

PETOSKEY DISTRICT LIBRARY - BOARD BY-LAWS

ARTICLE I. LEGAL AUTHORITY

The authority of the Board of the Petoskey District Library is established under the District Library Agreement entered into as of August 3, 2009 by the City of Petoskey under the District Library Establishment Act (MCL 397.171 et seq).

ARTICLE II. LIBRARY BOARD AND OFFICERS

- Section 1. The fiscal year of the Board shall be January 1 through December 31. This supersedes the fiscal year established in the Petoskey District Library Agreement, dated August 3, 2009.
- Section 2. The governing Board shall consist of five (5) members (*Trustees*) who reside within the City of Petoskey. Board members are appointed by the Mayor of Petoskey and serve for a term of 4 years which begins on January 31st following their appointment.
- Section 3. Officers are elected at the annual meeting for a term of two years. No Board member shall be elected to the same office for more than two consecutive terms. Vacancies shall be filled at the next regular meeting after the vacancy occurs.
- Section 4. The officers of the Library Board are President, Vice-President, Secretary and Treasurer.
- Section 5. Duties of the officers are as follows:
- A. The President presides at all meetings and exercises general supervision of Board affairs. The President has the authority to sign on behalf of the Board all instruments, contracts or documents necessary or proper to be executed as approved by a majority of the Board.
 - B. The Vice-President assumes the duties of President when the President is absent and such other duties as the President may direct.
 - C. The Secretary keeps the minutes of Board meetings and certifies that the minutes are a true and accurate account of the proceedings of the Board meeting.
 - D. The Treasurer examines the monthly bills and reports at the regular monthly Board meeting.
- Section 6. The Board is the single authority for establishing Library policy.
- Section 7. In the event that a Board member recognizes an actual or potential conflict of interest, the member shall disclose such to the Board and abstain from discussion or voting on any issues that raised such conflict of interest.
- Section 8. Committees may be formed as needed.

ARTICLE III. BOARD MEETINGS

- Section 1. All meetings of the Library Board shall comply with the Michigan Open Meetings Act, P.A. Act 442 of 1976. In keeping with the Act, the following shall apply:

- A. All meetings of the Board are open to the public with the exception of closed sessions as allowed in the Act.
- B. Anyone may address the Board during a meeting. Those wishing to address the Board shall have permission to speak for one period of three (3) minutes. This period may be renewed at the discretion of the Board.
- C. Anyone addressing the Board must first state his or her name and place of residence for recording in the meeting minutes.
- D. The minutes of Board meetings are public documents. Minutes shall be available at the Administrative office of the Library and posted on the Library's website. Copies of Board minutes are available upon request. Section 2. Meetings shall be held monthly, excluding December, in the classroom of the Petoskey District Library, or at such other place as the Board may determine. The annual meeting schedule will be agreed upon at the regular November meeting. The schedule shall be posted in the Library, on the Library's website, and in the local paper.

Section 3. A quorum at any meeting will consist of a majority of the currently appointed members of the Board. A simple majority is required to pass an issue.

Section 4. The usual order of business shall be:

- A. Call to order
- B. Approval of agenda
- C. Approval of the last meeting's minutes
- D. Approval of bills
- E. Treasurer's report
- F. Director's report
- G. Board members' comments
- H. Unfinished business
- I. New business
- J. Public Comment
- K. Adjournment

Section 5. Special meetings may be called by the President or upon the request of any two Board members for the transaction of business as stated in the call. Notice of special meetings must be posted in the library and on the library's website at least 18 hours before the meeting.

Section 6. Robert's Rules of Order shall govern the parliamentary procedure of the Board.

Section 7. The annual meeting of the Library Board shall be at its regular January meeting.

ARTICLE IV. AMENDMENTS

A majority at any regular Board meeting may amend these by-laws.

ARTICLE V. LIBRARY DIRECTOR

- Section 1. The Library Board shall employ a qualified Library Director who will serve as the executive and administrative officer of the Library on behalf of the Board and under its review and supervision. The Library Director is responsible for executing all duties as outlined in the Library Director's Job Description.
- Section 2. In the extraordinary absence of the Director, a Director-designee may be assigned by recommendation of the Director and with approval of the Board. The specific authorities of the Director-designee will be made in writing at the time of recommendation by the Director and approved by the Board.
- Section 3. The Library Board shall perform an annual performance review of the Director. The Library Director will be evaluated on his/her essential job duties and performance toward annual goals. In preparation, the Director will provide a written summary on achievement of goals to be presented at the regular Board meeting prior to the evaluation. The Director shall also present progress toward goals mid-year.
- Section 4. The Library Director serves at the pleasure of the Board. The Library Director may be removed for any reason including, but not limited to: poor performance, violation of Personnel Policies, or violation of the Director's fiduciary responsibilities.

Adopted by the Petoskey District Library Board on February 25, 2016

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