



Adopted 7-14-11; Revised 11-15-12

ARTICLE I – NAME AND RIGHTS OF AUTHORITY

Section 1 – Name

- a. The name of this organization shall be called the Inkster Public Library Board of Directors, hereinafter referred to as the “Library Board” or “Board.”

Section 2 – Authority

- a. The Library Board was established by virtue of the provisions of Section 10a of Public Act 164 of 1877 (“Act 164” or “PA 164”), as amended, and exercising the powers and authority and assuming the responsibilities delegated to it under the said statute and the laws of the state of Michigan.

Section 3 – Location Served

- a. The Library Board shall serve the City of Inkster (“City”), Wayne County, Michigan, which is comprised of all the territory located within the jurisdictional limits of the City as outlined in the City of Inkster’s Charter.

ARTICLE II – MEMBERSHIP, POWERS AND DUTIES

Section 1 - Membership

- a. A Library Board shall be elected at-large by the voters of Inkster beginning with the November 8, 2011, City’s General Elections. Each of the elected Board members shall serve a term of four (4) years. Board elections shall be held every 4 years thereafter in conjunction with the General Elections of the City of Inkster.
- b. All Board members must be residents of the City of Inkster, Wayne County, Michigan.
- c. A Board member shall serve on the Board until a successor is elected and qualified.
- d. Members shall receive no compensation for serving on the Board except for reimbursement of out-of-pocket expenses incurred while carrying out the duties as a Board member. All reimbursement of expenditures shall be approved by the Board.

Section 2 – Vacancies

- a. The Library Board shall fill a vacancy by appointing a person to serve for the remainder of the unexpired term of the vacant seat. Appointments shall be made by majority vote of the Board. The Board shall adopt policies and procedures for filling a vacant seat.
- b. Vacancies on the Board shall occur in the event a member dies, resigns, is removed from the Board as permitted by law, ceases to be a resident of the City of Inkster, or for such other reasons as permitted by law.
- c. If a Board member resigns from the Board, then a letter of resignation must be submitted to the President of the Board and accepted by the Library Board.

Section 3 – Powers and Duties

- a. The powers of the Board are outlined in Section 5 of Act 164 (MCL 397.205).
- b. The Board shall make and adopt bylaws, policies, rules, and regulations for their own guidance and for the government of the Library.
- c. The Board acts as a whole. Individual Board members may not act on behalf of or speak for the Board as a whole, unless authorized by the Board. No Board member shall have any more authority than any other Board member unless otherwise granted by the Board, these Bylaws, or as permitted by law.
- d. The Board shall approve an annual Library budget.
- e. The Board shall have the exclusive control of the expenditure of all moneys collected to the credit of the Library Fund, and of the construction of any library building, and of the supervision, care, and custody of the grounds, rooms, or buildings constructed, leased, or set apart for that purpose: Provided, that all moneys received for such library shall be deposited in the treasury of the City of Inkster to the credit of the Library Fund, and shall be kept separate and apart from other moneys of the city of Inkster.
- f. The Board shall have the power to purchase or lease grounds, occupy, lease, or erect a building for the use of said library.
- g. The Board shall have the power to appoint a Library Director and the necessary assistants and fix their compensation. In addition, the Board shall have the power to supervise, evaluate, discipline, or remove such appointees.
- h. The Board shall have the authority to adopt short and long-range strategic plans for the Library.

- i. Board members shall comply with federal, state, local laws, these Bylaws, the Inkster Public Library Board of Board members' Code of Ethics, and the policies established by the Board.
- j. The Board shall carry out the spirit and intent of Act 164 in establishing and maintaining a public library and reading room.

ARTICLE III – OFFICERS, DUTIES AND RESPONSIBILITIES

Section 1 – Composition

- a. The officers of the Board shall include a President, Vice-President, Secretary, and Treasurer. The Board may create additional offices as it deems necessary. All officers must be members of the Board.

Section 2 – Elections

- a. Officers shall be elected to serve a term of one (1) year by majority vote of the Board at its annual meeting. The terms of the current officers shall end and the terms of the newly elected officers shall commence following the adjournment of the annual meeting. If for any reason a new officer is not elected at an annual meeting, the current officer shall continue to hold office until a new officer is elected.
- b. A Board member shall serve no more than two (2) consecutive terms in the same office except as outlined below in Section 3(b) of this Article.
- c. A Board member shall not serve in more than one office at a time with the following exceptions: There are fewer than four (4) members serving on the Board, or said officers fail to carry out their duties, or a Board member is elected/appointed to serve in another office but must continue serving in their current office until that office has been filled.

