have been paid.
- D. Minors between age 5 and 18 are eligible for a Library Card. Minors must be accompanied by a parent or legal guardian when applying for or renewing a card. The parent or legal guardian must provide the same valid ID as stated above. By signing the Application, the parent or legal guardian agrees to be liable for payment or return of the materials identified in that Library record. Put another way, the signing parent/guardian is financially responsible for all items checked out on a child's card.
- E. Library Cards must be presented at checkout and patrons are responsible for maintaining control over their cards. Lost cards must be reported immediately because the patron is responsible for all materials checked out to their card.
- F. Patrons may receive a replacement card for a cost of \$2.00. (Would start on March 1)

III. Circulation of Material; Interlibrary Loan

- A. The Library has exclusive authority to determine what materials will be circulated. Books in the reference section will not be circulated unless specifically authorized by the Library Director.
- B. Bath Township Public Library participates with the State of Michigan Electronic Library Interlibrary Loan System (MelCat). If the Bath Township Public Library does not own a book a patron wants, they may request it from another library participating in MelCat. Once it has been successfully requested, the item will be sent to the Bath Township Public Library where it will be processed, and the patron will be notified they can pick up their item.

IV. Reserving and Reserved Material.

Patrons may place holds on certain materials that are currently checked out by other patrons by reserving the material on the Library's website and logging into the catalog, calling the Library or requesting in person. Patrons will receive a notice by phone or email from the Library when the item is available for them. Reserved library materials will be held for (5) days. Materials must be checked out on the account of the person placing the request. If a patron has placed a hold on an item currently available on the shelf, and that item has not yet been pulled for that

patron, the item may be checked out by another patron physically at the Library. The hold will be retained in the system, and the patron with the hold will be the next person to receive the item when it is returned.

IV. Lost and Damaged Material.

- A. Lost Material. Material not returned within sixty (60) days of the due date is considered lost and the patron who checked out the material is responsible for all replacement costs or accrued overdue fees. The Library Director shall determine what the list price is for the material and either notify the patron of the amount due or designate a staff member to notify the patron of the amount due. Overdue fines (maximum \$5.00) shall be assessed until the material is returned or the lost material has been paid for by the patron. If the item is subsequently found after the replacement costs have been paid, the patron may keep the material and no refunds shall be issued.
- B. Damaged Material. If material is returned damaged and may not be put back into circulation, the patron checking out the material is responsible for the payment of the replacement costs. If material is damaged but may be put back in circulation, the Library shall assess a fee of \$2.00 per item. If the material is an audiobook, the Library staff has the authority to determine whether a repair or replacement fee shall be assessed depending on the cause and nature of the damage; for example, whether the damage was a result of negligent use or misuse of the audiobook. The Library shall have the exclusive and final authority to determine whether the book may be repaired.

V. Loan Periods.

Items are loaned out according to the following schedule. The DVD's shall have a limit of 5 items that may be checked out at one time by a patron; however, there is no limit to how many other materials a patron may have checked out. The Library also limits the number of renewals allowed as identified in the chart below. No renewals are permitted for Library material that has been placed on hold. Encyclopedias, reference items and genealogy materials are non-circulating.

Material	Loan Period	Limit on Number of Items Checked out at one Time	Renewals allowed
All Books	3 weeks	No limit	One (1) renewal
Magazines	3 weeks	No limit	One (1) renewal
Audio Books and CDs	3 weeks	No limit	One (1) renewal
DVDs (excluding multi-disc television show sets)	1 week	Five (5) titles at one time	One (1) renewal
Multi-disc television show sets DVDs	1 week	Five (5) titles at one time	One (1) renewal
Nontraditional Materials	3 weeks		One (1) renewal

VI. Overdue Charges.

A. The Library's overdue charges are identified in the chart below:

Material	Overdue Charges
All Books Except New Books	\$.10 per day per item
Magazines	\$.10 per day per item
Audio Books and CDs	\$.10 per day per item
DVDs (excluding multi-disc television show sets)	\$.50 per day per item
Multi-disc television show sets DVDs	\$.50 per day per item
Nontraditional Materials	\$.50 per day per item

