

I. Legal Authority

The Belleville Area District Library was formed under the District Library Establishment Act (P.A. 24 of 1989) of the State of Michigan and serves the City of Belleville, the Township of Sumpter, and the Charter Township of Van Buren. Its duties shall be:

- A. Establish and maintain a public library with one or more satellite facilities for the Belleville Area District.
 - 1. Receive, invest, appropriate, and approve the expenditures of all money that it shall be legally entitled to receive. Approve an annual audit conducted by Certified Public Accountant (C.P.A.)
 - 2. Employ a Library Director who will be administratively responsible for executing the policies of the Library Board and for directing all phases of operation of the District Library.
 - 3. Purchase, sell, convey, lease, or otherwise acquire or dispose of real or personal property, including, but not limited to, land contracts and installment purchase contracts;
 - 4. Purchase, lease, and/or erect buildings, quarters and sites and to have control of all library property.
 - 5. Enter into contracts which affect the execution of the Library Board's responsibilities.
 - 6. Establish policies, bylaws, and regulations by which the District Library shall be administered.
 - 7. Propose and levy upon approval of the electors a tax for support of the district library, as provided in Act 24;
 - 8. Issue bonds pursuant to the district library financing act, Act No. 265 of the Public Acts of 1988, MCL 397.281 to MCL 397.290;
 - 9. Perform any other acts authorized by law.
- B. Per the Belleville Area District Library Agreement, the powers of the District Library Board shall be limited as follows:
 - 1. Any new main library building shall be located south of the I-94 Freeway either in the Charter Township of Van Buren or in the City of Belleville and a satellite facility shall be located in the Township of Sumpter. In the event that it is determined that the new main library should be located south of Hull Rd., then a satellite facility could be

located north of the I-94 freeway in Charter Township of Van Buren Township and not in the Township of Sumpter.

2. In the event that construction begins on the new District Library Building north of Hull Road or substantial remodeling commences on the existing Fred C. Fischer Library Building, the District Library Board shall provide immediate funding in an amount not less than \$200,000.00 ("Construction Fund"), to renovate the building to be used for the satellite library facility in Sumpter Township. The Township shall provide the property and building required for such a satellite facility. Sumpter Township, subject to the approval by the District Library Board, shall design and contract for the necessary renovations regarding the satellite facility. The renovations shall be undertaken on the satellite facility simultaneously when construction of the new District Library Building commences or when substantial renovations commence to the Fred C. Fischer Library Building, whichever should first occur. All expenses generated from the improvements referred to herein shall be paid from the Construction Fund. All operating expenses of the satellite library shall be an operating expense of the District Library without any additional contribution from Sumpter Township. Staffing and services provided for the satellite library shall be determined by the District Library Board.
 3. In the event that it is determined that the new main library should be located south of Hull Rd., then a satellite facility could be located north of the I-94 freeway in Charter Township of Van Buren Township and not in Township of Sumpter. When construction begins on the new District Library Building south of Hull Road the District Library Board shall provide immediate funding in an amount not less than \$200,000.00 ("Construction Fund"), to be used for the satellite a library facility in the Charter Township of Van Buren.
- C. Any millage passed by the District Library shall be assessed and collected only on the December tax bills.

II. Library Board

- A. The Belleville Area District Library shall be governed by an elected Board consisting of seven (7) members elected at large from the district. Board terms are staggered and board members shall be elected at general elections every two years for 4-year terms that begin on January 1 following the election.
- B. A vacancy in the office of a board member shall be filled until the expiration of the vacating board member's term by appointment by majority vote of the remaining board members. If the vacancy occurs 140 or more days before the first regularly scheduled election of board members that follows the beginning of the term of the board member vacating office and that term is 4 years, all of the following apply:

1. The vacancy shall be filled by appointment by majority vote of the remaining board members only until the next date on which the term of any board member expires.
 2. A board member shall be elected at the regularly scheduled election of board members next following the occurrence of the vacancy to fill the vacancy for the remainder of the term of the board member vacating office.
- C. For Board members to be excused from attending a meeting, the Board member must notify the Chairperson and/or Vice-Chairperson.

