

# **MOUNT CLEMENS PUBLIC LIBRARY**

## **BOARD OF TRUSTEES**

### **BY-LAWS**

#### **ARTICLE I**

##### **NAME**

Section 1. This organization shall be called the Mount Clemens Public Library.

#### **ARTICLE II**

##### **MEMBERSHIP**

Section 1. In accordance with Public Act 24 of 1989 (the "District Library Act") the Board of Trustees of Mount Clemens Public Library (the "Board") shall consist of seven (7) members to be appointed as follows:

The City Commission of the City of Mount Clemens (the "City") shall appoint three (3) members of the Board. The School Board of the Mount Clemens Community School District (the "School District") shall appoint three (3) members of the Board. The Board shall appoint one (1) member of the Board, which member shall be approved by appropriate action of the City and the School District.

The terms of the members of the Board shall be as follows:

Commencing April 4, 1994, 1 of the members appointed by the City and 1 of the members appointed by the School District shall serve an initial term ending June 30, 1997; 1 of the members appointed by the City and 1 of the members appointed by the School District shall serve an initial term ending June 30, 1996; 1 of the members appointed by the City and 1 of the members appointed by the School District shall serve an initial term ending June 30, 1995; and the member initially appointed by the Board shall serve for a term ending June 30, 1995. Thereafter, each member appointed shall serve for a term of 4 years.

Section 2. 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 therefore

within 2 months of the vacancy, whose term shall extend to the end of the term of the former member of the Board. 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 appoint a 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 District Library 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 Mount Clemens Public Library.

Section 3. The fiscal year of the Mount Clemens Public Library shall be the annual period commencing July 1 and ending the following June 30, provided that the initial fiscal year shall commence the effective date of the District Library Agreement and shall end June 30, 1994.

Section 4. On or before the **30th** day of **April** of each fiscal year, the Library Director shall present to the Board of Trustees for consideration the proposed annual budget for the next succeeding fiscal year. The Board shall hold a public hearing on the proposed budget each year prior to its adoption, in accordance with the Uniform Budgeting and Accounting Act, or any successor applicable law. When the budget is adopted, the Director shall make an itemized statement of the amounts to be raised by taxation or by contract.

Section 5. The Board of Trustees may require the Treasurer or Library Director to submit to the Board on a monthly basis data regarding the actual and estimated budget to date. The Board then may revise or amend the budget as deemed necessary by a majority of Board members voting on the question.

### **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 one 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 3 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.

Section 2. 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.

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 the Mount Clemens Public 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 or 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 President or the Library Director.

## **ARTICLE VI**

### **MEETINGS**

Section 1. The regular meeting of the Mount Clemens Public Library Board shall be held each month, the date and hour to be set by the Board at its Annual Meeting (described in Section 2 of this Article VI). 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 2. The Annual Meeting of the Mount Clemens Public 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 eighteen (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 of such 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 by the Secretary to all members at least three (3) days before the meeting.

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

- Call to order and attendance
- Approval of agenda
- Approval of minutes
- Financial Report, including approval of bills
- Librarian's report
- Correspondence and communication
- Citizen's comments
- Committee reports
- Old business
- New business
- Adjournment

Section 6. A quorum for the transaction of business shall consist of four (4) 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 members of the Board attending the meeting.