

St. Ignace Public Library Board of Trustees By-Laws

Article I - Membership

The Library Board of the St. Ignace Public Library shall consist of seven trustees chosen for their fitness for office by the city mayor. Terms are for five years with staggered terms. Each trustee may be re-appointed. Trustees must live within the library's service area.

Article II - Duties

Section 1 - There are basic duties that a Board member must assume. The following essential responsibilities should be fulfilled by each trustee:

A. **Attend all Board meetings.** Boards conduct their business at meetings. If members fail to attend, the Board cannot function effectively. A trustee may be asked to resign if he or she misses more than three unexcused meetings per year. Each Board member is requested to call the Library Director beforehand if unable to attend.

B. **Participate at Board meetings.** Each trustee should discuss and make intelligent votes. When a person joins a Board, he or she is expected to contribute so that the best possible group decisions are made.

C. **Be a team player.** Each trustee shares the common concern for the welfare of the library. While Board members should feel comfortable expressing disagreement, Board members should avoid unnecessary arguing. Trustees should deal with each other with mutual respect and good will.

D. **Support Board Decisions.** Once a decision has been made, trustees should support the decision. Good Board members do not criticize or attack decisions after they have been made. Of course, it is proper to seek reconsideration of the issue should situations change in the future.

E. **Be an advocate for the library.** Trustees can promote the library in ways that no one else can do. Board members should seek opportunities to promote the library. Often this will take the form of working to obtain more funds for the library.

F. **Respect the role of the Library Director.** The Board should be careful to respect the management function of the Library Director. While the Board establishes policy and makes major decisions, it does not assume the role of the library manager. That job is delegated to the Library Director hired by the Board. To ensure the best library service, the Director must be allowed to manage the library without inappropriate Board interference. Board members should conscientiously stay out of management.

G. **Support the Library Director.** To work properly there should be a high level of mutual trust and support between the Board and Director. If the Director ever comes under question by citizens or government officials, the Board should assume that the Director is correct and then investigate the situation.

Article III – New Trustee Orientation

Section 1 – New trustees will be given copies of the library policy and by-laws. The library director and/or trustees will make sure new trustees are given an opportunity to ask any questions they may have.

Article IV - Officers

Section 1 - The members of the Board shall serve in rotation the offices of president, vice-president, and secretary.

Section 2 - The officers shall perform the duties generally associated with their offices and such others as may be designated by the Board.

Section 3 - Minutes of each Board meeting are to be open and available for public inspection as required by law. A copy shall be given to each Board member and one copy shall be on file.

Article V - Meetings

Section 1 - The regular open meetings shall be held each month, the date and hour to be set by the Board at its annual meeting. Public notice of regular meetings of the Board shall be given as required by law.

Section 2 - The annual meeting shall be for the purpose of election of officers and the adoption of an annual report. It shall be held at the time of the regular meeting in December of each year. Terms of office are January – December. The annual report will be submitted to city council for their first meeting in January. The annual budget meeting will be in October of each year in time for submission to the city manager in November.

Section 3 - Special meetings may be called by the president or at the request of two members for the transaction of business as stated in the call for the meeting. Public notice of special meetings of the Board shall be given as required by law.

Section 4 - Any legal meeting of the Board may be recessed to a specific time and place for the purpose of completing items on the regular agenda for the meeting so recessed; however, a meeting recessed for more than 36 hours shall be reconvened only after providing public notice as required by law.

Section 5 - A quorum of four trustees is necessary for the transaction of business. A lesser number may adjourn to a future date.

Section 6 - "Robert's Rules of Order, Revised" shall govern the Board procedures.

Section 7 – The public has the right to address the public body (Board of Trustees). Such persons must identify themselves and will be limited to ten minutes at the Board appointed time. If a group of three or more people wishes to address the Board, advance notice must be given of at least three business days to facilitate planning time, format, and room size.

Article VI - Library Director and Staff

The Board shall appoint a Library Director with appropriate professional and personal qualifications who shall be the administrative officer of the Board.

The Library Director shall be responsible to the Board for carrying out its policies; for specifying duties of other employees and recommending persons for appointment; for supervision and evaluation of staff; for supervision of volunteers; for care and maintenance of library equipment and property; for the library's public relations; and for selection, acquisition and organization of library materials and supplies. Other purchases over \$1000.00 must be pre-approved by the Board.

The Library Director shall also be responsible for keeping the trustees informed of matters related to the library or the trustees; for preparing a preliminary draft of budget and annual reports for Board approval, and for assisting the Board in its decisions on policies, budget and other matters.

Article VII - Code of Ethics

Section 1 - In order to ensure the integrity and impartiality of all staff and trustees of the library, the following guidelines are established to assist in the separation of their roles as private citizens from their roles as public servants.

Library staff and trustees shall not:

- A. Use their role for private gain.
- B. Give or accept preferential treatment to or from any organization or person.
- C. Impede library efficiency or economy.
- D. Show partiality in their actions.
- E. Make decisions that affect the library outside of official channels.
- F. Adversely affect the confidence of the public or integrity of the library.
- G. Give or accept preferential treatment in use of library property.
- H. Be engaged in activities that would be in conflict with the library's best interests.

Article VIII- Committees

In most matters, the Board shall act as a committee of the whole, but standing or special committees may be appointed at the discretion of the Board president. The committee shall be considered discharged upon completion of its assignment and final report to the Board.

Article IX- General

Section 1 - An affirmative vote of a majority of all trustees present shall be necessary to approve any action by the Board. The secretary shall indicate in the record that the decision was reached in this matter.

Section 2 - The by-laws and library policy may be amended by a majority vote of the seven appointed board members at an official meeting of the Board, provided that members are previously informed.

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