

# **MANCHESTER DISTRICT LIBRARY**

## **BOARD OF TRUSTEES**

### **BY- LAWS**

#### **ARTICLE I**

##### **INCORPORATION AND NAME**

Section 1. This organization was formed by Agreement between the Township of Bridgewater (“Bridgewater”), the Township of Freedom (“Freedom”), the Township of Manchester (“Manchester”) and the Village of Manchester (the “Village”) County of Washtenaw, State of Michigan dated May 15, 2000, (“the Agreement”).

Section 2. In accordance with the terms of the Agreement, this organization shall be called the Manchester District Library.

#### **Article II**

##### **Membership**

Section 1. In accordance with the District Library Establishment Act (MCL 397.171 et seq.) (the “Act”) and the Agreement, the Board of Trustees of the Manchester District Library shall consist of eight (8) members to be appointed as described below:

The Bridgewater Board shall appoint two (2) members of the District Library Board, one (1) whose initial term shall begin as of the Effective Date of this Agreement and shall expire on May 15, 2002 and one (1) whose initial term shall begin of the Effective Date of this Agreement and shall expire on May 15, 2004.

The Freedom Board shall appoint two (2) members of the District Library Board, one (1) whose initial term shall begin as of the Effective Date of this Agreement and shall expire on May 15, 2001 and one (1) whose initial term shall begin of the Effective Date of this Agreement and shall expire on May 15, 2003.

The Manchester Board shall appoint two (2) members of the District Library Board, one (1) whose initial term shall begin as of the Effective Date of this Agreement and shall expire on May 15, 2002 and one (1) whose initial term shall begin of the Effective of the Agreement and shall expire on May 15, 2004.

The Village Council shall appoint two (2) members of the District Library Board, one (1) whose initial term shall begin of the Effective Date of this Agreement and shall expire on

May 15, 2001 and one (1) whose initial term shall begin of the Effective Date of this Agreement and shall expire on May 15, 2003.

An individual appointed as a member of the Board shall be a qualified elector of the Party which appoints the member on the date the appointment is made and a resident of the District Library district. The terms of the initial appointees shall begin the Effective Date and shall end as previously indicated.

Thereafter, each appointee shall serve for a term of four (4) years.

Section 2. In accordance with Section 8 (2) of the Act, the Governor of the State of Michigan shall have the power to remove a member of the District Library Board for cause, pursuant to the Provisions of Section 10 of Article V of the State Constitution of 1963, as amended. Vacancies shall arise in the event of the removal by the Governor, resignation, death, conviction of a felony, in the event a member ceases to be a resident of the District, or otherwise as provided by law. In the event of a vacancy, the Party which appointed the member of the District Library Board whose position has become vacant shall appoint a replacement within 2 months of the vacancy who shall serve until the end of the term of the member being replaced. In the event no such replacement shall have been appointed by the appropriate Party at the end of such 2-month period, the District Library Board shall have the power to appoint such replacement, whose term shall extend to the end of the term of the District Library Board member being replaced and who shall be a resident of the Party which appointed the member being replaced.

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

Section 2. The Board of Trustees shall have the exclusive control of the budget of the Manchester District Library.

Section 3. The fiscal year of the Manchester District Library shall be the annual period commencing June 1 and ending the following May 31.

Section 4. The Manchester District Library Board shall prepare and publish an annual budget in accordance with the Uniform Budgeting and Accounting Act, being Act No. 2 of the Public Laws of Michigan of 1968, as amended.

## **ARTICLE IV**

### **OFFICERS**

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

Section 2. The officers shall be elected for a term of 1 year at an annual meeting of the Board.

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 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 meetings, appoint committees with the approval of the Board, authorize calls for any special meeting 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, removal, disability, or death of the President, the Vice-President shall assume the office for the unexpired term. In the absence of both the President and the Vice President, the Treasurer shall perform the duties of the President.

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.

Section 4. The Treasurer shall have charge of the funds of the Manchester 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 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 Library Director.

Section 5. In the absence of the Treasurer, the Assistant Treasurer shall perform the duties of the Treasurer.

## **ARTICLE VI**

### **MEETINGS**

Section 1. The Manchester District Library Board shall comply with all provisions of the Open Meetings Act (MCL 15.261 et seq.)

Section 2. The annual meeting of the Manchester District Library Board shall be held each year in the month of May. At the annual meeting, the Board shall determine the months, the dates and hours of the regular meetings of the Board for the year. Within ten (10) 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 3. Special meetings may be called by the President or upon written request of two Trustees, provided eighteen (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. Trustees not present at the time of announcement of such special meeting shall be notified by the Secretary.

Section 4. Notices of regular meetings with agenda shall be posted in a public place and shall be distributed by the Secretary to all members at least three (3) 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
- Correspondence
- Public comment
- Director's report
- Financial Report, including approval of bills
- Committee reports
- Old business
- New business
- Public comment
- Adjournment

Section 6. A quorum for the transaction of business shall consist of five (5) members of the Board.

Section 7. Any Board action, to be official must be approved at an official Board meeting by a majority of those in attendance.

Section 8. In case of emergency, if Board action is needed when the Board cannot meet, with concurrence of the President, members may be polled individually by a Board member or by 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 9. The procedure for action at a meeting shall be as follows:

- a. All actions, whether by resolution or by motion, shall be moved and supported before discussion. If a motion is not supported, it shall not be taken up for discussion.
- b. After an action is moved and supported, it shall be open for discussion by members of the Board.
- c. Members shall seek recognition by the President before speaking.
- d. Any motion or resolution under discussion may be amended prior to adoption by the following action:
  - (1) The proposed amendment is moved and supported;
  - (2) The proposed amendment is open for discussion;
  - (3) Following discussion, or upon request by a member of the Board, the President shall call the amendment for approval;
  - (4) If the amendment passes by majority vote, the originally proposed action shall be considered as amended.
- e. Following discussion, or upon request by a member of the Board, the President shall call the action for approval.
- f. Unless otherwise requested by a member of the Board, all actions shall be taken by voice vote signifying "Aye" or "Nay".
- g. Proposed amendments to the agenda shall be by motion, support and vote.

## **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. 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 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 written monthly reports of the library.

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

## **ARTICLE VIII**

### **AMENDMENTS**

Section 1. 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.

Adopted by the Manchester District Library Board at its special meeting on May 23, 2000. Amended by the Manchester District Library Board at its regular meeting on February 9, 2004.

By: \_\_\_\_\_  
Manchester District Library  
Its: Secretary