

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.

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.

Section 8. Checks. All checks must be signed by one officer or the Library Director. Any of the following officers may signs checks: President, Vice-President, Treasurer.

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

Disclosure of Conflicts of Interest

Review and Approval of Minutes

Public Comment (Limited to 3 minutes, on agenda items only)

Financial Report

Directors Report

Unfinished Business

Items for Discussion

Items for Action

New Business

Items for Discussion

Items for Action

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.