

# BYLAWS

## Roscommon Area District Library Board of Trustees

### MISSION STATEMENT

The mission of the Roscommon Area District Library is to provide to all people free access to informational, educational, recreational, and aesthetic resources to promote community enrichment in a warm and welcoming atmosphere.

### ARTICLE I OFFICIAL NAME

The legal name shall be "Roscommon Area District Library" as established in 2010 by the District Library Establishment Act, PA 24 of 1989. The participating municipalities of the District Library shall be Gerrish Township, Higgins Township, Lyon Township and The Village of Roscommon.

### ARTICLE II MEMBERSHIP

Section 1 The powers of the Roscommon Area District Library Board Of Trustees are recorded in The District Library Establishment Act 24 of 1989 (revised 2006) 397.182, Section 12.

Section 2 In accordance with the provisions of The District Library Establishment Act, PA 24 of 1989 (revised 2006), the Board of Trustees of the Library shall be governed by seven (7) appointed board members. Each of whom shall be a qualified elector, resident of the District, and possess a Roscommon Area District Library Card, to serve a term of four (4) years as set forth in the District Library Agreement. The participating municipalities of the District may reappoint members or appoint new members to the Board of Trustees.

Each township of the District Library shall appoint two (2) Trustees and The Village of Roscommon one (1) Trustee for the four (4) year term. Terms will be on a rotational basis.

Section 3 Officers of the Board shall be a President, Vice-President, Secretary and Treasurer. The officers shall be elected by ballot or voice at the annual meeting for a term of one (1) year. Vacancies in office shall be filled by ballot or voice at the next regular meeting of the board after the vacancy occurs.

Section 4 The Board of Trustees shall designate the depositor of Library funds and the condition of deposit.

Section 5 Specific duties of the Board of Trustees shall be:

1. Employ a competent and qualified Library Director and staff.



2. Evaluate the Director annually.
3. Select an annual schedule of times, dates, and places to meet.
4. Elect officers and establish various committees.
5. Secure adequate funds to carry on the Library program
6. Prepare and publish an annual budget and shall obtain an annual audit by an independent certified public accountant selected by Act No. 2 of the Public Laws of Michigan of 1968, as amended and the Governmental Accounting Standards Board Statement #34 adopted 1999, Basic Financial Statements and Management's Discussion and Analysis for state and local governments.
7. Evaluate and examine the Library's monthly financial report and annual audit to be sure that planning and policy needs are being met.
8. Authorize the Library Director to take specific action as required and to conduct special studies and report the findings to the Board.
9. Continually promote the Library in the community and explain policies and services whenever called upon by public officials or private citizens.
11. Attend all Board meetings and participate in activities of the Board.
12. Refer to the Michigan Public Trustee Manual as a guide to Trustee responsibilities.
13. Report to the appropriate officials and the general public as requested.
14. The Board will respect the management function of the Library Director and not cause inappropriate interference with the Library Director's duties.
15. Determine the basic policies for the Library's operation.

Section 6      New Board members will receive an orientation packet consisting of a copy of the most current policies, Library Bylaws, budgets and Trustee Manual.

### **ARTICLE III      DUTIES OF THE OFFICERS**

Section 1      President: The president shall preside at all meeting, appoint committees with the approval of the Board, authorize calls for any special meetings and generally perform the duties of a presiding officer.

Section 2      Vice-President: 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 unexpired term. The Vice-President may be asked by the President to chair some committees.

Section 3      Secretary: 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. So as the Secretary may participate in the discussion of issues during the meetings, the Secretary may delegate the taking of the minutes to a staff member or other qualified person.

Section 4      Treasurer: The Treasurer shall have charge of the funds of the Roscommon Area 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 monies 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/her by State or Federal law and these bylaws. With the approval of a majority of the Board, the Treasurer may delegate any of these responsibilities.

#### **ARTICLE IV MEETINGS**

- Section 1 The library board shall meet on the fourth Friday of each month located on a rotational basis at the various participating municipalities offices. The first Friday in October shall be the Annual Meeting.
- Section 2 The annual meeting of the Library Board shall be the first regular meeting of the fiscal year, and shall be for the purpose of the election of officers and consideration of such other organizational matters as may be required.
- Section 3 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 4 Special meetings may be called by the President, or upon written request of a majority (4) of the members, for the transaction of business as stated in the call. Notice stating the time and place of any special meetings and the purpose for which called shall be given to each member by the Secretary of the board eighteen (18) hours in advance of such meeting.
- Section 5 A quorum for transaction of business shall consist of a simple majority (4).
- Section 6 The following items will constitute the agenda for regular meetings:
- Call to order
  - Roll call of members
  - Approval/amendment of the agenda
  - Reading of minutes
  - Treasurers' Report
  - Library Director's report
  - Approval of bills
  - Committee reports
  - Public comments
  - A citizen's comments will be limited to two (2) minutes
  - Old Business
  - New Business
  - Adjournment
- Section 7 Any board action, to be official, must be approved by a majority of members present at an official board meeting.
- Section 8 The procedure for action at the meeting shall be as follows"
1. 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.
  2. After an action is moved and supported, it shall be open for discussion by members of the Board.
  3. Members shall seek recognition by the President before speaking.
  4. Any motion or resolution under discussion may be amended prior to adoption by the following action:



- a. The proposed amendment is moved and supported.
  - b. The proposed amendment is open for discussion.
  - c. Following discussion, or upon request by a member of the Board, the President shall call the amendment for approval.
  - d. If the amendment passes by majority vote, the originally proposed action shall be considered as amended.
5. Following discussion, or upon request by a member of the Board, the President shall call the action for approval.
  6. Unless otherwise requested by a member of the Board, all actions shall be taken by voice vote signifying "Aye" or "Nay".
  7. Proposed amendments to the agenda shall be by motion, support and vote.

