

Moore Public Library-
A District Library
Board of Trustees
By Laws

ARTICLE I Name

The name of this organization shall be the Moore Public Library.- A District Library

ARTICLE II Legal Authority

Pursuant to the District Library Establishment Act, 1989 PA 24, MCL 397.171 *et.seq* the Moore Public Library Board of Trustees is the legally established authority for all operations of the Moore Public Library – A District Library.

ARTICLE III Powers and Duties

The powers and duties of the library board are: hiring a director, attending board meetings, providing adequate staff, establishing policies and procedures, evaluating the library director, receiving evaluations from the Library Director of other staff, providing building and space needs, and maintaining library property.

Article IV Membership

Section 1. The Moore Public Library shall be governed by a Board consisting of seven (7) members. The Township Board of Worth shall appoint four(4) Board members and the Village Council of the Village of Lexington shall appoint three(3) Board members The term of office for Board members shall be four (4) years.

Section 2. If a vacancy on the Library Board occurs, the Library Board will recommend a person to fill the vacancy to the municipality that makes the appointment.

ARTICLE V Officers

Section 1. The officers of the Board of Trustees shall be the president, vice-president, secretary, and treasurer appointed from the appointed trustees at the annual meeting of the board.

Section 2. Officers shall serve a term of one year from the annual meeting at which they are elected and until their successors are duly elected.

Section 3. Vacancies in office shall be filled by the Board at the next regular meeting of the Board following the occurrence of a vacancy, except for the office of President, in which case the Vice President shall assume the duties of the office until the term expires.

A successor for Vice-President shall be elected to fill the vacancy so created in that office.

ARTICLE VI Duties of Officers

Section 1. The President shall preside at all meetings, appoint committees with the approval of the Board, authorize calls for any special meetings, and generally perform the duties of the presiding officer.

Section 2. In absence of the President, the Vice-President shall perform the duties of the President.

Section 3. The Secretary shall see that a true and accurate account of all proceedings for the Board meetings is kept on file in the library. Approved minutes shall be available not more than five (5) business days after they are approved by the public body. Copies of minutes shall be available at reasonable estimated costs for printing and copying.

Section 4. The Treasurer shall have charge of the funds of the library, providing for their safe custody and investment as directed by the Board, subject to limitations for investment of public funds as provided by law. The Treasurer shall control expenditures from the Library fund through system of vouchers for bills presented by the Library Director. A record of revenue and expenditures shall be kept by the Treasurer and reported at the regular meetings. In addition, the Treasurer shall perform such other duties as prescribed by State or Federal Law.

ARTICLE VII Meetings

Section 1. The regular meeting of the Library Board shall be held on dates, times, and location determined by the Board at their Organizational Meeting. Within ten (10) days following the annual meeting a notice shall be posted in a public place setting for the dates, times, and places of all regular meetings scheduled for the ensuing year. Any changes in this schedule shall be posted in the monthly announcement of the regular meeting.

Section 2. The Organizational Meeting shall be the first regular meeting of the fiscal year, and shall include the election of officers, setting the calendar, and consideration of such other organizational matters as may be required.

Section 3. Notice of rescheduled meetings with agenda shall be posted in a public place and available to all trustees in the library at least eighteen (18) hours prior to the meeting.

Section 4. Special meetings may be called by the President or upon written request of two members for transaction of business as stated in the call for the meeting. At least 18 hours prior to a special meeting, notice must be given. The 18-hour notices does not apply to special meetings of sub-committees..

Section 5. Emergency Meetings- In the event of severe and imminent threat to the health, safety, or welfare of the public, no notice is required to hold any meeting if two-thirds of

the members serving on the public body decide that delay would be detrimental to efforts to respond to the threat.

Section 6. A quorum for the transaction of business shall consist of four members of the board.

Section 7. The following items will constitute the agenda for regular meetings.

- Call to order
- Approval/amendment of the agenda
- Approval of the last meeting's minutes
- Treasurer's report
- Committee reports
- Director's report
- Old business
- New business
- Public comment
- Adjournment

ARTICLE VIII Committees

In most matters the board shall act as a committee of the whole, standing or special committees will be appointed at the discretion of the board president. The following standing committees will be; Policy, Personnel, Finance, Building and Grounds. Special committees will be appointed as necessary. The committee shall be considered discharged upon completion of its assignment and a final report to the Board.

ARTICLE IX General

Section 1. Any Board action, to be official must be approved at an official Board meeting by the majority of the Board or majority of the quorum.

Section 2. These bylaws may only be amended if there is a quorum and two-thirds majority vote. Changes must be presented at the previous regularly scheduled or special meeting.

Adopted: November 14, 2005