

Bylaws of the Wakefield Public Library Board

Article I Identification

This organization is the Board of Directors of the Wakefield Public Library, hereafter referred to as the Board, located in Wakefield, Michigan established by the City, Village and Township Libraries Act, 1877 PA 164, MCL 397.201 and exercising the powers and assuming the duties granted to it under said statute.

Article II Membership

Section 1. Appointments and Terms of Office. The Board shall consist of five directors, four of whom shall be residents or freeholders of the city and shall be citizens of the United States. The fifth member may be appointed from the Township of Wakefield, Michigan. The directors shall be appointed by the Mayor with the approval of the Council. One director shall be appointed for a term of four years, one director shall be appointed for a term of three years, one director shall be appointed for a term of two year, one director shall be appointed for a term of one year. Hereafter, prior to February 1, one director shall be appointed annually to serve for a term of five years. Each member of the Library Board and each director hereafter appointed shall serve until a successor is appointed and qualified. All Library Directors shall serve as such without compensation.

The Mayor may, by and with the consent of the City Council, remove any director for misconduct or neglect of duty.

Vacancies in the board of directors occasioned by removals, resignation or otherwise, shall be reported to the City Council, and be filled in like manner as original appointments, and no director shall receive compensation as such.

Section 2. Meeting Attendance. Members shall be expected to attend all meetings except as they are prevented by a valid reason.

Article III Officers

Section 1. The Board of Library Trustees shall organize by electing officers annually at the first regular meeting in February. The officers shall be a president, a vice president, a secretary elected from among the appointed trustees.

Section 2. Officers shall serve a term of one year from the annual meeting at which they are elected and until their successors are duly elected.

Section 3. The president shall preside at meetings of the Board, authorize calls for special meetings, appoint committees and generally perform all duties associated with the office of president.

Section 4. The vice president shall preside in the absence of the president.

Section 5. The secretary shall keep true and accurate minutes of all meetings of the Board, shall issue notice of all regular and special meetings, and shall perform such other duties as are generally associated with the office of secretary. The library director or a member of the staff may be designated by the Board to perform any or all of the above duties.

Article IV Meetings

Section 1. Regular Meetings. The board meets at least bi-monthly with the dates and hour to be set by the Board at its annual meeting.

Section 2. Annual Meeting. The annual meeting, which shall be for the purpose of the election of officers, shall be held in February of each year.

Section 3. Agendas and Notices. Meeting agendas and notices shall indicate the time, date, and place of the meeting and indicate all subject matters intended for consideration at the meeting.

Section 4. Minutes. Minutes of all meetings shall, at a minimum, indicate board members present, all items of business, all motions (except those that were withdrawn), and the result of all votes taken. Current board minutes shall be posted on a bulletin board in the library.

Section 5. Quorum. A quorum for the transaction of business at any meeting shall consist of three members of the Board. A member of the board or of a committee may participate in a meeting by video or telephone conference or similar communications equipment by means of which all persons participating in the meeting can hear one another. Participation in a meeting in this manner constitutes presence in person at the meeting.

Amended 10/28/2015

Section 6. Open Meetings Law Compliance. All Board meetings and all committee meetings shall be held in compliance with Michigan's open meetings law.

Section 7. Parliamentary Authority. The rules contained in *Robert's Rules of Order*, latest revised edition shall govern the parliamentary procedure of the meetings, in all cases in which they are not inconsistent with these bylaws and any statutes applicable to this Board.

Article V Duties of the Board of Trustees

Section 1. The powers and duties of the Wakefield Public Library Board are enumerated in Act 164 of 1877, Section 397/205 of the Michigan Compiled Laws.

Article VI Library Director

The library director shall be appointed by the Board of Trustees and shall be responsible to the Board. The library director shall be considered the executive officer of the library under the direction and review of the Board, and subject to the policies established by the Board. The director shall act as technical

advisor to the Board. The director shall attend all Board meetings (but may be excused from closed sessions) and shall have no vote.

Article VIII Conflict of Interest

Section 1. Board members may not in their private capacity negotiate, bid for, or enter into a contract with the Wakefield Public Library in which they have a direct or indirect financial interest.

Section 2. A board member shall withdraw from Board discussion, deliberation, and vote on any matter in which the Board member, an immediate family member, or an organization with which the Board member is associated has a substantial financial interest.

Section 3. A board member may not receive anything of value that could reasonably be expected to influence his or her vote or other official action.

Article IX Amendments

Section 1. These bylaws may be amended at any regular meeting of the Board by majority vote of all members of the Board.

Updated by the Board of Trustees of the Wakefield Public Library January 27, 2016.