

Bylaws of the Board of Trustees
of the Peter White Public Library
Of the City of Marquette, Michigan

ARTICLE I. MEMBERSHIP.

Section 1. The Peter White Public Library Board of Trustees shall consist of five trustees, residents of the City of Marquette, as appointed by the Mayor of the City of Marquette, with the consent of the City Commission in accordance with the provisions of P.A. 245, 1891 (as enacted by the people of the State of Michigan) and the City of Marquette Home Rule Charter (1951, last updated 2021). Annually, on or before May first in each year, said Mayor, with the consent of the City Commission, shall appoint one trustee for said public library, for the term of five years next following; and any vacancy occurring in said Board of Trustees from death, removal from said City of Marquette, resignation or otherwise, shall be filled by appointment in the same manner: Provided, That any person appointed a trustee as aforesaid shall hold office until his successor is appointed and qualified: And provided further, That before entering upon the duties of his office, each trustee so appointed as aforesaid shall take and subscribe the constitutional oath of office (in accordance with Article XI, Section 1 of the Constitution of the State of Michigan of 1963: I do solemnly swear that I will support the Constitution of the United States and the constitution of this state, and that I will faithfully discharge the duties of the office of the Board of Trustees of the Peter White Public Library according to the best of my ability.) which shall be filed in the office of the recorder of the City of Marquette. None of said trustees shall receive any pay or compensation for their services and any of said trustees may be removed by said City Commission for misconduct in the same manner as other officers of said municipality.

Section 2. In accordance with the provisions of the City of Marquette Home Rule Charter (1951, last updated 2021), Section 6.1, appointments to the Peter White Public Library Board of Trustees shall have been a resident of the City for at least one year immediately prior to the day of appointment and shall also be a qualified and registered elector of the City on such day and throughout the member's tenure of office. No person shall be eligible for appointment to the Board of Trustees if they will have served at the time of taking office for six or more consecutive years as a member of said board unless at least two years has elapsed after the termination of such membership.

Section 3. In accordance with the provisions of the City of Marquette Home Rule Charter (1951, last updated 2021), Section 5-11. Said Board of Trustees, so appointed and qualified, shall be a body corporate, by the name and style of "the Trustees of the Peter White Public Library of the City of Marquette," and by that name may sue and be sued, acquire, hold and convey property; and all public money which is now or may hereafter be appropriated by law to the support of a public library in the City of Marquette, shall be expended under the direction of said Trustees, and the title to the property therewith purchased shall vest in said Trustees. Said Board of Trustees may make such rules and bylaws as may be needed for its own government.

Section 4. On an annual basis, members of the Library Board of Trustees will disclose any conflicts of interest using library policy GOV – 7 and accompanying form GOV 7.1.

ARTICLE II. OFFICERS.

Section 1. The Board of Trustees shall, at the May regular meeting of the board, elect one of their number President, and shall also elect one of their number Secretary.

Section 2. Officers shall serve a term of one year from the meeting at which they are elected and until their successors shall be duly elected. Vacancies in either of said offices shall be filled by said Board.

Section 3. The duties of the President shall be those usually appertaining to such office, inclusive of the following: the President shall be listed as an authorized signer on Library trust funds, the President will serve as a member of the Peter White Public Library Development Fund Board, the President shall appoint various committees; and the President shall submit the Director's annual report (showing the conditions of the library and the manner in which all monies received by it during the current year have been expended) required by law to the City Commission. The President shall not be permitted to vote to break a tie on any question upon which he/she shall have already voted in making the tie.

Section 4. It shall be the duty of the Secretary to keep at the office of the Library building an exact and permanent record of the meetings of the Board of Trustees and its committees, and this record shall be open at all times to inspection and examination by any member of the Board; and prior to the date of all meetings, a written notice of meetings shall be sent to each member of the Board. In the event that the Secretary is not able to attend a meeting of the Board of Trustees another officer of the Board of Trustees will sign meeting minutes in their place.

Section 5. The Treasurer of the City of Marquette shall be the Treasurer of said Trustees and no money legally appropriated to the use and support of said public library, shall be paid out by said Treasurer except in pursuance of an order of said Trustees.

ARTICLE III. MEETINGS.

Section 1. A public notice of the schedule of the dates, times, and locations of the regular meetings of the Peter White Public Library Board of Trustees shall be posted within 10 days after the regular October meeting of the Board in which the upcoming calendar year's board meeting schedule is adopted. Any change in the schedule of regular meetings shall be posted within 3 days after the meeting at which the change is made.

Section 2. All meetings shall be open to the public and conducted in accordance with Michigan's Open Meetings Law (P.A. 267, 1976, as amended by P.A. 256, 1978).

Section 3. Special meetings may be called by the Secretary upon the request of the President or at the request of any two members of the Board. The notice of any such special meeting shall

state the business of the meeting, and no business shall be transacted at such meeting which is not stated in the notice unless all the members of the Board are present, and unanimous consent is obtained.

Section 4. Public notice of any rescheduled regular or a special meeting of the Board of Trustees, which states the date, time and place of the meeting, shall be posted at least 18 hours before the meeting.

Section 5. A quorum for the transaction of business shall consist of three members; but no appropriation shall be made, or indebtedness contracted, except current incidentals, without the concurring vote of a majority of all the members constituting a full Board, and all motions and resolutions receiving only a tie vote shall be deemed lost.

