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**Article I - Establishment and Purpose of Bylaws**

**Section 1. Establishment**

The Van Buren District Library (“Library”) was established in accordance with 1989 PA 24, the District Library Establishment Act, (“DLEA”).

**Section 2. Bylaws; Annual Review**

These Bylaws are rules governing the internal affairs of the Library. The Bylaws should be reviewed annually.

**Article II - Membership**

**Section 1. Board Members**

Pursuant to the DLEA, the Library Board of the Library (“Library Board”) shall consist of eight (8) members (“Board Members”) to be appointed as provided in the Van Buren District Library Agreement (“Agreement”) for four (4) year terms. All terms begin on January 1. All Board Members shall take the oath of office before commencing their terms.

**Section 2. Removal**

In accordance with Section 8(2) of the DLEA, the Governor of the State of Michigan shall have the power to remove a member pursuant to the provisions of Section 10 of Article V of the State Constitution of 1963, as amended.

**Section 3. Vacancy**

The office of Board Member becomes vacant when the incumbent dies, resigns, is convicted of a felony, is removed from office by the Governor, ceases to be a resident of the district or ceases to be a resident of the Participating Municipality that appointed the Board Member. In the event of a vacancy, the Participating Municipality that appointed the Board Member whose position has become vacant shall appoint a replacement for the remainder of the unexpired term.

**Article III - Powers of the Board**

**Section 1. Powers and Authority**

The Library Board may exercise any and all of the powers granted to it by the DLEA, the District Library Financing Act, federal and Michigan law, and the Agreement. If permitted by law, the Library Board may delegate such powers to the officers of the Board and/or the Library Director, as it deems necessary.

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Section 2. Fiscal Year

The fiscal year of the Library shall be the annual period commencing January 1 and ending the following December 31.

Section 3. Budget and Audit

The Library Board shall have the exclusive control of the budget of the Library. The Library Board shall prepare and make available an annual budget and shall obtain an annual audit by an independent certified public accountant selected by the Library Board, all in accordance with Michigan law.

Section 4. Fiduciary Obligation

Board Members have a fiduciary obligation to represent and act in the best interests of the Library. To that end, Board Members are expected to act ethically, participate, attend meetings and support the Library.

Article IV - Officers

Section 1. Officers

Officers of the Library Board shall be Chairperson, Vice-Chairperson, Secretary, and Treasurer.

Section 2. Terms

The officers shall be elected for a term of one (1) year at the annual meeting of the Library Board. The term of office shall be February 1 through January 31. An officer shall serve until the appointment of a successor.

Section 3. Vacancies

Vacancies in office shall be filled by the Library Board at the next regular meeting of the Library Board 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 remainder of the unexpired term. A successor Vice-Chairperson shall be elected to fill the vacancy so created in that office.

Article V - Duties of the Officers

Section 1. Chairperson

The Chairperson shall preside at all meetings, appoint committees, authorize calls for any special meetings, assist with the creation of any agenda, sign and issue checks in the absence of the Treasurer, execute any document authorized by the Library Board (unless otherwise provided by the authorization) and generally perform the duties of a presiding officer.

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Section 2. Vice-Chairperson

In the absence of the Chairperson, the Vice-Chairperson shall perform the duties of the Chairperson. In the case of the resignation, disability, death or other vacancy in the office of the Chairperson, the Vice-Chairperson shall assume the office for the remaining term.

Section 3. Secretary

The Secretary of the Library Board shall ensure that minutes of the Library Board meetings and other Library records are kept in accordance with Michigan law. In compliance with any requirements of state law regarding the holding of meetings, the Secretary shall issue notices of all regular meetings, and of all special meetings, and shall have the custody of the minutes and other records of the Library Board. With the approval of a majority of the Library Board and if permitted by law, the Secretary may delegate any of these responsibilities to the Library Director. The Secretary shall also have the authority to execute any document authorized by the Library Board (unless otherwise provided in the authorization).

Section 4. Treasurer

The Treasurer shall have charge of the funds of the Library (“Library Fund”), providing for their safe custody and investment as directed by the Library Board, subject to limitations for investment of public funds as provided by law. The Treasurer shall control expenditures from the Library Fund through a system of vouchers/invoices presented by authorized personnel. A record of all moneys received or deposited to the Library Fund, and all disbursements, sales and transfers from the Library Fund shall be kept by the Treasurer, and reported monthly to the Library Board at its regular meeting. In addition, the Treasurer shall perform such other duties as may be prescribed for him or her by state or federal law and these Bylaws. With the approval of a majority of the Library Board and if permitted by law, the Treasurer may delegate any of these responsibilities to the Library Director. The Treasurer has the authority to sign and issue checks.

