

## **By-Laws of the Schultz-Holmes Memorial Library Board**

### **ARTICLE I MEMBERSHIP**

The Library Board of the Schultz-Holmes Memorial Library shall consist of six trustees elected by the regular Blissfield voter for a four (4) year term or appointed by the remaining members of the library board to fill a vacancy for the remainder of the term. Board members will be paid a stipend each year by the village to serve as trustees. The Michigan Compiled Laws 397. 211 (PA 164 of 1877) governs the Schultz-Holmes Memorial Library and its Library Board.

### **ARTICLE II OFFICERS**

- Section 1                    The officers shall be president, vice president, recording secretary, treasurer, corresponding secretary, and member-at-large elected among the trustees at the annual meeting of the board.
- Section 2                    Officers shall serve a term of two years from the annual meeting at which they are elected and until their successors are duly elected.
- Section 3                    The officers shall perform the duties generally associated with their offices and those which are outlined in this section. The library board's role is to hire a director, to establish a strategic plan, to approve an annual budget as submitted by the director, to approve policy submitted by the director and/or by board members, to attend library events, to assist with library events, and, most importantly, to advocate for the library financially and promotionally with the public and public officials.

#### **Officer Job Descriptions**

- President:                    Presides over the regular board meetings, compiles board meeting agenda and appoints special committees.
- Vice President:            Conducts the meeting in the event of the president's absence; completes memorial obligations required by the Schultz-Holmes bequest.
- Treasurer:                    Advises the board on financial matters.
- Recording Secretary:      Advises the board on official library board documents as drafted by the board, the director or other staff.
- Corresponding  
Secretary:                    Corresponds with the public as needed.
- Member-At-Large        Serves on committees as needed.

ARTICLE III  
MEETINGS

- Section 1            The regular meeting shall be held each month, the date and hour to be set by the board at its annual meeting. Conforming to the Open Meetings Act, the meeting dates will be posted for public knowledge and attendance.
- Section 2            The annual meeting, which shall be for the purpose of election of officers and the adoption of a meeting calendar for the coming year, shall be held at the time of the first regular meeting held following November 20 of each year. A slate of officers will be selected and approved at that meeting.
- Section 3            Special meetings may be called by the president or at the request of two members for transaction of business as stated in the call for the meeting.
- Section 4            A quorum for the transaction of business shall consist of a simple majority of the total board members. In the event of a quorum with the absence of both the president and vice-president, the meeting may be conducted by consensus of the board members present.
- Section 5            Order of business for regular meeting shall be:

Call to Order/Attendance  
Pledge of Allegiance  
Public Comment  
Recording Secretary's Report  
Corresponding Secretary's Report  
Director's Financial Report  
Library Director's Report  
Standing Committee Reports  
Old Business  
New Business  
Adjournment

ARTICLE IV  
LIBRARY DIRECTOR AND STAFF

The board shall hire a Library Director with appropriate professional and personal qualification who shall be the administrative officer of the board.

The Library Director shall be responsible to the board for carrying out its policies; for employing other staff; for specifying duties of other employees; for supervision of staff; for care and maintenance of library equipment and property; for selection, acquisition and organization of books and other library material; for the library's operations and programs; for the library's public relations. In circumstances requiring quick and flexible decisions and actions, the board may allow the director decision-making authority beyond the job description temporarily and with a mechanism for reporting and approving those decisions.

**Administration.** The director assumes responsibility for administration of the library within the framework of a board-approved strategic plan, policy manual and budget. The director reports on each area at board meetings and keeps the board up-to-date between meetings via email. The director attends all regular and special board meetings, and Friends of the Library board meetings (if applicable) as well.

**Human Resources.** The director employs, retains, and directs all staff within the guidelines established by board-approved personnel policies or union contracts, including disciplinary procedures outlined in the Library Employee Guidelines.

**Collection Development.** The director manages the selection and purchase of library materials.

**Planning.** The director works with the board on strategic planning, helping to analyze the library's strengths and weaknesses, to assess community needs, to recommend plans for the library's growth, and, specifically, to determine the means to implement those plans. The director administers the strategic plan adopted by the board.

**Finance.** The director prepares annual budgets based on present and anticipated needs in relation to the library's strategic plan. The director supplies information to the board to aid in members' interpretation of the library's financial needs. The director may attend budget hearings to answer questions on library administration and financial details. The director determines the use of money within the total budget allotment and recommends emergency or desired budget increases. Any requests to increase the total amount budgeted from the Library Fund must be approved by the Library Board. Any requests to increase the total budgeted in the General Fund will be directed to the Library Board for submission to the Village Council. The director produces an annual report of library financial and statistical activity for presentation to the public.

**Advocacy.** The director participates in community activities and works with other local agencies and groups on behalf of the library. The director seeks to influence governmental action at the local, state and national levels, on behalf of public library services. The director calls the board's attention to any pending legislation that affects library funding.

**Continuing Education.** The director attends workshops and conferences, helps orient new trustees and, by supplying relevant information, encourages board members to study library-related topics. The director alerts trustees of important meetings for them to attend and recommends budget allotment for librarian and trustee expenses for membership and attendance at meetings.

## ARTICLE V 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 a final report to the board. In circumstances requiring quick and flexible decisions and actions, the board may appoint committees with decision-making authority. In addition to official committees, ad hoc, non-voting, committees may be formed from time to time.

ARTICLE VI  
GENERAL

- Section 1                    When a quorum is present, an affirmative vote shall be necessary to approve any action by the board unless the board has adopted a policy of operation by consensus when it chooses. In such cases the secretary shall indicate in the record that the decision was reached in this manner. In the event of a tie, the President's vote will not be counted.
- Section 2                    The by-laws may be amended by a majority vote of the members present at an official meeting of the board, provided that the amendment was included in the-agenda for the meeting.

APPROVED DECEMBER 2012  
REVIEWED MAY 2014  
REVISED MAY 2021