



The Holly Township Library Board Bylaws

ARTICLE I: LEGAL AUTHORITY

The Holly Township Library is established in accordance with Michigan Public Act 164 of 1877 Section 397.201-397.217

1. Establish, maintain and operate a public library for the Township of Holly, Michigan.
2. Appoint and remove a librarian and fix their compensation.
3. Acquire real or personal property for library purposes.
4. Erect buildings.
5. Supervise and control library property.
6. Enter into a contract to receive library-related service from or give library-related service to a library or municipality within or without the Township of Holly, MI.
7. Adopt bylaws and regulations, not inconsistent with Michigan Public Act 164, governing the board and the library.
8. Borrow money pursuant to the Library Financing Act.
9. Issue bonds.
10. Accept gifts and grants for the library
11. Do any other thing necessary for conducting library service, the cost of which shall be charged against the library fund.

ARTICLE II: OPERATION OF THE LIBRARY

Operating Principles:

The Holly Township Library Board of Trustee formally endorses the principles set forth in the American Library Association Bill of Rights as updated and its accompanying Statements of Interpretation and the board's actions will be guided by those fundamental precepts.

Compliance with State and Federal Law:

The Holly Township Library Board of Trustees shall comply with all State and Federal laws as they relate to library operations specifically including:

1. Title VI of the Civil Rights Act of 1964 (42 USC 200d)
2. Title VII of the Civil Rights Act of 1961 (P.P. 88-352)
3. Title IX of the Education Amendments of 1972 as amended
4. Section 504 of the Rehabilitation Act of 1973 (29 USC 794)
5. The Age Discrimination Act (42 USC 6101 et seq.)
6. The American Disabilities Act (USC)
7. The Michigan Handicappers' Civil Rights Act (PA 453 of 1976)
8. The Elliot-Larson civil Rights Act (PA 453 of 1976)
9. The Employment Discrimination Executive order 79-4
10. Section 5 of the Library Services and Construction Act of 1990
11. The Open Meetings Act 267 of 1976

ARTICLE III: THE BOARD OF TRUSTEES

The Holly Township Board of Trustees shall consist of 6 elected members. Those trustees will be elected or appointed in accordance with PA 164 397.202-397.204, 397.211. For the board to function effectively, all trustees must fulfill certain responsibilities. The principles set forth in the Ethics Statement for Public Library Trustees by the Michigan Library Association shall be the guiding document used in assessing proper behavior for the Trustees of the Holly Township Library. Further, each trustee must attempt to attend and actively participate in all meetings, support all board decisions, and constantly work to be an advocate for the library.

In recognition of the importance of their role in the ultimate success of the library, a trustee whose actions are found to be contrary to the above guiding principles, or whose attendance record shows 4 absences during any 12-month period or 10 total absences during any three consecutive years, may be asked to resign. In the event a trustee must be replaced or an unfilled term completed such an appointment will be made in accordance with PA 164 397.202-397.204, 397.211.

Trustees will serve without compensation; however, each shall receive the sum of \$25.00 per meeting attended by the board. These stipends will be capped to two per month unless otherwise approved by the board.

ARTICLE IV: OFFICERS

Officers shall be elected by trustees at the annual meeting and shall be as follows:

- President: Shall preside at all meetings, appoint and discharge all committees, approve the agenda for meetings, authorize calls for any special meetings, act in the absence of the Library director or Treasurer and generally perform the duties of a presiding officer.
- Vice President: Shall assume all duties of the President in the President's absence.
- Treasurer: Shall review all financial statements as submitted by Holly Township.
- Secretary: Shall keep a true and accurate account of all proceedings of the board, conduct board correspondence, and shall oversee library compliance with the Michigan Open Meetings Act.

ARTICLE V: MEETINGS

Regular meetings of the board shall be held each month. A schedule of regular meetings for the year, including date, time and location, shall be posted in the library no later than July 1st of each year. A quorum for the transaction of business shall be four members of the board. Meetings may be canceled or rescheduled by the director if a poll of the board shows a quorum will not be present at the regular board meeting. Any changes to the time or date of a regular board meeting will be posted in accordance with the Michigan Open Meetings Act 267 of 1976 15.264-265.