- B. The above fines are limited to a maximum of \$5.00 per item for all materials that are returned.
- C. The Library is not required to provide notice of overdue material or fines. The Patron is responsible for the fines and fees and the return of material.
- D. When a patron has accumulated fines greater than \$5.00 or has (1) one or more overdue items, the patron shall be considered delinquent. This includes cards for which the patron is the only person identified on the card and cards in which the patron has agreed to be liable for payment for or return of the materials checked out on that card.
- E. The Library reserves the right to turn over any delinquent account to a collection agency and the patron will be responsible for all actual costs of collection and a \$10.00 processing fee or any additional fees and costs that the court may order.
- F. Patrons who are delinquent may not check out any additional items or use Library computers until the outstanding fines have been paid in full.

GENERAL OPERATING POLICIES

I. Fees

Patrons shall be responsible for any of their fees or other charges in accordance with the Library's standard schedules. Such schedules shall be adopted by Resolution of the Library Board and may be changed from time to time. Failure to pay these may result in the suspension of borrowing privileges. The fines and fees associated with the circulation of material are found in the Circulation Policy. The other current fees and fines are as follows:

A. Copier Fees:

- \$.10 per black and white copy
- \$.20 per copy double sided black and white copy
- \$.50 per color copy
- \$1.00 per copy double sided color copy

B. Computer Print Outs:

Copies printed off the computer will be \$.10 per black and white copy and \$.50 per color copy.

Scanning is a free service.

C. Fax Machine:

1. *Outgoing Faxes.* Faxing of documents will be done by the Library staff. The library will provide a fax cover sheet if required and are available at the circulation desk. A confirmation page is given with each fax that is sent to indicate the success or failure of the fax.

2. *Incoming Faxes.* The Library will receive incoming faxes if contacted and informed of when to expect the transmission, who the incoming fax is addressed to and who will be paying for it. However, you must be present to pick up the incoming fax. The Library will attempt to contact the recipient if the contact information is available but is not required to do so. The Library reserves the right to discard any fax, particularly if the fax is not picked up within 48 hours after receipt.

3. *Errors.* The Library is not responsible for errors due to poor image quality, problems on the receiving fax end, incorrect fax numbers or other related problems.

4. *Charges.* The cost of sending and receiving a fax is as follows:

The first page faxed in the US	\$.50
Each page after the first page faxed in the US	\$.10
Each page received	\$.50

II. School Use of Library

At the discretion of the Library Director and/or staff, a class can use the Library as a research facility if their teacher is present.

III. Library Hours

Monday through Thursday	10:00 a.m. to 8:00 p.m.
Friday and Saturday	10:00 a.m. to 4:00 p.m.
Sunday	closed

IV. Closing for Holidays

The Library will be closed on the following holidays:

- New Year's Day
- Saturday before Memorial Day
- Memorial Day
- Independence Day
- Saturday before Labor Day
- Labor Day
- Thanksgiving
- Friday after Thanksgiving
- Christmas Eve
- Christmas Day
- New Year's Eve

If the holiday above falls on a Saturday, the Library will also be closed on the Friday before the holiday. If the holiday above falls on a Sunday, the Library will also be closed on the Monday after the holiday.

V. Library Closing

The Library Director, or a designated person, will close the Library when conditions are such that remaining open can be harmful to the staff and/or the patrons, for example due to inclement weather or natural disaster. The staff will be dismissed at the discretion of the Library Director.

VI. Designated Newspaper

For any notice that requires publication by newspaper, the Library shall publish such notice in the Dewitt-Bath Review and the Lansing Stat Journal.

VII. R Rated Movies

A patron must be 18 years of age or older to check out an R Rated movie. Valid identification to verify age shall be required.

VIII. Returned Checks

1. No personal checks will be accepted without a drivers' license number.
2. Patrons whose personal checks have been returned shall be notified by phone and by mail.
3. Patrons will be given seven (7) days from the date the notification was sent by mail to reimburse the amount of the original check.
4. Patrons will be assessed a \$15.00 service charge on all returned checks.

