

**Article I - Legal Authority**

The Harrison Township Public Library is a township library formed under Michigan P.A. 164 of 1877 and serves residents of Harrison Township.

**Article II - Library Board**

- Section 1. The Board shall consist of six (6) trustees who are voting residents of Harrison Township and members of the Harrison Township library. Trustees shall be elected as provided by the laws of the state of Michigan (MCL 397.211). The term of office starting as of November 20, 2016, shall be four years.
- Section 2. The Library Director shall be appointed by the Board, considered the Executive Officer of the library and an ex-officio, non-voting member of the Board. The Director shall have sole charge of the administration of the library under the direction and review of the Board. The Director shall be responsible for the care of the building and equipment; for the employment and the direction of the staff; for the efficiency of the library's service to the community and for the operation of the library under the financial conditions set forth in the annual budget. The Director shall attend all meetings of the Board and shall submit a written monthly report at each monthly meeting.
- Section 3. In the event of a vacancy, the Board shall appoint a person to hold the vacant office until the next general township election. This appointment must be made by majority vote of the Board, as soon as possible, but no later than ninety (90) days after the vacancy occurs.
- Section 4. The duties of the Board shall be as authorized in Section 12 of P.A. 24 of 1989.
- Section 5. Board members who have three (3) unexcused, consecutive absences or a total of six (6) absences per year will be requested to resign.
- Section 6. A retiring Board member may be elected by a majority vote of members present to the honorary position of Trustee Emeritus. A Trustee Emeritus is invited to attend and participate in Board meetings to act in an advisory capacity but is neither entitled to vote nor counted in determining whether a quorum is present.

**Article III - Officers**

- Section 1. The officers of the Board shall consist of a President, a Vice-

President, a Treasurer and a Secretary.

Section 2. The officers shall be elected from among the Board at the annual meeting each November for terms of two years and shall remain in office until their successors are elected. In the case of a resignation of an officer, the Board shall elect a new officer at its next regular meeting, to fill the unexpired term.

Section 3. The duties of the officers shall be:

- A. The President sets the agenda and conducts all regular and called meetings of the board. The President has the authority to sign on behalf of the Board all instruments, contracts or documents necessary or proper to be executed as approved by a majority of the Board.
- B. The Vice-President has the power to perform the duties of the President in case of the absence of that officer and such other duties as the President or Board may direct.
- C. The Secretary certifies that the minutes are a true and accurate account of all the proceedings of the Board meetings and assumes such other duties as the President or Board may direct.
- D. The Treasurer shall be responsible for keeping permanent accounts of all income and expenditures of the board according to accepted standards. The Treasurer shall be a member of the Finance Committee. The Treasurer is responsible for preparing and submitting to the Board a monthly financial statement of all library accounts.
- E. The Board will be insured by a Directors & Officers Liability insurance policy to be obtained by the Library.

#### Article IV - Board Meetings

Section 1. The regular Board meetings shall be held in compliance with the Michigan Open Meetings Act on the third Monday of each calendar month at 6:30 p.m. in the board room at the Harrison Township Board of Trustees meeting room in Rosso Hall or such other times and places as the board may determine. An annual list of regular Board and committee meetings shall be posted in the Library and on the Library's website.

Section 2. A quorum at any meeting will consist of four of the current members of the Board of Trustees. A simple majority of those present is required to pass an issue.

**Section 3. The usual order of business shall be:**

- A. Call to order
- B. Approval of the last meeting's minutes
- C. Approval of agenda
- D. Treasurer's report including monthly bills
- E. Library Director's report
- F. Committee reports
- G. Public comment
- H. Announcements and other business
- I. Adjournment

**Section 4. A Board member may participate virtually or via telephone as a non-voting member as long as full participation in the meeting is possible and a quorum of the Board is physically present.**

**Section 5. Public comment on agenda items is limited to 3 minutes per person.**

**Section 6. Minutes of all meetings of the Board are required to be kept and must contain at least the following information: date, time, place, members present, members absent, decisions made, purposes for which a closed meeting is called and all roll call votes taken. Minutes of the public meetings are subject to the following rules regarding public inspection:**

- A. Proposed minutes must be available for public inspection not more than eight (8) business days following the meeting which is the subject of the minutes.
- B. Approved minutes must be available for public inspection not later than five (5) business days following the meeting at which they are approved.

#### **Article V - Committees**

**Section 1. The Board will annually appoint committee members to the following standing committees: Director's Evaluation Committee and Finance Committee. Special ad hoc committees may be formed as needed.**

Board of Trustees Bylaws

- Section 2. Committees must be composed of at least two Board members and possibly additional non-members, but shall never constitute a quorum of the Board.
- Section 4. Committees will only have advisory powers unless granted specific power to act by the Board.
- Section 5. A quorum at any committee meeting will consist of two members of the Board of Trustees. A simple majority is required to pass an issue.
- Section 6. The President will serve as an ex-officio member of all Board committees.

Article VI - Finance

- Section 1. The fiscal year of the library shall be January 1 through December 31.
- Section 2. Prior to disbursement, the Board, by majority vote, shall approve all disbursements of library funds in accordance with Board-adopted financial procedures.
- Section 3. The Library Director shall be responsible for the presentation to the Board no later than July 1st of each year of a preliminary budget for the maintenance and operation of the library for the ensuing fiscal year. At the first meeting in August, the Board shall adopt by resolution a final operating budget for the ensuing fiscal year and send it to the Harrison Township Board of Trustees for review and comment.
- Section 4. The Board shall certify to the Township Clerk and Township Supervisor on or before the first Monday of September in each year the amount of money necessary for the support and maintenance of the library for the ensuing year not exceeding one-half (.5) mill on the dollar of the taxable property of the Township.
- Section 5. The Board shall authorize the annual audit of all library accounts by an independent certified public accountant.
- Section 6. In the event of civil or criminal action brought against a Board member, or the Board as a whole, for acting within the scope of the Board's authority, the cost of the legal representation will be paid by the library. In the event of a judgment for damages being awarded in a civil suit, the library shall provide indemnification for Board members.

Article VII - Parliamentary Authority and Amendments

## Board of Trustees Bylaws

- Section 1.** The rules contained in Roberts Rules of Order, newly revised, shall be the parliamentary authority governing all meetings of the Board in all cases to which they are applicable and in which they are not inconsistent with these bylaws or procedural rules adopted by the Board.
- Section 2.** Any rule or resolution of the Board, whether contained in these bylaws or otherwise, may be suspended temporarily in connection with business at hand, but such suspension, to be valid, may be taken only at a meeting at which a quorum of the Board shall be present and two-thirds of those present shall so approve.
- Section 3.** A two-thirds majority at any regular Board meeting may amend these bylaws. The notice of the proposed amendment must be provided to all members of the Board at least ten days prior to the meeting at which such action is proposed.

---

Approved: November 14, 2014; revised August 21, 2017  
Harrison Township Public Library Board of Trustees