



Petoskey
DISTRICT LIBRARY

Administration

Approved: July 25, 2019

Administration of the Library

The Library Board is the legal governing body of the Library. It is established pursuant to the [District Library Establishment Act](#) (MCL 397.171 et seq.). The Library Board employs all personnel, oversees the annual budget and is responsible for the policies and operations of the library.

Powers

- Establish, maintain, and operate a public library for the district.
- Appoint and remove officers from among its members.
- Appoint and remove a librarian and necessary assistants and fix their compensation.
- Purchase, sell, convey, lease, or otherwise acquire or dispose of real or personal property, including, but not limited to, land contracts and installment purchase contracts .
- Erect buildings.
- Supervise and control district library property.
- Enter into a contract to receive library-related service from or give library-related service to a library or a municipality within or without the district.
- Adopt bylaws and regulations, not inconsistent with the District Library Establishment Act, governing the board and the district library.
- Propose and levy upon approval of the electors a tax for support of the district library.
- Borrow money and/or issue bonds pursuant to the district library financing act, 1988 PA 265, MCL 397.281 to 397.290.
- Accept gifts and grants, valued of \$10,000, for the district library.
- Do any other thing necessary for conducting the district library service, the cost of which shall be charged against the district library fund.

Because the Library Board is a public body, its meetings are subject to the provisions of the [Open Meeting Act](#) (Act 267 of 1976). The parameters of public participation at a Board meeting shall be set within the library board bylaws. Further limitations may be made at the beginning of a Board meeting if the President deems it necessary.

The Library Board ascribes to the ethics statement for public library trustees adopted by the Michigan Library Association Executive Board on June 19, 1989:



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Ethics Statement for Public Library Trustees

“Government is a trust, and the officers of government are trustees; and both the trust and trustees are created for the benefit of the people.” So postulated Henry Clay in 1829 in a speech in Kentucky.

- Trustees in the capacity of trust upon them, shall observe ethical standards with absolute truth, integrity, and honor.
- Trustees must avoid situations in which personal interests might be served or financial benefits gained at the expense of library users, colleagues, or the situation.
- It is incumbent upon any trustee to disqualify himself-herself immediately whenever the appearance of a conflict of interest exists.
- Trustees must distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of the institution, acknowledging the formal position of the board even if they personally disagree.
- A trustee must respect the confidential nature of library business while being aware and in compliance with applicable laws governing freedom of information.
- Trustees must be prepared to support to the fullest the efforts of librarians in resisting censorship of library materials by groups or individuals.
- Trustees who accept library board responsibilities are expected to perform all the functions of library trustees.

The Library Director

The Library Director shall be the administrative employee of the Board of Trustees and shall be charged with executing the Board’s policies. By virtue of delegated authority, the Director shall be held accountable to the Board for the proper management of the Library, for the preservation and care of all the Library’s property, and for the efficiency and effectiveness of the Library’s services.

The Director shall assign the duties of all staff members and shall delegate to the staff members such authority as is appropriate for the execution of their duties.