

DICKINSON COUNTY LIBRARY BYLAWS

Adopted: September 11, 2012

Amended: December 12, 2023

ARTICLE I MEMBERSHIP

Section 1: The Library Board of Dickinson County Library shall consist of five (5) trustees chosen for office in accordance with the provisions of P.A. 138, 1917.

ARTICLE II OFFICERS

Section 1: The officers shall be a Chair, Vice-Chair, Treasurer and Secretary (11/94).

Section 2: The officers shall be elected at the annual meeting.

Section 3: The officers shall perform the duties generally associated with their offices and such others as may be designated by the Board.

Section 4: In case a vacancy occurs, it shall be filled by members of the Board.

ARTICLE III MEETINGS

Section 1: The Annual Meeting, which shall be for the purpose of election of officers and for setting meeting dates and times, shall be held immediately prior to the January meeting. The Library Director shall chair the Annual Meeting.

Section 2: Meeting dates and times for the year shall be posted at the Library's Main Branch.

Section 3: Special meetings shall be called by the Chair or at the request of two (2) members of the Board of Trustees for transaction of business as stated in the call for the meeting. The Director will notify members of the Board of all special meetings.

Section 4: A quorum for the transactions of business shall consist of three (3) members. An affirmative vote of four members is required to enter into a closed session. (1/05)

Section 5: Order of business for regular meetings shall be:

1. Call to order – Roll Call.
2. Approve Agenda.
3. Approve Minutes.
4. Approve Bills.
5. Correspondence
6. Public Participation.
7. Trustee Manual Review.
8. Director's Report.
9. Old Business.
10. New Business.
11. Public Participation.
12. County Board Liaison Prerogative.
13. Board Prerogative.
14. Adjournment – Subject to the Call of the Chair.

Section 6: Situations not covered by these bylaws or the Board policies shall be governed by the "County Board Rules of Order," latest edition from the Guide to Michigan County Government by Kenneth Verburg. (1/05)

Section 7: Rules for public participation at Board meetings;

Participants must be recognized by the presiding officer and are requested to preface their comments by an announcement of their name and address.

Each statement made by a participant shall be limited to five (5) minutes duration.

All statements shall be directed to the presiding officer; no person may address or question board members individually, nor direct comments to staff or other participants. The presiding officer may:

- a. Interrupt, warn or terminate a participant's statement when the statement is too lengthy, personally directed, abusive, obscene, or irrelevant.
- b. Request any individual to leave the meeting when that person does not observe reasonable decorum.
- c. Request the assistance of law enforcement officers in the removal of a disorderly person when that person's conduct interferes with the orderly progress of the meeting.
- d. Call for a recess or an adjournment to another time when the lack of public decorum so interferes with the orderly conduct of the meeting as to warrant such action.

The Library Board will take all concerns under advisement. (11/94)

Section 8: If both the Chair and Vice-Chair are absent, the Treasurer will conduct the meeting. (11/94)

Section 9: Rules for County Board Liaison participation at Board meetings:

The County Board Liaison is a member of the public and welcome to participate during public participation as provided for in library policy.

The County Board Liaison shall submit any prerogative comments he/she wishes to have included in the minutes in writing at the time of the meeting.

The County Board Liaison shall provide the Library Board updates from the County Board of Commissioners that affect library operations, including but not limited to: deadlines for Library Board Member appointment applications, meeting dates during which Library Board Members will be appointed, meeting dates during which Library Millages will be discussed, deadlines for county ballots, and other timely matters. If necessary, the Liaison shall contact the Library Board Chair to share such information in a timely manner. Other information the Liaison is asked to share includes: timely results of Commissioner decisions on library matters, changes in County Policy, changes in County procedure as related to library business, and changes in County personnel (Controller, Treasurer, Clerk, or other relevant staff involved in library business).

The County Board Liaison shall report to the County Board of Commissioners on library business as needed for the provision of library services to the residents of Dickinson County.

The County Board Liaison shall refer community concerns voiced to him/her or to the County Board of Commissioners to the Library Director or Board as provided for in Library policy and procedure. Any issues the County Board Liaison has for the Library Board should be submitted in writing; the Chair shall determine how to respond to such issues. (12/23)

ARTICLE IV LIBRARY DIRECTOR AND STAFF

Section 1: The Board shall appoint a Library Director with appropriate professional and personal qualifications who shall be the administrative officer of the Board and shall participate in board discussion as necessary.

Section 2: The Library Director shall be responsible to the Board for carrying out its policies; for specifying duties of other employees and recommending persons for appointment; for supervision of staff; for care and maintenance of library equipment and property; for selection, acquisition and organization of books and other library materials; for the library's public relations.

Section 3: The Library Director shall also be responsible for keeping the trustees informed of matters related to the library or to themselves as trustees; for preparing a preliminary draft of the budget for Board approval; and for assisting the Board in its decisions on policies, budget and other such matters through monthly reports.

ARTICLE V COMMITTEES

Section 1: Standing and ad hoc committees may be created by the Board. Said committees shall be composed of two (2) Board members and others deemed appropriate by the Board. Non-Board members will serve as ex-officio members.

Section 2: Each committee will have a Chair. Committee members and committee Chairs shall be appointed by the Board Chair. (11/94)

ARTICLE VI GENERAL

Section 1: An affirmative vote of a majority of all trustees present shall be necessary to approve any action by the Board. In such cases the Secretary shall indicate in the record that the decision was reached in this manner. Abstentions shall not be counted for or against approval of the action. (10/01)

Section 2: The bylaws may be amended by a majority vote of members present at an official meeting of the Board provided that the amendment was included in the call for the meeting.

Section 3: The Chair or the Chair's designee shall have the authority to consult an attorney (including requesting the attorney's presence at a regular or special meeting) on matters of importance or urgency, subject to Board approval.

Section 4: A roll call vote of the Board shall be taken when a motion is not unanimous. A roll call vote of the Board shall also be taken whenever the motion involves the expenditure of monies.

Section 5: A rotation among Board members will be used when calling the roll for a vote. The Chair shall be called last.

Section 6: The Library Director and Assistant Director for Finance will make every effort to mail board packets (agenda, minutes, etc.) five (5) days prior to a regular board meeting. (6/94)

Section 7: Board members wishing to include an item on an agenda should submit it to the Library Director no later than seven (7) days before the meeting. (6/94)

Section 8: Board members shall receive \$25 for regular, special and committee meetings attended and for library continuing education programs attended as a trustee. Mileage will be paid at the current MI state approved standard rate or the state approved premium rate as described in Mileage/Expense Account Compensation Policy. (12/16)

Section 9: Trustees of the Dickinson County Library are appointed by the Dickinson County Board of Commissioners to make decisions in the best interest of the Library. Therefore, trustees shall vote yes or no on all motions unless:

- (1) the trustee was absent from a previous meeting, and thus would not be able to approve the minutes of said meeting;
- (2) the motion pertains to some aspect of the life of the trustee (i.e., awarding a contract to a company owned by the trustee or a member of the trustee's family) which could show a conflict of interest.
In such cases a vote of abstain shall be permitted.
- (3) In the event the member feels he/she is not prepared to vote and must abstain, they shall give a clear-cut reason for the vote.

Section 10: Bylaws shall be reviewed by the Board and signed bi-annually.

DICKINSON COUNTY LIBRARY BOARD

William Cummings 12/12/23
William Cummings, Chair Date

Donna Hayes
Donna Hayes, Vice-Chair

Katy Driscoll
Katy Driscoll, Secretary

Robert Lundholm
Robert Lundholm, Treasurer

Wanda Khor
Wanda Khor, Trustee