

I. Authority:

The Library Board of Trustees is a policymaking board authorized to:

1. Adopt bylaws and rules for the board's governance.
2. Control the building and grounds of the library.
3. Adopt an annual budget.
4. Control the expenditure of all funds credited to the library fund.
5. Appoint and/or remove a library director.
6. Delegate authority to the director.
7. Adopt rules and regulations regarding the use of the library.
8. Exclude from the use of the library anyone who willfully violates the Board's rules and regulations.

II. Library Board of Trustee Meetings

1. The Sebewaing Township Library Board of Trustees follows the state of Michigan's Open Meetings Act (<https://www.michigan.gov/ag/resources/open-meetings>), and its regular and special meetings are open to the public and held in a building that has public access. No one may be excluded from a meeting otherwise open to the public except for breach of the peace committed at the meeting.
2. Individuals that wish to speak at a meeting must identify themselves and may speak to the Board for up to three (3) minutes at the point set aside on the agenda for public comment, with an additional three (3) minutes granted with board approval.
3. Regular Meeting date time name and location will be posted by the library director or their designee in view of the public in or on the library, and online when possible, as public notice within ten (10) days after the first regular board meeting in each fiscal year (April 1-March 31).
4. The board will meet at least 4 times a year.
5. Robert's Rules of Order, Revised should be used to guide the procedure of the board's meetings unless otherwise specified in the meeting.
6. The agenda and information packet for meetings will be distributed available on paper in the library and electronically to the board by the board secretary or their designee (example, Library Director) at least 3 days prior to the meeting when possible.
7. Meeting handouts should be distributed to trustees, and made available to the public upon request, before or during the open meeting.
8. Members of the board are expected to be physically present at all regular and special meetings, however reasonable accommodation may be made upon request so individuals with disabilities can participate virtually.
9. Anyone wishing to place an item on the meeting agenda may communicate that to the board secretary in sufficient time preceding the meeting, or they may move to add the item to the agenda at the actual meeting.

10. Meeting Changes:

- a. Regular Meeting Schedule Change - public notice stating the new dates, times, and place will be posted within three (3) days after the meeting at which the change is made.
- b. Special Meetings - may be held at any time when called by the president or secretary or any three (3) trustees of the board. Board and public notice of the special meeting date, time, and place is to be given at least eighteen (18) hours in advance of the meeting, except in a bona fide emergency, and be visible outside of the building at the main entrance; no business except that stated in the notice is to be transacted during the meeting.
- c. Closed Session - may be requested and a motion to move to a closed session is made, seconded, and adopted by a $\frac{2}{3}$ roll call vote. No non-public voting is permitted in a closed session, and minutes of the open meeting will include the purpose(s) of the closed meeting and the time the meeting reconvened in open session by motion to end the closed session with a majority vote needed for approval. Requests for closed session may be for any of the following reasons:
 - The named person (examples, trustee, public employee, staff member) may request a closed hearing for personal issues including but not limited to the consideration of the dismissal, suspension, or disciplining of or to hear complaints or charges brought against them.
 - To consider the purchase or lease of real property up to the time an option to purchase or lease that real property is obtained.
 - To review and consider the contents of an application for employment or appointment to a public office if the candidate requests that the application remain confidential. However, all interviews for Library Director and Trustee will be held in an open meeting.

II. Quorum A quorum at any meeting consists of a majority, more than half, of all members.**III. Order of Business**

The following Order of Business may be used to guide regular meetings:

1. Call to order
2. Attendees
3. Approval of the agenda
4. Other/Public Comment
5. Approval of the last meeting(s) minutes
6. Financial report, approval of bills payable
7. Librarian's report
8. Committee Reports - examples, Property, Human Resources (HR)
9. Unfinished business
10. New business
11. Other/Public Comment
12. Upcoming Meeting(s)
13. Adjournment