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Bath Township Public Library Board Bylaws

Article I. Establishment and Purpose of Bylaws

Section 1. Name. The Bath Township Public Library was established by the virtue of the provisions of the City, Village and Township Libraries Act, 1877 PA 164, (“PA 164”).

Article II. Board Members

Section 1. Board. In accordance with the provisions of the City, Village and Township Libraries Act, 1877 PA 164, as amended, (“PA 164”) the Library Board (or “Board”) shall consist of six (6) elected members who are registered electors of Bath Charter Township. The Board members shall be selected every four (4) years (at the same time as the election of Bath Charter Township board members) and shall serve four (4) years.

Section 2. Vacancy. The office of Board member becomes vacant when the incumbent dies, resigns, is convicted of a felony, is removed from office by the governor under section 10 of article V of the state constitution of 1963, or, except as otherwise provided in this subsection, ceases to be a qualified elector of the city, village, or township in which he or she was appointed or elected. In the event of a vacancy, the Board shall appoint a person to hold the vacant office until the general November election.

Section 3. Individual Authority. Board members have no authority as individuals, apart from that specified in these Bylaws or applicable law, but rather exercise their authority collectively with Library Board action.

Article III. Powers of the Board of Trustees

Section 1. Authority. The Library Board may exercise any and all powers granted to it by PA 164 and federal and Michigan law. If permitted by law, the Library Board may delegate such powers to the Officers of the Board and/or the Library Director as it deems necessary.

Section 2. Budget. The Library Board shall have the exclusive control of the budget of the Library. The fiscal year of the Library shall be the annual period commencing January 1 and ending the following December 31. The Library Board shall prepare and make available an annual budget.

Section 3. Audit. The Library Board shall obtain an annual audit by an independent certified public accountant selected by the Board, all in accordance with Michigan law. The Library Board may authorize an audit of the Library Fund to occur at the same time and along with the audit of the Township’s funds generally.

Article IV. Officers

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

Section 2. Terms. Officers shall be elected at the November meeting and serve a one (1) year term. Officers shall serve until a successor is appointed.

Section 3. Vacancies in Office. Vacancies in any officer position shall be filled by a majority vote of the Board, except for President, wherein the office of the President shall be filled by the Vice-President for the unexpired term.

Section 4. President. The President of the Board shall preside at all meetings, prepare and distribute agenda, notify all members of regular or special meetings, appoint all committees, and generally perform any duties of a presiding officer. In the absence of a President, the Vice-President shall preside over any meetings. In the absence of each of these persons, a chairperson chosen by a majority of the Board members present at the meeting shall preside over such meeting.

Section 5. Vice-President. The Vice-President shall perform the duties of the President in the President's absence. In case of resignation, disability, or death of the President, the Vice-President shall assume the office for the unexpired term.

Section 6. Secretary. The Secretary shall be a custodian of all records of the Board and is responsible for all legal correspondence and keeping the minutes of the Board meetings. The Secretary shall see that all public notices of meetings are duly given in accordance with the provisions of these Bylaws or as required by law. Any of these responsibilities may be assigned to the Library Director if the Secretary so directs. In the event of his or her absence, the President shall appoint another Board member to act as Secretary of a meeting.

Section 7. Treasurer. The Treasurer shall control expenditures from the Library Fund through a system of vouchers presented by authorized personnel. The Treasurer shall work with the Township Treasurer to ensure that the Library Fund is being maintained and the moneys received by the Library are deposited into the Library Fund. A record of all moneys received or deposited into the Library Fund, and all disbursements, sales and transfers from the Library Fund shall be kept by the Treasurer and reported monthly to the Library Board 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 Bylaws. With the approval of a majority of the Board and if permitted by law, the Treasurer may delegate any of these responsibilities to the Library Director.

Commented [AMS1]: Since the Library Fund is held in the Township treasury

Section 8. Checks. All checks must be signed by two officers. Any two (2) of the following officers may sign checks: President, Vice-President, Secretary, Treasurer.

Commented [AMS2]: The Director is not an "officer" – did you want the Library Director to have authority to sign checks?

