

BACON MEMORIAL DISTRICT LIBRARY
BOARD OF TRUSTEES

BY-LAWS

ARTICLE I

NAME

Section 1. This organization shall be called the Bacon Memorial District Library.

ARTICLE II

MEMBERSHIP

Section 1. In accordance with the District Library Establishment Act (MCL 397.171 et seq) the Board of Trustees of the Bacon Memorial District Library shall consist of five members appointed as follows:

The School District shall appoint two members of the Board. The City shall appoint two members of the Board. The fifth Board member shall be selected at large by the four appointed members.

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 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, resignation, death or imprisonment of a member, in the event a member has moved outside the District, or has been declared by a court of law to be mentally incompetent. In the event of a vacancy, the Party which appointed the member whose position has become vacant shall appoint a replacement therefor within 2 months of the vacancy. In the event no such replacement shall have been appointed by the appropriate Party at the end of such 2-month period, the Board shall have the power to appoint such replacement, whose term shall extend to the end of the term of the former member of the Board.

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 Bacon Memorial District Library . The Board shall appoint an independent auditor every year to audit the financial records after each fiscal year. (July 1 through June 30.

Section 3. The Board shall have the authority to approve all contracted services connected with the Library.

Section 4. It is also the responsibility of the Board when a vacancy occurs to interview and hire the best qualified Library Director for the Bacon Memorial District Library .

Section 5. The operation of the Bacon Memorial District Library will be funded as follows:

- Districtwide millage assessed against properties
- Penal fines
- State of Michigan funding
- Grants and gifts

Section 6: The Bacon Memorial 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, amended.

ARTICLE IV

OFFICERS

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

Section 2. The officers shall be elected for a term of 1 year at the 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 assume the duties of the office for the expired term. A successor Vice-President shall be elected to fill the vacancy so created in that office.

Section 4. No officer shall serve more than 2 consecutive terms in the same 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 meetings and generally perform the duties of a presiding officer.

The President shall appoint any standing committees, such as Finance and Budget, By-Laws, Personnel, Policy, Building, or special committees, and may discharge committees on completion of tasks.

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.

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 Bacon Memorial District Library, providing for their safe custody and investment as directed by the Board, subject to the 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 and shall recommend payment of such vouchers to the Board. 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 may be prescribed for him/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.

ARTICLE VI

MEETINGS

Section 1. The regular meeting of the Bacon Memorial District Library shall be held each month, the date and hour to be set by the Board at its annual meeting. With 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 2. The Annual Meeting of the Bacon Memorial District 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. Special meetings may be called by the President or upon written request of two Trustees, provided 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 for those Trustees present at such a 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 to all members at least 3 days before the meeting.

Section 5. The following items will constitute the agenda for the regular meetings:

- Call to Order and Attendance
- Approval of Minutes as Read or Corrected
- Communications
- Committee Reports
- Report of Director of the Library
- Unfinished Business
- New Business
- Board Members' Concerns
- Approval of Invoices
- Hearing of the Public
- Adjournment

Section 6. A quorum for the transaction of business shall consist of 3 members of the Board.

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

Section 8. All meetings shall be held in accordance with the Michigan Open Meetings Act.

Section 9. The Board must approve a budget to be presented and approved for the following fiscal year by June 30 of the current fiscal year.

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 presentation 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 at its regular September meeting, a written annual report of the Library, including the audited financial statement. Any employment offer for Librarians, full or part time, excluding substitutes, and any other employment offer for a full time position must come before the Board for approval.

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 Bacon Memorial District Library Board at its regular meeting of September 12, 1994.

Amended at the May 8, 2023 regular meeting

By: _____
Carolyn Harris, Secretary