

**BEAVER ISLAND DISTRICT LIBRARY  
BY-LAWS  
Amended December 6<sup>th</sup>, 2016**

**Article I: MEMBERSHIP**

1. In accordance with Public Act 24 of 1989 (the “District Library Act”) the Beaver Island District Library shall be governed by an appointed board of trustees (the “Board”) the constitution of which is described in the Township Agreement dated September 20, 1986.
2. The Board of the Beaver Island District Library shall be solely responsible for the operation and management of said district library, subject to Public Act 24 of 1989, as amended.
3. The Board of Trustees shall consist of eight (8) members.
4. Board members shall serve terms of four (4) years.
5. Board Vacancies shall be noted to the appropriate Township Board, with such notice to be accompanied by a recommendation, arrived at by a majority vote of the full Board, for a replacement appointment.

**Article II: OFFICERS OF THE BOARD**

1. Officers of the Board shall be chairperson, chairperson elect, secretary, and treasurer.
2. Officers shall be elected by the full board at the annual meeting. The term shall be for one year. Vacancies in an office shall be filled at the next regular meeting of the Board after the vacancy occurs.

**Article III: BOARD MEETINGS**

1. The Beaver Island District Library Board of Trustees shall meet monthly on the third Thursday, at 4:30 p.m. in the library, or at such time and place as the Board may determine.
2. The annual meeting, a special meeting for the purposes of the election of officers, approval of a budget, and adoption of annual goals, shall be held in March of each year.
3. Special meetings may be called by the Chairperson or at the request of three (3) members, for transaction of business as stated in the call for the meeting. All meetings will be posted in accordance with the Open Meetings Act.

4. Typical Order of Business:

- 1) Call to Order
- 2) Public Comment
- 3) Approval of Agenda
- 4) Approval of Minutes
- 5) Approval of Financial Report
- 6) Director's Report
- 7) Committee Reports
- 8) Correspondence
- 9) Old Business
- 10) New Business
- 11) Other
- 12) Public Comment
- 13) Adjournment

5. A quorum for the transaction of business shall consist of five (5) trustees with representation from both townships.
6. Should circumstances prevent his or her physical attendance at a Board meeting, a Board member may participate and vote remotely via telephone or other technology as adopted by the Board, provided that full participation in the meeting is possible.
7. Situations not covered by these by-laws or the Board policies shall be governed by *Robert's Rules of Order*

**Article IV: STAFF**

1. The Board shall appoint a library director who shall be the executive officer of the Library.
2. The Library Director shall have sole charge of the administration of the library, under the direction and review of the Board. The Library Director shall be responsible to the Board for the care and maintenance of library equipment and property; for the employment, development, and direction of the staff; for the ongoing development of the Library's collection; for the efficiency of the Library's service to the community; for the annual preparation of a budget proposal; and for the operation of the Library under the financial conditions set forth in the budget approved by the board; The director shall also be responsible for keeping the trustees informed of matters related to the library or to their role as trustees, and for assisting the Board in its decisions on policy, budget and other such matters.

**Article V: COMMITTEES**

1. Standing committees and special committees for the study of special problems may be appointed by the Chairperson with the approval of the Board.

#### **Article VI: GENERAL BY-LAWS**

1. An affirmative vote of a majority of the full Board shall be necessary to approve any action by the Board.
2. The Chairperson may introduce a motion or second a proposal at all meetings.
3. These by-laws may be amended by a majority vote of the full Board at any official meeting of the Board, provided that the amendment was included in the call for the meeting.

#### History:

*\*Proposed edits compiled by Patrick S. McGinnity, Library Director, following the April 1<sup>st</sup> 2014 meeting of the Policies Committee. Amended Bylaws approved by the Board at the June 19<sup>th</sup> 2014 Regular Meeting.*

*\*Addition of Article III, Paragraph 6 to bylaws approved by the Board at September 1, 2015 Special Meeting.*

*\*Change to Article III, Paragraph 6 approved by the Board at December 6<sup>th</sup> 2016 Regular Meeting.*