

# **EAST LANSING PUBLIC LIBRARY BOARD OF TRUSTEES BY - LAWS AND MANUAL**

## **ARTICLE I:           AUTHORITY**

- I.1     The legal authority of the Library Board of Trustees is established by the Charter of the City of East Lansing. (Addenda A)
- I.2     The Library Board of Trustees is a policymaking board authorized to:
- Adopt bylaws and rules for the board's governance.
  - Control the building and grounds of the library.
  - Control the expenditures of all funds credited to the library fund.
  - Appoint a library director.
  - Adopt an annual budget.
  - Remove the library director.
  - Adopt rules and regulations regarding the use of the library.
  - Exclude from the use of the library anyone who willfully violates the Board's rules and regulations.
  - Delegate authority to the director.

## **ARTICLE II:           APPOINTMENT TO THE BOARD AND OFFICERS**

- II.1    The officers shall be as follows:  
          President  
          Vice-President  
          Secretary
- II.2    The nomination of the officers shall occur at the June meeting. The election of the officers shall take place at the regular July meeting of the board of trustees.
- II.3    The term of office is one year, or until their successors are elected.
- II.4    Duties of the President  
          The president of the library board shall:
- Preside at all meetings of the board of trustees, following the proper order of business as hereinafter provided.
  - Appoint all special committees.
  - Call special meetings as may herein be provided.
  - As a member of the board, the president is entitled to a vote on any question.
  - Perform other duties generally associated with the duties of a presiding officer or by any action of the board of trustees.

## II.5 Duties of the Vice President

The vice president of the library board shall:

- Perform the duties of the President in the absence of that officer and such other duties as the president or board may direct.

## II.6 Duties of the Secretary

The secretary of the board shall:

- Be responsible for any correspondence between the trustees and other organizations or members of the community.
- In the absence of the Executive Assistant to the Director, the secretary is responsible for taking the minutes of the meeting.
- Perform the duties of the president and the vice president in the absence of those officers and such other duties as the board may direct.

## II.7 Duties of the Executive Assistant to the Director

The Executive Assistant to the Director shall perform the following duties for the board of trustees but is neither an officer nor a voting member of the board:

- To record the minutes of the proceedings of all regular and special meetings of the library board.
- To keep or cause to be kept a record of the proceedings of all regular and special meetings of the library board.
- To cause to be printed the proposed and approved minutes of all regular and special meetings of the board of trustees in accordance with the time frame as required by law.
- To cause such minutes to be open and available for public inspection as required by law.
- To post public notice of all regular and special meetings of the board of trustees; to send out proper notice of all regular and special meetings to members of the board.
- To conduct the official correspondence for the board of trustees unless otherwise ordered.
- To prepare and send out board meeting packets at least three business days in advance of the meeting.
- To prepare and make available copies of all materials needed for the conducting of business at the board of trustees monthly meetings.

## II.8 Appointment of Library Board of Trustee members

Library Board of Trustee members are appointed by the City Council of East Lansing per the East Lansing City Charter. Board members are appointed for five-year terms and may serve two full terms. Applications for the library board of trustees may be submitted at anytime.

A subcommittee of the library board made up of the president, another board member and the city council liaison will review applications and interview applicants when there is a vacancy on the board. The subcommittee's recommendation will be shared with the full board. The board will pass a resolution recommending an applicant's name be put in front of the City Council for the Council to approve for appointment.

- Board members are appointed by the City Council in June and begin their term on July 1.
- Applicants must fit the criteria established by the Library Board of Trustees to be recommended for appointment to the library board.

In all cases where a vacancy occurs, the board will pass a resolution recommending an applicant's name be put in front of the City Council, for the Council to approve for appointment, for the balance of the term in which the vacancy occurs. City Council shall fill the vacancy within thirty (30) days.

### **ARTICLE III:         ROLE AND DUTIES OF TRUSTEES**

III.1 The Library Board of Trustees constitute the official body responsible for the operation of the library to include:

- *Planning* for the library by developing long- and short-range plans.
- *Policymaking* by formally adopting by resolution appropriate written policies for library operations; considering policies needed to advance library's plan; annually reviewing and revising policies.
- *Budget* oversight and officially approving the budget request.
- *Advocating* to insure adequate funding for library operations with local, state and federal officials.
- *Hiring* the library director.
- *Approving* final building plans and construction contracts.
- *Accepting* large in-kind donations or donations with specific restrictive conditions.
- *Public relations* links between the library and the community.

III.2 The basic duties of the members of the Library Board of Trustees are delineated in the Chapter 17, Charter of the City of East Lansing, and also include:

- Attending all board meetings; if a board member is unable to attend a meeting that member shall notify the president of the library board and/or the Director who will determine if there is a quorum for conducting business; this absence will be noted in the official minutes as excused.
- Participating in discussions and decision-making.
- Promoting the library in the community.
- Respecting and supporting the role of the library director by establishing policy but delegating to the director the management of library operations.

### **ARTICLE IV:         MEETINGS**

IV.1 All meetings of this public body for the purpose of deliberating toward or rendering a decision on policy are open to the public in accordance with the Michigan Open Meetings Act (Act. 267 of the Public Acts of 1976, MCL 15.261-15.275).

IV.2 At the regular meeting in December, the Board will set the standing meeting date and time for the following calendar year.

IV.3 Quorum: A quorum of three members of the five member Board of Trustees must be present to conduct business.

IV.4 Electronic Attendance: With prior approval from the board president, a trustee may be present at a meeting via Skype or other similar electronic telecommunications device. Attendance via electronic means will include presence towards quorum and constitutes the power to vote. Only one trustee may attend a meeting via electronic means during any one board meeting. The trustee holding the meeting may not attend via electronic means.