The annual board meeting shall be the regularly scheduled meeting in January of each year. The business of the annual meeting shall include the election of officers, a general review of library bylaws and policies, and a staff evaluation.

A special budget meeting will be held annually before the regularly scheduled board meeting in April of each year. The library director shall present a proposed budget to the board at or before the scheduled budget meeting. The budget shall be developed according to the requirements contained in the Uniform Budgeting and Account Act, Act 2 of the Public Acts of 1968, as amended, MCL 141.421, et seq. At this meeting, the board shall discuss with the director the proposed budget for the coming fiscal year and direct a copy to be directed to the Holly Township Clerk for inclusion in the Public Hearing of Local Governments Act, 1963 PA 43 MCL 141.411-141.415.

A notice of this public hearing shall be posted in the library, on the township website and on the library website at least six days prior to such hearing. The notice shall include the time and the place of the hearing as well as how to obtain a copy of the budget for public inspection. The notice shall also include the following statement printed in 11-point boldfaced type: "The property tax millage rate proposed to be levied to support the proposed budget will be a subject of this hearing." The budget shall be adopted by the Board of Trustees at their next regularly scheduled meeting.

Trustees and the library director shall have the right to have any item placed on the agenda by contacting the board President. Additional items may be presented by a library trustee, the library director, or members of the public at a meeting if approved by a majority of the trustees in attendance.

The order of business conducted at a regular meeting shall be as follows:

1. Call to order
2. Approval of agenda
3. Approval of the previous meeting's minutes
4. Approval of financial statements submitted by the Holly Township
5. Approval of bills for payment
6. Director's Report
7. Old Business
8. New Business
9. Public Comment
10. Adjournment

Meeting minutes shall include date, time, place, members present and absent, any decisions made, any resolutions passed, purpose of any closed session and tallies of all votes. The minutes shall list how each trustee voted, unless the vote was unanimous.

Special meetings may be called by the President, or upon the request of four trustees of the board. The nature of the business to be conducted shall be clearly stated in the call for the

special meeting. Notice of the special meeting shall be posted in accordance with the Michigan Open Meetings Act. All business transacted in the special meeting shall be duly recorded by the secretary. All meetings and business of the board shall be conducted in accordance with the provisions of the Michigan Open Meetings Act 267 of Public Acts of 1976, MCL 15.261-15.275

ARTICLE VI: AMENDING THE BYLAWS

The bylaws may be amended at any regular meeting of the Board. Suggested amendments must be placed on the agenda for discussion at two successive meetings prior to a vote to amend taking place.

ARTICLE VII: VOTES

- A quorum for the transaction of business at meeting shall be four trustees board
- The revision of library policy shall require 4 votes
- Removal of an officer shall require 5 votes.
- Changes to the bylaws shall require 5 votes.
- General business of the Board, not otherwise described in this section, shall be decided by a majority of any member unless a quorum is present.

Ethic Statement for Public Library Trustees

Adopted by the Michigan Library Association Executive Board June 19, 1989

“Government is a trust, and the officers of government are trustees; and both the trust and the trustees are created for the benefit of the people”, so postulated Henry Clay in 1879 in a speech in Kentucky.

- Trustees, in the capacity of trust upon them, shall observe ethical standards with absolute truth, integrity and honor.
- Trustees must avoid situations in which personal interests might be served for financial benefits gained at the expense of library users, colleagues, or the situation.
- It is incumbent upon any trustee to disqualify himself/herself immediately whenever the appearance of a conflict of interest exists.
- Trustees must distinguish clearly in their actions and statements between their personal philosophies and attitudes, and those of the institution, acknowledging the formal position of the board even if they personally disagree.
- A trustee must respect the confidential nature of library business while being aware and in compliance with applicable laws governing freedom of information.
- 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 library board responsibilities are expected to perform all functions of library trustees.