

BYLAWS FOR THE CITY OF TAYLOR COMMUNITY LIBRARY

ARTICLE I – NAME, PURPOSE AND ESTABLISHMENT

- Section 1 – The name of the organization is “Taylor Community Library.” The name of its governing body is “Library Board,” which may also be referred to as “Board of Trustees.”
- Section 2 – The purpose of the Taylor Community Library is to be an informational, intellectual, cultural, and recreation resource for all persons.
- Section 3 – The Taylor Community Library was established by City Resolution #7.333-15 and pursuant to the Michigan “City, Village, and Township Libraries Act” (Library Act).

ARTICLE II – MEMBERSHIP

- Section 1 – The Library Board shall consist of five members appointed by the Mayor, with approval of the City Council. Not more than 1 member of the City Council may be a member of the board at any 1 time. If City Council decides, after the first appointment of the Library Board, that the purposes of the library would be better served by a different number of members on the board, the city council may by ordinance change the number of members to an odd number not less than 5 or more than 9. It is understood that Board Members should attend all meetings and be active participants.
- Section 2 – The Library Board has ultimate authority and responsibility for governing, controlling, and monitoring the business and affairs of the Taylor Community Library. The Library Board may delegate such authority as it deems proper.

ARTICLE III – OFFICERS

- Section 1 – The officers of the Library Board shall be the President, the Vice-President, and the Secretary.
- Section 2 – The officers shall be elected at the annual meeting of the board. The annual meeting will be held in April.
- Section 3 – Officers shall serve a term of one year commencing at the annual meeting at which they are elected and ending upon election of their successors.

- Section 4 – The President of the board shall preside at all meetings, appoint all committees, authorize calls for any special meetings, and generally perform the duties of a presiding officer. The President shall have the authority to sign on behalf of the Library Board all instruments, contract or documents necessary or proper to be executed as approved by the majority of the Library Board.
- Section 5 – The Vice-President, in the event of the absence or disability of the President, or of a vacancy in that office, shall assume and perform the duties and functions of the President.
- Section 6 – An officer may succeed himself.
- Section 7a – The Secretary of the Board shall see that a true and accurate account of all the Library Board meetings is kept. In compliance with any requirements of state law regarding the holding of meetings, the Secretary shall issue notices of all regular meetings, and shall have custody of the minutes and other records of the Board of Trustees. With the approval of a majority of the Library Board, the Secretary may delegate any of these responsibilities to the Library Director.
- Section 7b – The Secretary of the Board shall be responsible for receiving and preparing responses to any information requested under the Michigan Freedom of Information Act, 1976 PA 442, MCL 15.231 *et seq* (FOIA) as amended. Responses shall be made in the manner set forth in the FOIA Act.

ARTICLE IV – MEETINGS

- Section 1 – The regular meetings of the Library Board shall be held quarterly (January, April, July and October). The date, hour and location shall be set by the Library Board at its annual meeting. Within ten (10) days following the annual meeting a notice shall be posted in a public place setting forth the dates, times, and places of all regular meetings scheduled for the ensuing year. Any changes to this schedule shall be posted at the Library.
- Section 2a – Unless the Library Board decides otherwise, the order of business for regular meetings may include, but not be limited to the following items which shall be covered as far as circumstances permit:

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| a. Call to order | d. Communications |
| b. Additions & Approval
of Agenda | (1) Financial Report |
| c. Approval of Minutes | (2) Librarian's report |
| | e. Public Comment |
| | f. Adjournment |

- Section 2b – Minutes shall be duplicated—one hardcopy kept at the Library, one copy kept at the City Clerks office and, when the board deems appropriate, one copy kept electronically.
- Section 2c – All meetings of the Library Board shall be conducted in accordance with the Michigan Open Meetings Act, as amended (MCL 15.261 et seq.).
- Section 3 – The annual meeting, which shall be for the purpose of the election of officers and the adoption of the annual budget, shall be held in conjunction with the regular April meeting.
- Section 4 – Special meetings may be called by the President or of any four members, or of a majority of members then serving; or by majority vote of the Library Board. Notice will be provided in accordance with the Michigan Open Meeting Acts, as amended, MCL 15.261, et seq.
- Section 5 – A quorum at any Library Board meeting is the majority of members then serving.
- Section 6 – Any Library Board action, to be official, must be approved at an official Board meeting by a majority of the Library Board.
- Section 7 – Members participating in a Library Board meeting must do so in person; proxies are not permitted. In compliance with the State of Michigan Open Meetings Act, Act 267 of 1976, as amended, participation in a Library Board meeting by telephone or similar communications equipment by which all persons participating in the meeting may hear each other, if such participation is disclosed to all other participants, is considered participation in person.

ARTICLE V – COMMITTEES

- Section 1 – The Library Board, by majority vote, may create and dissolve all committees, and specify their chairperson and membership.
- Section 2 – No committee shall have other than advisory powers.

ARTICLE VI – RULES OF ORDER

- Section 1 – The rules contained in the current edition of Robert's Rules of Order govern the Library Board in all cases which are not inconsistent with these bylaws or any special rules of order the Library Board may adopt.

ARTICLE VII – LIBRARIAN AND STAFF

- Section 1 – The Library Board shall appoint a suitable Library Director and necessary assistants and shall fix their compensation. All employees shall be considered City of Taylor employees subject to the City's hiring policy.
- Section 2 – The Library Director shall be the chief administrative officer of the Taylor Community Library. The Director shall carry out policies adopted by the Library Board and shall be held responsible for employment and direction of the staff, for the care and maintenance of the building and equipment, for the efficiency of the Library's service to the public, and for the operation of the Library under the financial conditions set forth in the annual budget. The Director or an appointed representative shall attend all Library Board meetings and shall present a Director's report at each regular meeting.

ARTICLE VIII – AMENDMENTS

- Section 1 – These Bylaws may be amended at any regular meeting of the Library Board with a quorum present, by two-thirds vote of the members then serving, provided the amendment was stated in the call for the meeting.

Adopted by the Taylor Community Library Board of Trustees at its special board meeting on August 6, 2015.

By: *Diana Chavez*
Secretary