Section 6. Minutes shall be taken by the Administrative Assistant of the Peter White Public Library staff. These minutes shall be posted on the library's website and made publicly available in-house. Draft minutes will be made available in this manner not more than 8 business days after the meeting to which the minutes refer. Approved minutes shall be available in the same manner as outlined above not later than 5 business days after the meeting at which the minutes are approved by the Board of Trustees.

Section 7. The order of business for regular meetings shall be as follows:

Call to Order

Approve Agenda*

Approve the Minutes of the Previous Meeting*

Special Presentations

Township Advisory Council Report

Financial Reports – including Approval of Bills*

Public Comment

Board Action Items*

Other Business

Public Comment

Board Member Comments

Standing Reports

Correspondence

Library Director's Report

Assistant Library Director's Report

Development Director's Report

Management Reports

Statistics Reports

Adjournment

****These items (bold/italics) require a vote by the Board of Trustees***

Section 8. In order to facilitate efficient and orderly meetings, the rules of parliamentary practice comprised in Robert's Rules of Order, latest edition, will be used for guidance by the Board of Trustees, provided they are not in conflict with these Bylaws. No action taken by the Board of Trustees in good faith shall be deemed invalid by reason of the Commission's failure to

adhere strictly to Robert's Rules of Order.

Section 9. Public participation in Library Board of Trustees meetings will be limited to Public Comment periods. Public participation shall be limited to 3 minutes per attendee, and those wishing to speak shall offer their name and city or township of residence prior to speaking to the Library Board.

ARTICLE IV. LIBRARY DIRECTOR AND STAFF.

Section 1. The Board shall appoint a Library Director with appropriate professional and personal qualifications who will be the administrative officer of the Board.

Section 2. Subject to the approval of the Board of Trustees, the Library Director shall have supervisory control and management of the Library and of all the employees. The Library Director shall adjust the schedule of hours of service among the employees of the Library. 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 of staff; for care and maintenance of library equipment and property; for selection, acquisition and organization of books and other library materials; for the Library's public relations.

Section 3. The Library Director shall also be responsible for keeping the Trustees informed of matters related to the Library or to themselves as Trustees; for preparing a preliminary draft of budget and annual report for Board approval, and for assisting the Board in its decisions on policies, budget, and other such matters.

Section 4. The Library Director or Finance Director shall keep the financial accounts of the Library, and shall keep safe accounts for all monies which may come into the Library from fines, security deposits, sale of catalogues, books lost and paid for, and all other monies, which, under the rules and practices of the Library, may be placed in their custody as Finance Director: The Finance Director shall deposit all such funds into appropriate accounts on a regular basis.

Section 5. It shall be the duty of the Library Director to see that no item exceeds the budget allowance without having secured in advance the sanction of the Board.

ARTICLE V. COMMITTEES.

Section 1. 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 a final report to the Board.

Section 2. Standing committees will consist of Personnel Committee, Finance Committee, and Investment Committee.

The Personnel Committee shall consist of two members of the Board of Trustees and the Library Director.

The board members from this committee will coordinate the hiring of a Library Director and will ensure that performance reviews of the Director are conducted every three years unless the committee recommends more frequent reviews, such as in the case of a new Library Director. The full personnel committee will be charged with making recommendations to the PWPL Board of Trustees regarding annual wage increases for non-union staff and AFSCME contract revisions.

Other meetings will be held on an as needed basis.

The Finance Committee shall consist of two members of the Board of Trustees, Finance Director, Development Director, and Library Director. This committee will be charged with developing policy regarding Library Finances. All recommendations will be taken to the Library Board of Trustees for final approval. Meetings will be held bi-annually, with additional meetings as needed.

The Investment Committee shall consist of one member of the Board, one member of the Development Fund Board, one outside expert, Library Director, Finance Director, and Development Director. This committee will be charged with reviewing investment statements, and meeting with investment managers annually. The Investment Committee will make recommendations regarding performance of funds and/or advisor evaluation to the Finance Committee prior to making any recommendations to the full Board of Trustees.

ARTICLE VI. GENERAL.

Section 1. An affirmative vote of a majority of all Trustees present shall be necessary to approve any action by the Board, except as noted in Article III, Sections 3 and 5, Article IV, Section 5 and in Article VI, Section 3.

Section 2. The Board shall adopt such rules and regulations for the government of the Library as may be deemed expedient, and such rules and regulations shall be amended only in such manner as is provided for the amendment of the Bylaws.

Section 3. These Bylaws may be amended by a majority vote of all of the members of the Board at any regular meeting of the Board of Trustees, provided the amendment shall have been presented in writing and filed at the previous regular meeting.

Section 4. In accordance with the Michigan Freedom of Information Act (P.A. 442, 1976, as amended by P.A. 329, 1978) public records described in Section 11 of the Act shall be available for public inspection during the usual hours of operation of the Library.

Section 5. In accordance with the Michigan Open Meetings Law (P.A. 267, 1976, as amended by P.A. 256, 1978) all persons shall be permitted to address the meetings of the Board of Trustees under the rules appended to these Bylaws.

Section 6. Should weather, lack of quorum, or other unforeseen event require the cancellation of a Library Board Meeting, the President of the board shall notify the Library Director and the other members of the board. The Library Director will ensure that public notice is made using

the Library's website, applicable media outlets, and posting on the doors of the library. The Library Director will also notify staff of the change.

Every effort will be made to reschedule the meeting within 10 business days. If the meeting cannot be rescheduled within that window of time, it may be cancelled. If a meeting is cancelled, all applicable agenda items will be added to the following board meeting agenda.

Peter White Public Library Board of Trustees

Approved: July 2014

Updated: 11/15/2022; 10/24/23