Section 3 – Vacancies

- a. An office on the Board may be vacant due to the resignation or removal of an officer or for such other reasons as outlined in Article II, Section 2(b) in these Bylaws. If an office is vacant, then the Board by majority vote shall appoint a Board member to serve as an officer for the remainder of the unexpired term of said office. A vacancy in the office of President shall be filled in a manner as outlined below in Section 4(c) of this Article.
- b. If an office is vacant and a Board member has been appointed to serve for the remainder of the unexpired term of said office, he/she may still be elected to serve for two consecutive terms thereafter in said office.
- c. If a Board member resigns from an office, a letter of resignation must be submitted to the President of the Board and accepted by the Library Board.

- d. An officer shall be removed by majority vote for the following reasons: When the remaining members of the Library Board determine that an officer failed to carry out his/her duties; when an officer has committed an act detrimental to the Board and/or the Library; when an officer has violated the law, these Bylaws or the Board's Code of Ethics; or when it is deemed in the best interest of the Board and/or the Library. The Board shall adopt policies and procedures for the removal of an officer.

Section 4 – Duties and Responsibilities

- a. It is the expectation that each officer shall carry out the duties of the office which he/she holds. Failure to do so could result in disciplinary action. The duties and responsibilities for each office include, but are not limited to, the items listed below in Sections 4(b) – 4(e) of this Article. Additional duties and responsibilities may be found elsewhere in these Bylaws, by law, or as set forth by the Board, and at anytime the Board may change the duties and responsibilities for each office.
- b. The President shall have the following responsibilities: Prepares the agenda for each meeting and presides as the Chairperson for all meetings of the Board; is authorized to call for special meetings; appoints members to all committees subject to Board approval; executes and signs all documents on behalf of the Library as authorized by the Board; enforces the rules of procedure and orderly conduct at meetings; and performs such other duties as are generally associated with this office or specifically delegated by the Board.
- c. The Vice-President shall have the following responsibilities: In the event of the absence of the President, the Vice-President shall assume and perform the duties and functions of the office of President. In the event of a vacancy of the office of President, the Vice-President shall serve as President for the remainder of the unexpired term. The Vice-President shall perform such other duties as are generally associated with this office or specifically delegated by the Board.
- d. The Secretary shall have the following responsibilities: Keeps a true and accurate record of the minutes and actions taken at all meetings of the Board; keeps files and records of all correspondences, contracts, and other documents required to be maintained by the Library in the regular course of business or as mandated by law; issues notices of all Board meetings; and performs such other duties as are generally associated with this office or specifically delegated by the Board.
- e. The Treasurer shall have the following responsibilities: Have charge of the funds of the Inkster Public 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 and subject to the statutory requirements of PA 164; keeps track of expenditures from the Library Fund through a system of vouchers presented by authorized personnel; keeps a record of all moneys received or deposited into the Library Fund and all disbursements, sales, and transfers from the Library Fund, and shall submit reports of all transactions to

the Board at its regular meeting; and performs such other duties as are generally associated with this office or specifically delegated by the Board.

ARTICLE IV – MEETINGS, QUORUM, AND MINUTES

Section 1 – Open Meetings and Notices

- a. All Board meetings shall be open to the public, and notice of meetings shall be given in accordance with the provisions of Public Act 267 of 1976, The Open Meetings Act.

Section 2 – Annual Meetings

- a. The Board's annual meeting shall be held at the time of the first regular meeting in the month of November and shall be for the purposes of the election of officers, appointment to committees, the scheduling of regular meetings for the ensuing year, and for consideration of such other organizational matters as may be required. Within ten (10) days following the annual meeting, a notice shall be posted in the Library with the dates, times, and places of all regular meetings scheduled for the ensuing year beginning in the month of January.

Section 3 – Regular Meetings

- a. The Board shall meet once each month at a date, time, and place established at the Board's annual meeting. If a regular meeting is rescheduled or if the schedule of the regular meetings is changed, the notice of such change shall be posted in accordance with the provisions of the Open Meetings Act.