Article VI - Meetings

Section 1. Regular Meetings

The regular meeting of the Library Board shall be held on each month, the date and time to be set by the Library Board at its first meeting in January. Within ten (10) days following the meeting, a notice shall be posted in a public place at the Library setting forth the dates, times, and places of all regular meetings scheduled for the ensuing year. If there is

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a change in the schedule of regular meetings of a public body, there shall be posted within three (3) days after the meeting at which the change is made, a public notice stating the new dates, times, and places of its regular meetings.

Section 2. Annual Meeting

The Annual Meeting of the Library Board shall be the regular meeting in January, and shall be for such organizational matters as may be required.

Section 3. Special Meetings

Special meetings may be called by the Chairperson or upon written request of two (2) Board Members, provided eighteen (18) hours of notice, in the format and manner as provided by the Michigan Open Meetings Act, is given of the time, place and purpose for which such meeting is called. Board Members not present at the time of announcement of such special meeting shall be notified by the Secretary.

Section 4. Agenda

The proposed agenda shall be distributed by the Secretary to all Board Members at least three (3) days before the meeting.

Section 5. Order of Agenda

The following items will constitute the agenda for regular meetings:

- A. Call to order and attendance
- B. Public comment
- C. Approval of agenda
- D. Approval of minutes
- E. Approval of vouchers
- F. Administrative reports
  - i. Financial report/Treasurer’s report
  - ii. Director’s report
- G. Committee reports
- H. Unfinished business
- I. New business
- J. Public comment
- K. Adjournment

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Section 6. Quorum

A quorum for the transaction of business shall consist of the majority of Library Board Members appointed and serving.

Section 7. Board Action

Any Library Board action must be approved at a Library Board meeting by a majority of the quorum of the Library Board, unless otherwise provided by law.

Article VII - Committees

Section 1. Appointment

All committees of the Library shall be appointed by the Library Board Chairperson. The Chairperson may decide to appoint himself or herself an ex-officio member of any committee. As directed by the Library Board, the Library Director may serve as resource person to any committee.

Section 2. Standing Committees

The standing committees of the Library Board shall consist of less than a quorum of the Library Board. Committees shall convene on the call of its Chair or Library Director and, when ready or requested by the Chair, report their findings at a regular or special Library Board meeting. The following standing committees shall have the powers and responsibilities prescribed:

A. Budget and Finance Committee

The Committee shall include both the Treasurer and at least one Library Board Member. The committee shall review the budgets and accounts and make recommendations to the Library Board with respect thereto. The Committee shall assist in the creation of a proposed budget annually.

B. Investment Committee

The Committee shall review all investments of surplus funds as provided in the Investment Policy.

C. Policy Committee

The committee shall review existing policies, recommend new policies and make recommendations to the Board with respect to policy issues. Proposed changes in policy will be brought to the attention of the Library Director and to the Policy Committee for consideration. However, the Library Board has final approval of all Library policies.

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Section 3. Ad Hoc Committees

The Library may have ad hoc committees. Ad hoc committees of the Library shall exist until their specified purpose is completed or unless otherwise disbanded by the Chairperson. The Chairperson shall provide specific purposes and duties of the ad hoc committee.

Article VIII - Library Director

Section 1. Appointment

The Library Director shall be appointed by the Library Board and shall be considered the executive officer of the Library.

Section 2. Duties

The Library Director shall be in charge of the administration of the Library under the direction and review of the Library Board. The Library Administrator shall be responsible for:

- A. Overseeing the care of the buildings and equipment;
- B. The employment, development, and direction of the staff;
- C. The Library’s service to the community;
- D. The submission of the proposed budget to the Library Board by its regular August meeting;
- E. The written annual report of the Library, including the financial statements, when they are made available; and
- F. Any other duty delegated by the Library Board.

Section 2. Attendance at Board Meetings

The Library Director or the Library Director’s representative shall be expected to attend all meetings of the Library Board unless otherwise directed by the Library Board Chairperson.

Article IX - Amendments

These Bylaws may be amended at any regular meeting of the Library Board by a majority vote of all Board Members qualified and serving, provided the amendment was presented in writing at the previous regular meeting.

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Approved: September 29, 1992. Amended: July 22, 1997, effective January 1, 1998. Amended: December 16, 2003. Amended April 23, 2019  
 Van Buren District Library Board of Trustees