

# BYLAWS FOR THE PINCKNEY COMMUNITY PUBLIC LIBRARY

## ARTICLE I – NAME AND PURPOSE

Pursuant to its re-establishment under Michigan State library. In 1977 this organization shall be called Pinckney Community Public Library. It shall serve the community as a public library pursuant to the Michigan State Library laws.

## ARTICLE II – MEMBERSHIP

Section 1 – The Board shall consist of five members, three members appointed by the Putnam Township and two members by the Village of Pinckney for four year terms. Not all members shall be appointed the same year. It is understood that Board Members should attend all meetings and be active participants.

## ARTICLE III – OFFICERS

Section 1 – The officers shall be a President, a Vice-President, a Secretary and a Treasurer.

Section 2 – The officers shall be elected at the annual meeting of the board. The annual meeting will be held in December.

Section 3 – Officers shall serve a term of one year commencing at the annual meeting at which they are elected and ending upon election of their successors.

Section 4 – The President of the board shall preside at all meetings, appoint all committees, authorize calls for any special meetings, and generally perform the duties of a presiding officer.

Section 5 – The Vice-President, in the event of the absence or disability of the President, or of a vacancy in that office, shall assume and perform the duties and functions of the President.

Section 6 – An officer may succeed himself.

Section 7 – The Secretary of the Board shall see that a true and accurate account of all 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 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 8 – The Treasurer shall have charge of the funds, 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 keep an accounting of the library funds and shall report each meeting on the state of the funds. In addition, the Treasurer shall perform such other duties as may be prescribed for him or her by State or Federal law and

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these by-laws. With the approval of a majority of the Board, the Treasurer may delegate any of these responsibilities to the Library Director.

### ARTICLE IV – MEETINGS

Section 1 – The regular meetings of the Library Board shall be held each month. The date, hour and location shall be set by the Board at its annual meeting. 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 ensuring year. Any changes to this schedule shall be posted at the Library.

Section 2a – The order of business for regular meetings shall include, but not be limited to the following items which shall be covered as far as circumstances permit:

- |                                     |                       |
|-------------------------------------|-----------------------|
| a. Call to order                    | f. Librarian's report |
| b. Additions & approval of Agenda   | g. Communications     |
| c. Approval of minutes              | h. Old business       |
| d. Presentation & approval of bills | i. New business       |
| e. Financial report                 | j. Call to Public     |
|                                     | k. Adjournment        |

Section 2b – Minutes shall be duplicated—one hardcopy kept at the Library and one copy kept electronically.

Section 3 – The annual meeting, which shall be for the purpose of the election of officers and the adoption of the annual budget, shall be held in conjunction with the regular December meeting.

Section 4 – Special meetings may be called by the President or Secretary to the Board, or at the request of two members, provided that notice be given to all members and the public at least 24 hours in advance of the special meeting.

Section 5 – A quorum for the transaction of business shall consist of three members of the Board present in person.

Section 6 – Any Board action, to be official, must be approved at an official Board meeting by a majority of the Board.

Section 7 – 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 8 –The proceedings of the Board shall be conducted at all times in accordance with Michigan statutes, including The District Library Establishment Act, the District Library Financing Act and the Michigan Open Meeting Act.

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## ARTICLE V – COMMITTEES

Section 1 – The President shall appoint special committees of one or more members for such specific purposes as the functions of the Board may require from time to time. The committee shall be discharged upon the completion of the purposes for which it was appointed and after the final report is made to the Board.

Section 2 – No committee shall have other than advisory powers unless, by suitable action of the Board, it is granted specific power to act.

## ARTICLE VI – LIBRARIAN AND STAFF

Section 1 – The Library Director, hired by the Library Board, shall be the executive and administrative officer of the Library. The Director shall carry out policies adopted by the Board and shall be held responsible for employment and direction of the staff, for the care and maintenance of the building and equipment, for the efficiency of the Library's service to the public, and for the operation of the Library under the financial conditions set forth in the annual budget. The Director or an appointed representative shall attend all Library Board meetings and shall present a Director's report at each regular meeting. The Director shall present an agenda to each Board Member at least 4 days preceding the regular meeting and shall issue notices of regular and special meetings as directed by the Board.

Section 3 – An Assistant Director, appointed by the Board, shall work under the direction of the Director under policies set by the Board.

## ARTICLE VII – AMENDMENTS

A committee shall be appointed bi-annually to review the bi-laws.

The bi-laws may be amended at any regular meeting of the Board with a quorum present, by unanimous vote of the members present, provided the amendment was stated in the call for the meeting.

Adopted by the Pinckney Community Public Library Board of Trustees at its regular meeting on July 21, 2005

By: \_\_\_\_\_

Secretary