Section 4 – Special Meetings

- a. Special meetings may be called by the President or upon the request of two Board members provided that notice is given to all Board members at least eighteen (18) hours in advance of the scheduled meeting. A special meeting may also be called during any Board meeting by majority vote of the Board. All Board members must be informed of the date, time, place, and purpose for which the special meeting is called. A notice shall be posted for the public at least 18 hours prior to the meeting. Unless a full complement of Board members is present, no business shall be transacted unless the same has been stated in the notice when such meeting was called.

Section 5 – Closed Meetings

- a. The Board may enter into a closed meeting by complying with the procedural requirements of the Open Meetings Act. Further reasons to enter into a closed meeting are outlined in the Open Meetings Act. The purpose for which the closed meeting is being called has to be stated in the meeting when the vote is taken.

Section 6 – Agenda

- a. The agenda shall include the date, time, and location of the Board meeting, the type of meeting (annual, regular or special), and the order of business. The agenda shall be distributed to all Board members and the Library Director.
- b. The following items shall constitute the order of business for regular meetings, unless a change is approved by the Library Board:
 1. *Call to Order*
 2. *Roll Call*
 3. *Approval of Agenda*
 4. *Public Comments*
 5. *Approval of Minutes*
 6. *Treasurer's Report, including Approval of Expenditures*
 7. *Director's Report*
 8. *Committee Reports*
 9. *Unfinished Business*
 10. *New Business*
 11. *Board Communications*
 12. *Adjournment*

Section 7 – Quorum

- a. A quorum for the transaction of business shall consist of the majority of the Library Board elected and/or appointed and serving.

Section 8 – Voting

- a. A vote by the majority of all Board members present at the time of such vote shall be necessary to approve, amend, delay, or reject any action before the Board unless otherwise required by law or these Bylaws.

Section 9 – Minutes

- a. Minutes shall be kept for all meetings and shall contain the time, date, and place of the meeting; the type of meeting (annual, regular, or special); members present and absent; a record of any decisions made at the meeting, and a record of all roll call votes.
- b. Proposed minutes must be made available for public inspection within eight (8) business days after a meeting. Approved minutes must be available within five (5) days after the meeting at which they were approved. Corrections in the minutes must be made available no later than the next regular meeting after the meeting to which the minutes refer. Corrected minutes must be made available no later than the next regular meeting after the correction and must show both the original entry and the correction.
- c. Closed session minutes are not available for public inspection.

ARTICLE V – COMMITTEES

Section 1 – Formation and Types of Committees

- a.** The Board may create committees to assist and advise the Board in the conduct of business. Committees shall not replace the authority of the Board to vote on final decisions. The Board shall define the powers and duties of all committees and may determine whether or not a particular task should be assigned to a committee.
- b.** The Board shall have standing committees as prescribed in Section 4 within this Article. Additional standing committees may be created or dissolved by resolution or by amending these Bylaws.
- c.** If deemed necessary, the Board may create special committees. A special committee may be created or dissolved by majority vote of the Board. A special committee shall carry out specified tasks, and upon completion of said tasks it shall automatically cease to exist. A special committee shall not be created to perform the duties that fall within the assigned function of an existing standing committee.

Section 2 - Committee Members and Terms

- a.** Each committee shall include at least one (1) Board member but less than a quorum of the Board. The President may serve as an ex-officio member of all Board committees. Initial appointments to a standing committee shall be made at the Board's annual meeting for a term of one (1) year commencing at the adjournment of the annual meeting, but additional appointments can be made at any regular or special Board meeting.
- b.** A member's term on a standing committee shall end following the adjournment of the Board's annual meeting. There are no term limits for serving on a committee.
- c.** Any Board member may recommend to the President the appointment of a person to serve on a committee. Any member appointed to a committee may be removed with or without cause at anytime by majority vote of the Board. A committee member may resign from said committee at any time; however, if the committee member is a Board member, a letter of resignation must be submitted to the President of the Board and accepted by the Library Board.
- d.** The Chairperson for each committee shall be a member of the Board and shall be chosen by the President, subject to Board approval, unless specified otherwise.
- e.** The Board may fix the number of members to serve on each committee as it deems necessary.

Section 3 – Committee Meetings and Reports

- a. Committees shall meet in accordance with a schedule established by the committee and with such frequency as they deem necessary to effectively discharge their functions, or as required by these Bylaws or by majority vote of the Board.
- b. Meetings are not required to be posted or opened to the public unless it is deemed to be in the best interest of the public to attend or as required by law.
- c. Following a committee meeting, a committee shall submit a report to the Board at the next regular Board meeting. The committee may deliver a verbal report unless the Board requests a written report. Committees shall present recommendations to the Board for deliberation and/or action, and the Board shall decide whether to accept, reject, modify, or delay action on the committee's non-binding recommendations.