IV.5 Changes: Any member of the board may request a change in the date and time subject to advance notice as required in the Michigan Open Meetings Act.

IV.6 Special Meetings: The Library Board of Trustees may request a special meeting to be held at any time subject to advance notice as required in the Michigan Open Meetings Act.

IV.7 Closed Sessions: The only purposes that justify closed session meetings are:

- a. disciplinary proceedings against, or personnel evaluation of an employee when said person requests a closed hearing.
- b. consideration of the purchase or lease of real property until an option to purchase or lease the particular property is obtained.
- c. consultation with counsel regarding settlement strategy in connection with specific pending litigation, but only when an open meeting would have detrimental financial effect on the litigation or settlement position of the library board.
- d. consideration of the specific contents of applications for employment or appointment to public office if the applicant requests that the information remain confidential.
- e. consideration of any material exempt from discussion or disclosure by state or federal statutes.

A two-thirds roll call vote is required to call a closed session for b), c), d), and e). A majority roll call vote is permissible to call a closed session for a). Roll call votes are not specifically required in the context of emergency meetings.

IV.8 Notice:

- A. Notice of the meetings shall include the following:  
Official name of the library  
Telephone number  
Address  
Time of the meeting

Date of the meeting

Place of the meeting

B. Notice shall be posted in a prominent location in the library (i.e., front foyer bulletin board) as well as on the bulletin board at City Hall.

C. Timing of the notice shall be as follows:

*Regularly Scheduled Meeting*

Ten days after the first meeting in December, the library board will post the schedule for the regular meetings for the calendar year.

*Regular Meetings Change of Schedule*

Within three (3) days after a meeting at which the schedule for regular meetings is changed, notice must be given of the new regular meeting dates, times and places.

*Rescheduled Regular Meetings*

At least 18 hours prior to a rescheduled meeting, notice must be given of that particular rescheduled meeting.

*Special Meetings*

At least 18 hours prior to a special meeting, notice must be given.

(This does not apply to special meetings of subcommittees.)

IV.9 Order of Business: The order of business for all regular meetings shall be as follows:

Call to order

Approval of the agenda

Approval of the minutes

Communications

Audience

Friends of the Library

Report from the City Council Representative

Committee reports

Unfinished business

New business

Financial report

Report of the Director

Report from the President of the Board

Adjournment

IV.10 Parliamentary Rules: *Roberts Rules of Order* (most recent edition) shall govern the Board of Trustees procedures.

IV.11 Public Address: See Addenda B: Policy Concerning Audience Participation

## ARTICLE V: MINUTES

V.1 Minutes for all meetings shall include the following:

- date, time, place and members present and absent;

- any decisions made at an open meeting;
- purpose or purposes for which a closed session was held;
- all roll call votes

V.2 Corrections:

- A. Corrections to the minutes shall be made not later than the next meeting.
- B. After the meeting to which the minutes refer; the corrected minutes must be available at the first meeting after the correction, and must show both the original entry and the correction.

V.3 Location:

Minutes shall be a public record and open to inspection at the Library.

V.4 Inspection:

- A. Proposed minutes shall be available not more than eight (8) business days after the meeting.
- B. Approved minutes shall be available not more than five (5) business days after they are approved by the Library Board of Trustees.

**ARTICLE VI: COMMITTEES**

Special committees may be appointed by the president when necessary. Such committees are to serve until the work for which they were appointed is completed.

**ARTICLE VII: AMENDMENT OF THE BY-LAWS**

A first reading of the proposed change to the by-laws shall take place at a regular meeting of the Library Board of Trustees. The by-laws can then be formally amended by a majority vote at the next regularly scheduled meeting of the library board with a quorum present.

**ARTICLE VIII: THE LIBRARY DIRECTOR**

VIII.1 Appointment:

The Library Board of Trustees is responsible for appointing, contracting with and employing the library director.

VIII.2 Term of Contract:

The board shall designate the term of the contract for a period not to exceed five (5) years.

VIII.3 Board Meetings:  
The director shall attend all regular and special meetings of the Library Board of Trustees, unless excused by the president, and shall have the privilege of attending all meetings of committees as an ex-officio member; the director shall have the right to speak upon matters under discussion by the board or committee, but shall not have a right to vote.

VIII.4 Duties:  
The library director shall be considered the executive officer of the Board of Trustees and shall have sole charge of the administration of the library under the direction and review of the board. The director shall be held responsible for:

- Development of library services, programs, policies and procedures.
- Implementation of services, program, policies and procedures.
- Facilities and grounds.
- Materials collection development.
- Financial management.
- Preparation of the budget.
- Personnel management to include hiring, supervision, evaluation, administer discipline and termination of all library staff.
- Efficiency of library service to the public.
- Public relations.
- Reporting to the library board and keeping the members informed of matters related to the library or trustees.
- Administering policies established by the board as governing body.
- Assisting the board in its decisions on policies, budget and other matters.
- Making authorized expenditures for the general operation of the library in a reasonable and customary manner (see Purchasing Policy for exceptions).
- Orientation for new library trustees.
- Performing day-to-day functions.

VIII.5 Evaluation:  
The evaluation of the director is performed during a board meeting on an annual basis conducted pursuant to the Michigan Open Meetings Act, but the director has the option of requesting a closed session.

VIII.6 Discipline/Dismissal:  
A. In the event of a serious problem with the library director's performance, the board of trustees shall address the situation immediately, outlining in writing their expectations and the time frame for improvement.  
B. The Library Board of Trustees is authorized under the establishment of the City of East Lansing Library pursuant to PA 164 (1877) to dismiss the director; dismissal of the director must be by a majority vote of the entire membership, i.e., all voting members (5) of the library board.

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