

Glen Lake Community Library Board of Trustees Bylaws

Revised effective September 10, 2024

ARTICLE I. LEGAL AUTHORITY

The Glen Lake Community Library, established as a District Library in 1977, serves the townships of Empire, Glen Arbor, and Kasson in Leelanau County, Michigan, which townships are the participating municipalities. Kasson Township contracted for services in 1978 and became a participating member in 1989. The library and its Board of Trustees is governed by and operates under the provisions of Michigan Public Act 24 of 1989, the District Library Establishment Act.

ARTICLE II. LIBRARY BOARD

Section 1. Trustees. The Library Board of Trustees shall consist of six voting members (Trustees) to be appointed in accordance with the provisions of the District Library Establishment Act. Each Township Board in the library district shall appoint two voting members to the Library Board.

The Library Board may put forth the names of potential new library Trustees for the advice and consent of the appropriate Township Board.

Trustees must be qualified electors in the townships from which they are appointed.

Section 2. Advisors. One Advisor may be appointed from each of the three townships with approval of the appropriate township, and two Advisors by the Friends of the Library Board from its membership, all with the same qualifications as voting Trustees. As Board members, the Advisors offer a depth of knowledge and perspectives for the townships/organizations they represent. The Advisors shall attend all Board meetings, either in person or virtually, and participate in all Board activities except they shall have no vote, shall not hold office, and shall have no Board authority or power.

Section 3. Library Director. The Library Director shall be an ex-officio, non-voting, member of the Board.

Section 4. Terms of Office. The term of office for Trustees and Advisors appointed after the date of adoption of these amended bylaws shall be three years with terms staggered. These terms begin on July 1 and end on June 30.

If a Trustee or Advisor is unable to complete a term of office, a new Trustee or Advisor will be appointed by the Officers to serve for the remainder of the original term. At the

end of the original term, the Trustee or Advisor may stay on the Board and start a new three-year term, with notice to the appropriate Township Board.

Section 5. Duties of Library Board. Duties of the Library Board shall be in accordance with the District Library Establishment Act, and shall include without limitation:

- a. Adopt bylaws and rules for the Board's governance.
- b. Maintain control over buildings and grounds of the library.
- c. Control the expenditure and investment of all funds.
- d. Appoint a Library Director.
- e. Approve an annual budget.
- f. Adopt policies, rules and regulations regarding use of the library.
- g. Adopt long and short range plans for the library's future.

ARTICLE III. OFFICERS

Section 1. Officers. The officers shall be a president, a vice president, a treasurer and a secretary.

Section 2. Elections and Terms. The officers shall be elected from the Trustees at the annual meeting for a term of two years. In case of a resignation of an officer, the Board shall elect a new officer from the Trustees to fill the unexpired term.

Section 3. Powers and Duties of Officers. The officers shall have all the powers and duties as are provided by law for officers of a District Library and such other duties as may be designated by the Board, including the following:

- a. The President will provide leadership for the Board of Trustees, planning for and leading all monthly meetings, appointing committee chairpersons, and representing the Board to the public.
- b. The Vice-President will provide leadership for the Board of Trustees in the absence of the President. This person will also chair the nominating committee.
- c. The Treasurer will be responsible for implementation and documentation of all financial policies and transactions of the Board of Trustees and provide monthly up-to-date financial documents for all board meetings. The Treasurer shall be designated as the investment officer to recommend prudent investment strategies to the Board for surplus library funds. This person will also provide other financial information to the Board of Trustees as needed. This person also will chair the Finance Committee.
- d. The Secretary will record attendance at all meetings; record minutes of all

meetings; keep a list of Board members and their addresses; conduct the correspondence of the organization; and keep a record of terms served by officers.

ARTICLE IV. BOARD MEETINGS

Section 1. Schedule of Meetings. Monthly Board meetings shall be held in compliance with the Michigan Open Meetings Act at least 10 months per year, at such times and places as the Board may determine. An annual list of regular Board meetings shall be posted at the library.

Section 2. Annual Meeting. The annual meeting shall be the meeting for the month of June, at which time officers shall be elected.

Section 3. Annual Budget. The annual budget for the coming calendar year shall be adopted at the December meeting and preceded by an Open Budget Hearing.

Section 4. Special Meetings. Special meetings may be called by any officer or any two members of the Board with the purpose of such meeting to be stated in the call. Notification shall be at least two days prior to the special meeting. Special meetings shall be posted at the library as to time, place and purpose.

Section 5. Quorum and Majority. A quorum for the transaction of business is at least four Trustees. A simple majority of the quorum present at a meeting is required to adopt a motion.

Section 6. Order of Business. The usual order of business shall be:

- a. Call to order
- b. Approval of Agenda
- c. Board Announcements
- d. Public Comment
- e. Approval of Last Meeting's Minutes
- f. Treasurer's report
- g. Friends' report
- h. Director's report
- i. Committee reports
- j. Old business
- k. New business
- l. Public Comment
- m. Board comments
- n. Adjourn

ARTICLE V. LIBRARY DIRECTOR

Section 1. Board Responsibility. The Board shall be responsible for the appointment, yearly evaluation, and dismissal of the Library Director, setting professional and personal qualifications, pay, and term.

Section 2. Role of Director. The Library Director shall be the administrator of the library and staff within the framework of the Board-approved plans, policies, and budget and is responsible to the Board.

ARTICLE VI. COMMITTEES

Section 1. Standing Committees. The Board shall have the following standing committees:

- a. Finance – This committee is led by the Treasurer and is responsible for recommending an annual budget, to be approved in December.
- b. Fund Development – This committee is responsible for raising funds for board-approved projects and making recommendations related to fund raising.
- c. Marketing – This committee is responsible for making recommendations related to promoting the library and its activities; outreach enhancement; and ensuring that all library populations are served.
- d. Nominating – This committee is led by the Vice President and is responsible for recommending a slate of candidates for Board (Advisor and Trustee) membership at the April meeting, as well as a slate of officers for consideration by the Board at the annual meeting. It orients new members to the Board.
- e. Personnel and Policy – This committee is responsible for recommendations related to overall library policies, and salary and benefit increases related to the Board's evaluation of the director.
- f. Reconsideration of Library Materials – This committee is responsible for reviewing written requests for reconsideration of library materials and making recommendations related to these requests.

Standing committees will recommend actions to the Board for approval. Library action may only be taken on approved recommendations.

Section 2. Ad hoc Committees. Ad hoc committees may be appointed by the president as needed.

Section 3. Community Membership. Individuals who are not Board members may be

appointed to committees by the president, provided that a committee chair plus one other committee member must be Board members.

ARTICLE VII. AMENDMENTS

These Bylaws may be amended by a two-thirds majority vote of the Board, provided the amendments were communicated in writing at least ten days prior to the meeting.

ARTICLE VIII. PARLIAMENTARY PROCEDURE

General rules of parliamentary procedure shall be used for every Board meeting. Robert's Rules of Order may be used as a guide.

These Bylaws were amended and adopted by the Library Board of Trustees on September 10, 2024.

Glen Lake Community Library Bylaws Amended:

8/12/1992; 1/13/2010

2/15/2013 – Article II, Section 4

12/8/2021-- Article II, Sections 1, 2, 4

1/11/2023 – Article II, Section 4; Article III, Sections 2, 3; Article VI, Sections 1,5, 6;

Article V, Section 1; Article VI, Section 1, 3

9/10/24 – Article II, Section 4; Article III, Section 3.c; Article VI, Section 1.d.