III. Officers

The officers of the Board shall be the Chairperson, Vice Chairperson, Treasurer, and Secretary.

A. Duties

1. The Chairperson shall preside at all meetings, appoint all committees, and generally perform the duties of a presiding officer. The Chairperson shall represent the Library board at all official functions necessitating a Library Board representative, unless this duty shall be otherwise delegated by the Chairperson.
2. The Vice Chairperson shall assume the duties of the Chairperson in his or her absence.
3. The Secretary shall assure the maintenance of a true and accurate record and account of all Library Board proceedings. The Secretary shall be responsible for issuing notices of all meetings in compliance with state law and transmit all official correspondence of the Library Board and other duties that the Chairperson or Board may direct.
4. The Treasurer shall assure the receipt, investment, payment, and audit of all funds which the Library Board is legally entitled to receive and expend.
5. All officers shall be elected from the board and serve a one year term. The election shall take place at the first January meeting of the year and decided by majority vote of the Board. In the event of the death, resignation, removal, or other inability to serve, vacancies in any office shall be filled by the library board at its next regular meeting following the occurrence of a vacancy, except for the office of Chairperson, in which case the Vice Chairperson shall assume the duties of the office for the unexpired term. A successor Vice Chairperson shall be elected to fill any vacancy so created in that office.

IV. Board Meetings

1. Board meetings shall be held in compliance with the Michigan Open Meetings Act. An annual list of regular meeting dates and times will be posted in the Library 10 days prior to the first meeting of the calendar year. All meetings will be held at the Library on the second Tuesday of the month at 7:00 pm, unless otherwise specified. Notice of a special meeting will be posted at least 18 hours before the meeting.

An agenda for meetings shall be established by the Library Board Chairperson and the Library Director, and shall be mailed to all Library Board members at least five days before the meeting. Any board member can request an item be placed on the agenda prior to the five day deadline.

Public comments will be limited to 5 minutes per person or group and 30 minutes per subject, if possible.

2. The usual order of business shall be:
 - a) Call to order
 - b) Approval/amendment of the agenda
 - c) Approval of the last meeting's minutes
 - d) Public comments
 - e) Other business
 - f) Committee Reports
 - g) Accounts Payable
 - h) Director's report/comments/communications
 - i) Trustee comments
 - j) Chair comments
 - k) Adjournment
3. A quorum at any meeting shall consist of a majority of the Board.
4. Rules of Order – Where otherwise governed by law or these bylaws, the proceedings of the meetings of the Board shall be in accordance with Robert's Rules of Order as currently revised and published at the time of the meeting.

V. Committees

- A. The Board shall have the following standing committees:
1. Personnel Committee – The committee shall review periodically current and long-range personnel requirements for the effective administration of the Library's programs and develop plans for effective utilization of the staff in connection with such administration, and the committee shall make appropriate recommendations to the Board with respect thereto.
 2. Bylaws Committee – The committee shall review the bylaws as deemed necessary by the board.
 3. Finance Committee – The committee shall review the budgets and accounts and make recommendations to the Board with respect thereto. The Treasurer shall be considered a member of the finance committee.
 4. Marketing Committee – The committee shall review the public relations aspects of the library, assist the administration in the preparation to prepare, manage and implement a marketing plan for the library.
 5. Policy Committee – The committee shall review existing policy and update library policy annually or as deemed necessary by the board.
 6. Building Committee – The committee shall develop and implement a plan detailing the facilities needed for present and future library services as well as identify locations to construct a new main library and satellite facility as outlined in the Belleville Area District Library Agreement. The committee shall consult with the library director regarding any improvements or repairs needed in the current library building and recommend such improvements to the board.
- B. Ad hoc committees shall be appointed by the Chairperson and shall exist until their specified purpose is completed.
- C. The Chairperson may serve as an ex-officio member of all Library Board Committees. The Library Director or Director's designee shall serve as resource person to all committees.
- D. Committees may be composed of Board members and non-members, but shall never consist of four or more members of the Board.