Section 9. Conflicts. The Board shall not cause the Bath Township Public Library to enter, directly or indirectly, into any contract or transaction with any Board member or with any corporation, firm, association, or other entity in which one (1) or more Board members have a material financial interest or in which one (1) or more Board members

are otherwise involved, unless authorized by and following the procedure, if any, set forth in Michigan law.

Section 10. No Liability. Board members shall not be personally liable for the debts, liabilities, or other obligations of Bath Township Public Library.

Article V. Meetings

Section 1. Regular Meetings. There shall be a minimum 10 regular official meetings of the Board. A schedule of the regular meetings for the year, including date, time and location, shall be set by the Library Board at the last annual meeting of the year and posted in the Library no later than 10 days following the meeting. Meetings may be cancelled or rescheduled by the President if a poll of the Board shows a quorum will not be present. Regularly scheduled meetings may be cancelled or rescheduled by action of the Board. If there is a change in the schedule of regular meetings of a public body, there shall be posted within three (3) days after the meeting at which the change is made, a public notice stating the new dates, times, and places of its regular meetings.

Section 2. Special Meetings. Special meetings may be called by the President, or upon written request of two (2) members, for the transaction of business as stated in the call. Notice stating the time and place of any special meeting and the purpose for which shall be given each member of the Board no less than 18 hours in advance of such meeting. Notice shall be provided to the public in the format and manner as provided by the Michigan Open Meetings Act, including the time, place and purpose for which such meeting is called.

Section 3. Quorum. A quorum for transaction of business shall consist of simple majority (50% plus one) appointed or elected and serving.

Section 4. Order of Business

Agenda:

Call to Order

Civic Reflection

Approval of the Agenda

— Review and Approval of Minutes

Public Comment (Limited to 3 minutes)

Treasurer's Report

Unfinished Business

Commented [AMS3]: In my experience, this is not a frequent issue and likely does not merit a permanent spot on the agenda.

Commented [AMS4]: I recommend moving public comment up to the front for two reasons (1) if someone has a comment on a decision being made by the Board, the comment will be made before the decision is made; and (2) you are not requiring citizens or others to attend the entire meeting if they have a comment.

Items for Discussion

Items for Action

New Business

Items for Discussion

Items for Action

Director's Report

~~Public Comment (Limited to 3 minutes)~~

Board Member Comments

Adjournment

Section 5. Board Action. Any Board action, to be official, must be approved by a majority of members present at an official Board meeting

Section 6. Procedures. The Provisions of the Open Meetings Act (Public Act 267 of 1976) shall be followed. Robert's Rules of Order, Newly Revised, shall be the rule for all meetings of the Board.

Article VI. Committees

Special Committees may be appointed by the President, with approval of the Board, to serve until assignments are completed. Unless otherwise directed, a committee's assignment is limited to study and/or investigation and reporting and the committee is only advisory in nature. Committee expenditures must be duly authorized by the Board. Any recommendation by a committee must be approved by the Board.

Article VII. Library Director

Section 1. Appointment of Director. The Board shall have the right and duty to select, hire, supervise, and terminate a Library Director (or "Director"). The Director shall be considered the executive officer of the Library and shall have charge of the administration of the Library within the framework of Board policies and budget. He/she shall attend all Board meetings as a non-voting member.

Section 2. Duties. The Library Director shall be in charge of the administration of the Library under the direction and review of the Board. The Library Director shall be responsible for:

- A. Overseeing the care of the building and equipment;
- B. The employment, development and direction of the staff;

- C. The Library's service to the community;
- D. The annual preparation of a budget proposal;
- E. The operation of the Library under the financial conditions set forth in the budget approved by the Board;
- F. The submission of the proposed budget to the Board on or before its regular July meeting;
- G. The written annual report of the Library, including the financial statements, when they are made available; and
- H. Any other duty delegated by the Library Board.

Article VIII. Amendments

These Bylaws may be amended at any meeting of the Board by majority vote of the members present provided that:

- A. A quorum is present; and
- B. The amendment was presented to the public in a ten (10) day written notice or introduced at a previous regular business meeting.