

Hastings Public Library

Board of Trustees Bylaws

Article I NAME AND LOCATION

The name of this organization shall be the Hastings Public Library Board of Trustees. Where and when appropriate in the publications of the library it shall indicate that Hastings Public Library is a member of the Lakeland Library Cooperative.

The main library is located at 227 E. State Street, Hastings, Michigan 49058.

Article II AUTHORITY

The City of Hastings and each participating municipality establish the Board of Trustees of the Hastings Public Library as a joint Library Board pursuant to PA 164 of 1877, Sections 13 and 15 of the Joint Library Board agreement effective November 1, 2009 and as therefore renewed and amended.

Article III MEMBERSHIP

Section 1: Members of the Hastings Public Library Board consist of the following:

City of Hastings Board Members: The mayor, with the approval of the city council, shall appoint five (5) members who are qualified electors of the city of Hastings to the joint Library Board. The members shall serve terms of three years based on staggered rotation appointments culminating in new appointments being generated annually. An individual may be appointed for two (2) consecutive terms. An individual may be considered for appointment again after an interval of three (3) years. If an individual is appointed to fill the unexpired term caused by a vacancy, that individual may finish out the unexpired term and then be appointed for two (2) consecutive three (3) year terms.

Participating Municipality Board Members:

Each participating municipality shall appoint two (2) members who are qualified electors of that municipality to the Joint Library Board. The members shall serve terms of three (3) years based on staggered rotation appointments. An individual may be appointed to two (2) consecutive terms. An individual may be considered for appointment again after an interval of three (3) years. If an individual is appointed to fill the unexpired term caused by a vacancy, that individual may finish out the unexpired term and then be appointed for two (2) consecutive three (3) year terms

Section 2: All Library Board members shall have the same rights, privileges, and duties including, but not limited to, voting on matters before the Joint Library Board.

Section 3: A quorum for meetings consists of the attendance of five Hastings Public Library Board Trustees. A majority of the quorum is necessary to adopt minutes, policies or other Board decisions.

Hastings Public Library

Board of Trustees Bylaws

Section 4: Any vacancies on the Hastings Public Library Board shall be replaced by the relevant government entity.

Section 5: Removal of a Library Board member is the responsibility of the relevant government entity.

Section 6: Library Board may reimburse a Board member for necessary expenses that the member incurs in the performance of official duties, however, Library Board membership is voluntary and members receive no remuneration for their services.

Section 7: Library Board members shall attend all monthly meetings and notify the Library Director in advance of the monthly meeting of an absence.

Section 8: All meetings will comply with the Michigan Open Meetings Act. According to the Michigan Meetings Act, a two-thirds majority vote of the Board is necessary to convene a closed session of the Board.

Section 9: The order of business may be, but is not necessarily limited to the following:

- A. Call to order
- B. Comments from the public
- C. Communications
- D. Approval of minutes of the previous meeting
- E. Review of financial statements
- F. Committee reports
- G. Report of the Library Director
- H. Unfinished business
- I. New business
- J. Board member comment
- K. Adjournment

Section 10: Robert's Rules of Order, latest ed., shall be the parliamentary authority on all matters not covered by these by-laws.

Article IV LIBRARY BOARD DUTIES AND RESPONSIBILITIES

In open meeting the Library Board shall determine and establish, in accordance with U.S. and Michigan state laws and City of Hastings ordinances, the basic policies and procedures of the Hastings Public Library which include:

- a. Appropriation and budgeting of funds.
- b. Establishment and maintenance of the Library and its services.
- c. The acquisition, improvement, maintenance, insurance, use and disposition of properties.
- d. The hiring, compensation, and responsibilities of staff including the personnel practices concerning the Library Director and other employees.
- e. The collection development plan for Hastings Public Library resources, Lakeland

Hastings Public Library

Board of Trustees Bylaws

Library Cooperative resources, and acceptance of gifts.

The policies adopted by the Library Board shall remain in effect until changed or rescinded by further action of the Board. Members of the Library Board are responsible for communicating all Library Board policies and procedures back to the government entity they represent and a formal report is to be presented to the Hastings City Council in accordance with section 13.56. The Library Director shall compile all operating policies and distribute policies to the Library staff and general public as needed.

The Hastings Public Library Board shall meet monthly from January through December at the Hastings Public Library. The day and time of the monthly meetings will be set each January by the Board. The January meeting will be considered the annual meeting of the Hastings Public Library Board.

Article V OFFICERS

Section 1: Election. The officers will be elected at the January meeting of the Hastings Public Library Board and serve for a term of one year. Officers will serve no more than two consecutive terms in the same office. Each of said officers shall have such powers and duties as are prescribed by these bylaws or by special action of the Library Board from time to time. An interim-Board president will be elected in December to preside over the Board in January until a permanent president is elected.

Section 2: President. The president shall preside at all meetings of the Hastings Library Board. The president shall, in consultation with the Library Director and committee chairperson, determine the agenda for each meeting. The president may call special meetings of the Board or special meetings may be called upon written request by two or more members of the Board. Library Board members must be contacted about the special meeting two days prior to the meeting. The president shall sign, on behalf of the Board, all documents and purchase agreements as authorized by the Board and as provided by the Board's purchasing policy.

Section 3: Vice President. In the absence or disability of the president, the vice president shall assume the duties of the president.

Section 4: The Secretary. The secretary shall review and sign the minutes of the meetings of the Board. The secretary shall attest to the signatures and authority of the president or vice president and co-sign writings executed by them as required.

Article VI STANDING AND SPECIAL COMMITTEES

The president shall appoint all committees and committee chairpersons with the consent of the Board. The president shall be an ex-officio member of each committee.

Article VII LIBRARY Director

Section 1: The Board shall appoint and fix the compensation of the Library Director

Hastings Public Library

Board of Trustees Bylaws

who shall be the chief Director and head librarian of the Library. The Library Director's duties and responsibilities include, but are not limited to:

- a. The administration and operation of the Library in accordance with the objectives and policies adopted by the Hastings Public Library Board.
- b. The care of all buildings, equipment, and technology.
- c. Developing and maintaining the Library's public relations.
- d. Administering the employment and daily management of the Library staff.
- e. Adhering to the collection development policies and procedures adopted by the Board.
- f. Communicating to the Board program needs, facility needs, and desirable expenditures of Library funds.
- g. Communicating to the Board information dealing with special achievements or problems requiring action by or approval of the Board.
- h. Providing a monthly report to the Board concerning the work of the Library and submits for the Board's consideration recommendations requiring action and places these recommendations on the agenda for the Board meeting.
- i. Attending all Board meetings except those executive sessions at which time the Library Director's appointment, or salary, or evaluation is to be discussed or decided.

Section 2: The Library Director shall serve at the discretion of the Board.

Section 3: The Hastings Board of Trustees shall evaluate the Library Director's job performance annually and recommend compensation accordingly.

Section 4: The Library Director shall possess an MLS from an American Library Association accredited institution.

Section 5: The Library Director shall possess certification from the State of Michigan.

Article VIII MISCELLANEOUS

Section 1: These bylaws shall be amended by a 2/3 vote of appointed and serving members (6). Amendments are presented at a regular or special meeting for review (First Reading). Amendments are voted upon at the next regular or specially scheduled meeting (Second Reading).