

JEAN WATERLOO LENOX TOWNSHIP LIBRARY

LIBRARY BOARD OF TRUSTEES BYLAWS

MISSION STATEMENT:

The mission of the Lenox Township Library is to serve the community by providing informational, cultural, educational and leisure resources in various media recognizing the diversity of tastes, interests, and backgrounds of the community.

INTRODUCTIONS

The objective of the Lenox Township Library is to serve all residents of Lenox Township and the Village of New Haven, and those persons in Chesterfield, Ray and Macomb Townships who are in the New Haven Community School District.

ARTICLE I.

MEMBERS

Sec. A.

All members shall be elected in accordance with Michigan Library Law, Act 164 of 1877 and all provisions therein.

- 1) A vacancy in membership shall be filled as soon as possible to fill the unexpired term of the vacancy with a resident living within the boundaries of Lenox Township and the Village of New Haven.
- 2) The appointment shall be made by a majority vote of the remaining board members.
- 3) The vacancy shall be posted within a reasonably timeframe of the vacancy to encourage community response. All interviews will be held publicly.

Sec. B

Officers of the Board shall consist of a President, Secretary and Treasurer elected by ballot for a term of one (1) year at the annual meeting held in December.

- 1) Vacancies in office shall be filled by ballot at the next regular meeting after the vacancy occurs.

Sec. C. The duties of the Officers shall include the normal and usual duties of such officers in accordance with their titles.

- 1) The President of the board shall preside at all meetings, appoint committees and conduct the duties of President in keeping with the authority of the office. Other duties shall include:
 - a) The signing of checks in case of the absence of the Treasurer.
- 2) The Secretary shall keep an accurate and permanent account of the proceedings of the Board meetings, and in case of the President's absence, shall preside in the place of the President. Other duties shall include:
 - a) Presenting copies of the minutes of the previous meeting to the board for approval;
 - b) Other duties which may be deemed necessary.
- 3) The Treasurer of the Board shall maintain permanent accounts of all income and expenditures by the Library. Other duties shall include:
 - a) Preparing a monthly report for Board approval;
 - b) Certifying all bills approved by the Board;
 - c) Other such duties which may be deemed necessary.

Sec D. The duties of the Board members shall include but not limited to being committee members, attend all Board meetings and support the Library activities.

ARTICLE II. MEETINGS

Sec. A. All meetings shall be held in accordance with the Michigan Freedom of Information and Open Meetings Act and Robert's Rules of Order, latest edition.

Sec. B. All meetings shall be held on a regularly schedules basis with date and times set forth at the first meeting in January.

- 1) A schedule of regular meetings shall be posted in a designated area inside and outside the Library building and the Lenox Township hall

Sec. C. All meetings shall require quorum of 4 members to conduct business.

Sec. D. The Order of Business may contain the following but not limited to the following:

- 1) Call to Order
- 2) Roll Call
- 3) Approval of the Agenda
- 4) Public Comments on Agenda Items
- 5) Secretary's Report
- 6) Treasurer's Report
- 7) Director's Report
- 8) President's Report
 - a. Old Business
 - b. New Business
 - c. Committee Reports
- 9) Public Comments/Announcements
- 10) Next Meeting
- 11) Meeting Adjournment

A maximum of three (3) minutes will be allotted to any individual wishing to make public comments on agenda items.

Sec. E. Special meetings may be called by the President, or upon the request of three (3) members for the transaction of business as stated in the call

- 1) Posting of the Special Meeting indicating the date and time must be provided eighteen (18) hours before the meeting is to be held.
- 2) Board members shall be given at least forty-eight (48) hours advance notice of such a meeting.

Sec. F. The annual meeting shall be held in December of each year for the purpose of electing new Officers.

- 1) The budget will be discussed and approved at the regular June meeting each year.

Sec. G. Emergency meetings may be held without written notice or time constraints.

Sec. H. Attendance at meetings is strongly recommended. If a board member anticipates absenteeism, it is also recommended that the member contact either the Director or the President.

Any member who accrues three (3) unexcused absences in a calendar year will be subject to immediate removal from the board.

ARTICLE III.

COMMITTEES

- Sec. A. Special board committees may be established as deemed necessary and shall consist of at least two (2) members of the Board members. These committees may be appointed by the President and may serve for an unspecified amount of time.
- Sec. B. This committee provision allows for the formation of a 'Friends of the Library' society and by definition is for the promotion and support of the Library.
- Sec. C. A special citizen's advisory committee may be established to act in an advisory, non-voting capacity to serve at the discretion of the Board.

ARTICLE IV.

DIRECTOR:

- Sec. A. The Director shall be considered the Executive Officer of the Library and shall have sole charge of the administration of the Library under the direct and review of the Board. The Director shall be held responsible for the care of the building(s) and equipment, for the employment and direction of the staff, for efficiency of the library's service to the public, and for the operation of the library under the financial conditions set forth in the annual budget. The Director shall attend all Board meetings except those at which his/her appointment or salary is to be discussed or decided.
- Sec. B. The Director's monthly report may include:
- a) Circulation statistics
 - b) Petty cash information
 - c) Employee status
 - d) Necessary repairs
 - e) Special events
 - f) Any other items deemed appropriate by the Director

ARTICLE V.

GENERAL:

- Sec. A. A motion to table an item must be made for a definite period of time. Tabled items will appear on the agenda under President's Report as Old Business.
- Sec. B. The Rules of Procedure may be waived by unanimous consent which shall be assumed, unless objected by any board member in attendance

- Sec. C. These Bylaws allow for the adoption of Library policies and shall be used in conjunction with the latest dated revision of the Library policies.
- Sec. D. These Bylaws may be amended at any meeting of the board by majority vote of the members present, provided that the amendment was stated in the call for the meeting and prior notice of the planned amendment is given to all Board members.
- Sec. H. Attendance at meetings is strongly recommended. If a board member anticipates absenteeism, it is also recommended that the member contact either the Director or the President.

Revised 9/20/2013, 11/22/2021, 6/17/2022