Section 4 – Designation of Committees and Functions

- a. The Board shall have the following standing committees: (1) The Budget and Finance Committee, (2) The Human Resources Committee, and (3) The Policy Committee.
- b. The Budget and Finance Committee shall include among its members the Board's Treasurer (ex-officio), who shall serve as the Chairperson, and the Library Director (ex-officio). The Committee's functions may include, but are not limited to, the following: Make recommendations to the Board on the adoption of the annual Library budget; review the long-term plans for capital expenditures; and review and advise the Board on financial matters and proper means of funding the Library.
- c. The Human Resources Committee shall be made up of Board members only. The Committee's functions may include, but are not limited to, the following: Make recommendations on guidelines for the hiring, training, evaluation, and termination of Library personnel; recommend salaries, retirement and/or benefits to be established for each position; recommend any updates needed to the employee handbook and ensure that the Library's employment practices are in conformance with pertinent Federal and State laws; and review the current and long-range personnel requirements for the effective operation of the Library.
- d. The Policy Committee shall include among its members the Library Director (ex-officio). The Committee may review all Library policies except those policies within the jurisdictions of the Budget and Finance Committee, the Human Resources Committee, or any other standing committees created by the Board. This Committee may make recommendations as to whether current policies need to be updated or abolished and whether new policies need to be created.

ARTICLE VI – LIBRARY DIRECTOR

Section 1 – Duties and Responsibilities

- a. The Board shall appoint and fix the compensation of the Library Director (Director). The Director shall report directly to the Board and shall serve at the pleasure of the Board.
- b. The duties and responsibilities for the Director include, but are not limited to, those outlined in these Bylaws or as set forth by the Board.
- c. The Director shall be in charge of the administration and operation of the Library within the framework of the Board's Bylaws, policies, objectives, ethical standards, and by other laws applicable to the Library and/or the Library Director. The Director shall be responsible for the employment, direction, and evaluation of the staff. The Director shall be responsible for the care of the building and equipment, for the efficiency of the Library's service to the community, and for the operation of the Library under the financial conditions set forth in the annual budget. The Director shall attend all Board and committee meetings where applicable. The Director shall keep the Board informed as to the Library's needs, the desirable expenditures of the Library Fund, and any special achievements or problems requiring action by or approval of the Board.

Section 2 – Director's Reports

- a. The Library Director shall submit monthly reports to the Board.
- b. The Director shall submit an annual report to the Board on the state of the Library. The contents of the annual report are outlined in Section 7 of Act 164 (MCL 397.207).

ARTICLE VII – LIBRARY ATTORNEY

Section 1 – Legal Services

- a. The Board shall retain an attorney for the purposes of providing legal advice and services as approved by the Board. The attorney shall work at the direction of the Board.

ARTICLE VIII – BUDGET AND FINANCE

Section 1 – Fiscal Year and Budget Process

- a. The fiscal year of the Library shall be July 1 through June 30.
- b. The President, Treasurer, and Library Director shall be signers on all Library accounts where applicable.
- c. The Board shall adopt a proposed budget to present to the citizens of Inkster at a public hearing. A notice of the public hearing shall be published in a newspaper of general circulation within the City of Inkster and posted in the Library at least one (1) week prior

to such hearing, and a copy of the proposed budget shall be on file and available to the public for inspection at the Library for not less than one (1) week prior to such hearing. Following the public hearing, the Board shall adopt by resolution a final operating budget including the property tax millage rate to be levied to support the operating budget for the ensuing fiscal year. A final budget shall be adopted no later than June 1 of each and every year.

ARTICLE IX – BYLAWS AMENDMENTS

Section 1 – Amendments

- a.** These Bylaws may be amended at any regular meeting by the Inkster Public Library Board of Board members upon two-thirds (2/3) vote of the members of the Board elected or appointed and serving, provided that notice of the proposed amendments are submitted in writing to all Board members at the previous regular meeting at which such action is to be taken. Amendments shall become effective immediately upon approval of the Board unless the Board specifies an alternative effective date. No amendment shall be adopted which is inconsistent with Public Act 164 of 1877 or with such other laws that may be applicable.