

PARCHMENT COMMUNITY LIBRARY

BOARD OF TRUSTEES
BY-LAWS

ARTICLE I: NAME AND PURPOSE

- Section 1. The library shall be designated and known as the "Parchment Community Library".
- Section 2. The purpose of this organization shall be to establish, maintain and operate a public library for the district bounded by the limits of the Parchment School District, encompassing the City of Parchment, as well as portions of each of the City of Kalamazoo and the Townships of Kalamazoo and Cooper.
- Section 3. The activities of this organization shall be limited to charitable, educational, religious or scientific purposes as set forth for tax-exempt institutions under Section 501(c)(3) of the Internal Revenue Code of 1954 or the corresponding provisions of any future United States Internal Revenue Law.

ARTICLE II: MEMBERSHIP

- Section 1. In accordance with the provisions of Public Act 79, 1989, the Board of Trustees of the Parchment Community Library shall consist of seven (7) members chosen for their fitness for public library trusteeship.
- Section 2. Not more than four (4) members shall be elected every two (2) years to fill vacancies occurring by expiration of terms.
- Section 3. Members shall be elected for a term of four (4) years and shall serve until their successors are elected and qualified beginning with the annual meeting.
- Section 4. Vacancies on the Board shall be filled by action of the Board taken at a regular meeting or special meeting called for that purpose within 45 days after the vacancy exists. This appointed member shall hold such office until the next election, at which time the electors of the library district shall fill such office for the unexpired portion of the term.
- Section 5. Powers of the Board of Trustees are as set forth in Public Act 79, 1989 and its amendments and the Constitution of the State of Michigan.

ARTICLE III: OFFICERS

- Section 1. Officers of the Board shall be President, Vice-President/Secretary and Treasurer.
- Section 2. The officers shall be elected by ballot at the annual meeting for a term of one (1) year. Vacancies in office shall be filled by ballot at the next regular meeting of the Board after the vacancy occurs.
- Section 3. The duties of the officers shall be those which are required by law or by this Board. If not otherwise specified, they shall be same as those usually assigned to their respective offices.
- Section 4. The Officers of the Board shall constitute the Executive Board. The Executive Board shall have duties as specified by these by-laws.

ARTICLE IV: MEETINGS

- Section 1. The Board shall meet at 7:00 P.M. at the Parchment Community Library on the fourth Tuesday of each month January through November, and on the third Tuesday in December.
- Section 2. The Library Director (Reference Article 6: Section 1) shall serve as recording secretary to accurately and in full record all business transacted at Board meetings.
- Section 3. Special meetings may be called by the President, or upon written request of at least three (3) Board members, for the transaction of business as stated in the call. Notice stating the time and place of any special meeting and the purpose for which called shall be given each member of the Board at least 18 hours in advance of such meeting.
- Section 4. A quorum for transaction of business shall consist of a majority of the elected Board of Trustees.

Section 5A. Order of business shall be:

- Call to order
- Roll call
- Acknowledgment of guests
- Reading and approval of minutes
- Financial report
- Approval of bills
- Public Comment
- Report of the director
- Communications
- Committee reports
- Unfinished business
- New business
- Board Comments
- Adjournment

5B. Public comment is encouraged at all Board Meetings. These comments are limited to five (5) minutes per person. Persons wishing to speak are required to give their name and residence and if applicable, organizational ties. Should any organization desire to be heard at any meeting, it is required that this organization notify the Board of their intentions in advance of this meeting.

Section 6. Any Board action, to be official, must be approved by a majority of the elected Board at an official Board meeting and be in accordance with the Michigan Open Meetings Act.

Section 7. Robert's Rules of Order, last revised edition, shall govern the parliamentary procedure of the Board, except as the same may be modified by applicable provisions of Michigan law or these by-laws.

ARTICLE V: COMMITTEES

Section 1. The Board may establish such standing committees as deemed necessary for the conduct of business of the Board. Such committees shall consist of no more than three members of the elected Board of Trustees.