Section 9 Roberts' Rules of Order, last revised edition, shall govern the parliamentary procedure of the board.

Section 10 All meetings of the Roscommon Area District Library Board shall be conducted under the Michigan Open meetings Act.

Section 11 Roscommon Area District Library Board members shall abide by the Incompatible Public Offices Act (Public Act 566 of 1978). Board members need to excuse themselves if an issue arises that may be considered a Conflict of Interest. See Michigan Public Library Trustee Manual, Appendix D: Ethics Statement for Public Library Trustees

## **ARTICLE V COMMITTEES**

Section 1 The President, with the approval of the Board, may appoint committees for special purposes to serve until assignments are completed.

Section 2 Unless otherwise directed a committee's assignment is limited to study/investigation and reporting. Any authority to act, which the Board wished the committee to have must be specifically authorized.

Section 3 As deemed necessary, the President may appoint the Vice President to chair any committee.

## **ARTICLE VI LIBRARY DIRECTOR**

Section 1 The Library Director shall be appointed by the Board and shall be considered the executive officer of the Library. The Director shall be directly responsible and accountable to the Board for proper fulfillment of powers, assignments, and duties.

Section 2 The Library Director or the Library Director's representative shall be expected to attend all meetings of the Board. Exception for attendance may be those meetings in which his/her appointment, salary or performance is being discussed or acted upon.

Section 3 Specific duties and responsibilities of the Director:

1. Acts as technical advisor to the Library Board and recommends employment of all personnel and supervises and evaluates the work of employees and volunteers.
2. Carries out the policies of the Library as adopted by the Library Board and recommends needed policies for Board action.
3. Suggests and carries out plans for extending services of the Library.
4. Maintains accurate records of daily operation of the library.



5. Prepares and presents regular reports detailing current progress and future needs of the Library.
6. Prepares an annual budget for the Library in consultation.
7. Selects and orders all books and other Library materials according to Library Board policy.
8. Affiliates with state professional organizations and attends professional meetings and workshops as approved by the Library Board.
9. Makes use of the services and consultants of the Library of Michigan and/or Superiorland Library Cooperative
10. Monitors conditions and repairs of physical plant, assuring that minor repairs under \$500.00 will be taken care of in an expeditious manner.
11. Performs other duties as requested by the Library Board.

## **ARTICLE VII      LIBRARY CLERK**

Section 1    The Library Director may appoint a Library Clerk with the approval of the Library Board.

Section 2    Typical duties of the Library Clerk:

1. Arranges and shelves Library books and magazines. Shifts books when shelves are crowded.
2. Performs duties at the circulation desk:
  - a. Checks books in and out.
  - b. Informs patrons weekly of overdue materials.
  - c. Keeps track of inter-library loan materials.
  - d. Fills out inter-library loan requests.
  - e. Takes care of incoming moneys.
  - f. Keeps daily and monthly statistics logs.
3. Performs various procedures prior to closing the Library: turning off lights, checking exit doors and electrical equipment, straightening chairs, picking up materials from tables etc.
4. Reads shelves to see that all books are correctly shelved according to title, author, and number.
5. Prepares new materials to add to collection either manually or electronically.
6. Operates equipment for patrons.
7. Assists patrons with routine location questions and has basic knowledge of reference materials.
8. Performs various housekeeping tasks such as dusting shelves, straightening Library appearance, watering plants, and other duties that arise.
9. Performs other duties as assigned by the Library Director.

Section 3    The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of job duties by personnel so classified. The Library Clerk may assign some of the above duties to other working personnel or volunteers on the Library floor.

Section 4    Work requires a level of knowledge of reading, writing, and arithmetic that normally is expected at high school graduation. Must be available to work additional hours as needed.



This is an entry-level classification. No specific prior experience is required. Probationary period of ninety (90) days

## ARTICLE VI AMENDMENTS

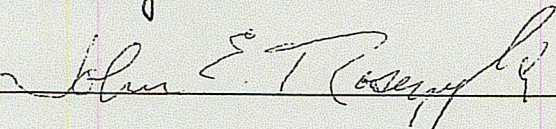
Section 1. The Library Board will do a yearly review the Bylaws.

Section 2. These bylaws may be amended at any regular meeting of the Library Board by a two-thirds (2/3) vote of members present provided :

1. At least a quorum is present.
2. The amendment was presented in writing at the previous regular meeting.

Approved and adopted by the Roscommon Area District Library Board of Trustees

on February 26, 2010.

President 

Secretary 