VI. DIRECTOR AND DEPUTY DIRECTOR

A. Director

The Board shall appoint and fix the compensation of the Director who shall be the chief administrator and the librarian of the library. The Director shall have full charge of the administration and operations of the library in accordance with the objectives and policies adopted by the Board and under the direction and review of the Board. The Director shall be held responsible for the care of all buildings and equipment, for public relations, for the employment and direction of the library staff, for the selection, acquisition and disposition of books and non-book materials within the annual appropriations adopted by the Board and subject to the general policies from time to time adopted by the Board. The Director shall keep the Board informed as to the program needs, building needs, the desirable expenditures of library funds and any special achievements or problems requiring action by or approval of the Board. The Director shall present at each meeting a report concerning the work of the library and submit for consideration with recommendations all matters requiring action by the Board, and, to that end, shall consult with the Chairperson and chairs of the standing committees as to the agenda for each meeting of the Board. The Director shall attend all Board meetings except those Executive Sessions at which the Director's appointment, salary or evaluation is to be discussed or decided.

The Director shall serve at the pleasure of the Board. His or her employment shall be governed by their contract of employment with the Belleville Area District Library. It is required that the Director possess a master's degree in library and information science from an institution accredited by the American Library Association, and is eligible for Level 1 Permanent Professional Michigan Public Library Certification from the Library of Michigan.

B. Deputy Director

The Board shall approve the appointment and fix the compensation of the Deputy Director who shall be the assistant to the Director and shall be responsible for such duties as may be delegated by the Director in accordance with the policies established by the Board. In the absence or unavailability of the Director, the Deputy Director shall act for and perform the functions of the Director. It is required that the Deputy Director shall possess a master's degree in library and information science from an institution accredited by the American Library Association, and is eligible for Level 1 Permanent Professional Michigan Public Library Certification from the Library of Michigan.

C. Evaluation – On an annual basis, the Board of Trustees shall evaluate the job performance and compensation of the Director. The Director shall evaluate

the performance of the Deputy Director annually and shall recommend to the Board appropriate salary compensation.

VII. Finances

- A. Budgeting is an ongoing process. The fiscal year is July 1 through June 30.
- B. The Director will prepare an initial budget no later than the first board meeting in May. The budget will take into consideration the changing environment including expected revenue, board philosophy, technological trends, and other relevant factors.
- C. The draft budget will be discussed by the Finance Committee in conjunction with the Director and/or Director Designee. A proposed budget will be presented to the full board no later than June 1.
- D. A public hearing regarding the proposed budget will be held no later than June 15. The Board will adopt an annual budget no later than June 15.

VIII. Media Inquiry

- A. The Chairperson of the Belleville Area District Library Board shall be the spokesperson for the Board.
- B. Inquiries from the news media that are received by other members of the Board should be referred to the Chairperson.
- C. Individual members of the Board should refrain from responding to inquiries from the news media regarding Board or administrative issues.
- D. The Chairperson of the Board will respond only to matters involving official Board action. Inquiries relating to administrative matters will be referred to the Director.

IX. Amendments

- A. These bylaws shall be amended at any meeting of the Belleville Area District Library Board provided the amendment was stated in the call for the meeting, and the text of the amendment was provided to all board members at least five days prior to the meeting.
- B. All amendments to these bylaws must be approved by a quorum plus one of the Library Board as set forth in these bylaws (5 members).

A Statement of Ethics for Library Trustees

Trustees must promote the highest level of library service while observing ethical standards.

Trustees must avoid situations in which personal interests might be served or financial benefits gained at the expense of library users, colleagues, or the institution.

It is incumbent upon any trustee to disqualify himself/herself immediately whenever the appearance of a conflict of interest exists.

Trustees must respect the confidential nature of library business while being aware of and in compliance with the Freedom of Information Act.

Trustees must be prepared to support to the fullest the efforts of librarians in resisting censorship of library materials by groups or individuals.

Trustees who accept appointment to a library board are expected to perform the duties and responsibilities of a trustee.

Endorsed by the Board of Directors of the American Library Trustee Association and the Public Library Association, July 1985.