Section 2. In compliance with the State of Michigan Open Meetings Act (Act 267 of 1976), the President shall not serve as an ex-officio member of any committee, but may be named as an official member of any committee.

- Section 3. Committees for special purposes may be appointed by the President of the Board, with the approval of the Board, to serve until assignments are completed.
- Section 4. Standing committees shall be appointed by the President of the Board of Trustees at the annual meeting. Their term of office shall be one (1) year.
- Section 5. Unless otherwise directed, a committee's assignment is limited to the study/investigation and reporting. Any authority to act which the Board wishes the committee to have must be specifically authorized.
- Section 6. A standing committee called the Legislative Committee shall be appointed by the President of the Board. The duties, in the absence of a retained lawyer, shall be to explore legal aspects of questions which the Board or Board President charges them to explore. The information and recommendation must then be presented to the entire Board of Trustees at an official meeting.
- Section 7. A standing committee called the Personnel Committee shall be appointed by the President of the Board. The duties shall be to review and examine personnel policies and issues as referred by the Board. The information and recommendation must then be presented to the entire Board of Trustees at an official meeting.
- Section 8. A standing committee called the Materials Selection Review Committee shall be appointed by the President of the Board. The duties shall be to review material that has been objected to by the public and referred to them in writing by the Director. The information and recommendation must then be presented to the entire Board of Trustees at an official meeting.

ARTICLE VI: STAFF

- Section 1. The Board shall appoint a Director with appropriate professional qualifications. The Director shall serve at the pleasure of the Board. The Director shall be directly responsible to the Board for the fulfillment of assignments as defined in the job description. As such the Director may be empowered by the Board to conduct routine procedures that might otherwise require Board approval prior to such action; confirming action should then be taken at the next Board meeting.

- Section 2. The Director shall have charge of the administration of the library within the framework of Board policies and budget.
- Section 3. The Director shall attend all Board meetings.

ARTICLE VII: ELECTIONS

- Section 1. Elections shall be conducted and held regularly as provided for by Public Law 79, 1989 and its amendments.
- Section 2. The official newspaper of the Parchment Community Library shall be the Kalamazoo Gazette. All election information shall be published in the official newspaper as required by law.

ARTICLE VIII: AMENDMENTS

- Section 1. These by-laws may be amended at any meeting of the Board by a majority vote of the elected Board of Trustees provided that the amendment was stated in the call for the meeting.
- Section 2. A by-law may be suspended by the affirmative vote of a majority of Board at any regular or special meeting provided that the action for such suspension is for that meeting only.

ARTICLE IX: FUNDING

- Section 1. The fiscal year of the Parchment Community Library shall be from October 1 to September 30.
- Section 2. The Board shall, by a majority vote, choose its depository institution at the annual meeting.
- Section 3. The Director shall be authorized to sign all checks up to \$3,000 (Three thousand dollars) for the Parchment Community Library. Checks in excess of \$3,000 (Three thousand dollars) must be countersigned by a designated Board officer.

Section 4. The library shall indemnify any and all of its Board members against expenses actually and necessarily incurred by them in connection with the prosecution of any action authorized by the Board or the defense of any action, in which they are a party by reason of being or having been a Board member, except in relation to matters as to which such Board member shall be determined to be guilty of intentional misconduct or gross negligence.

Section 5. Upon the dissolution of the library, the Board of Trustees shall, after paying or making provisions for the payment of all of the liabilities of the library, dispose of all of the assets of the library exclusively for the purposes of the library in such manner, or to such organizations organized or operated exclusively for charitable, educational, religious or scientific purposes as shall at the time qualify as an exempt organization under Section 501(c)(3) of the Internal Revenue Code of 1954 or the corresponding provision of any future United States Internal Revenue Law, as the Board of Trustees shall determine. Any such assets not disposed of shall be disposed of by the Circuit Court in the County of Kalamazoo, State of Michigan.

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Amended	September 11, 1984
	February 12, 1985
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