IV. Library Board Trustees

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1. The Board of Trustees of the Sebewaing Township Library is charged with the responsibility of the governance of the library and members of the Board serve without compensation.
 2. The Board's responsibility for the operation of the library includes:
 - a. Planning for the library by developing long- and short-range plans.
 - b. Formally adopting written policies for library operations.
 - c. Budget oversight and approving budget requests and audit results.
 - d. Advocating to insure adequate funding for library operations with local, state, and federal officials.
 - e. Hiring the library director.
 - f. Accepting large donations with specific restrictive conditions.
 - g. Promoting the library in the community.
 3. The board hires a skilled Library Director who will be responsible for the day-to-day operations of the library.
 4. Trustees are expected to attend all board meetings.
 - a. If a board member is unable to attend a meeting, that member as far in advance as possible, should notify the president of the library board or their designee, who will determine if there is a quorum for conducting business; this absence will be noted in the official minutes as excused.
 - b. Non-attendance at four (4) regularly scheduled meetings during any rolling 12-month period without being excused constitutes neglect of duty, and unless a removal hearing is required by law, may automatically create a vacancy without further action.
 5. To be effective board members should read materials presented for review. They are encouraged to attend a library or board related workshop, seminar, or meeting each year. The Library Director will make the dates of these workshops known to the board in a timely manner.
 6. Board members are *not* exempt from late fees, fines, or other user fees and are not to be compensated except for necessary and related expenses as trustees. For example, board members using their own vehicle may request board approval to be reimbursed at the rate allowed for travel to and from a board approved library related workshop, seminar, or meeting.

V. Officers and Elections

1. Board members are elected for a 4 year term, or are appointed by the board between elections in the event of a resignation from an office to fill the unexpired term of that office. Their appointment is noted in that meeting's minutes and election results are noted in the minutes of the regular meeting following the general election. Trustees are sworn in by the Sebewaing Township Clerk per election rules.

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2. The officers of the Board shall be a president, a vice-president, a treasurer, and a secretary who serve up to 4 years / 1 term. The president shall not serve more than two (2) consecutive terms unless by unanimous board consent.
 3. The **President** shall preside at all board meetings, appoint all standing and special committees, serve as ex-officio member of all committees, coordinate the annual evaluation of the director of the library, and perform all other such duties as may be assigned by the board. The president shall be the *only* spokesperson for the Board of Library Trustees in all advisory or disciplinary action directed to the staff. As a member of the board the president is entitled to a vote on any question.
 4. The **Vice President** in the absence of the president, shall assume all duties of the president and perform all other such duties as may be assigned by the board.
 5. The **Treasurer** is responsible for overseeing the library's financial health, including
 - a. Signing checks for payments after board approval.
 - b. Ensuring accuracy of financial records including verifying that checks are properly accounted for.
 - c. Assisting the library director, bookkeeper or accountant with the review, development, and approval of the library's annual budget and regular financial reports on receipts, disbursements, and overall revenues and expenditures to the board.
 - d. Ensuring development and review of financial policies and procedures.
 - e. Review and sign off on monthly deposits ensuring they correspond to deposit slips.
 - f. Sign contracts and other documents as required in the absence of the President or Vice President.
 - g. In the absence or inability of the treasurer their duties will be performed by a trustee that the Board designates.
 6. The **Secretary** prepares the agenda for regular and special meetings, keeps minutes of all board meetings, records attendance, records all votes with a roll call on all votes that are not unanimous, causes to be printed the proposed and approved minutes of all regular and special meetings of the board of trustees in accordance with the time frame as required by law, causes such minutes to be open and available for public inspection as required by law, and all other clerical duties as may be assigned by the board.

VI. Duties of the Library Director

1. The director's responsibilities in the day-to-day operation of the library include and are not limited to:
 - a. Hiring personnel, directing, supervising and disciplining staff members, preparing required reports (example State Aid), programming, collection management, budget management, and public notice of board meetings.
 - b. Recommending policy and procedure that promote the efficiency and service of the library and administering the policies adopted by the board.

Each policy is to be reviewed at a board meeting at least every two (2) years or sooner as needed.

- c. Posting public notice of all regular and special meetings of the board of trustees; sending out proper notice of all regular and special meetings to members of the board.
- d. Preparing and sharing board meeting packets at least three (3) business days in advance of the meeting.
- e. Preparing and making available copies of all materials needed for the conducting of business at the board of trustees meetings.

VII. **Amendments** to these bylaws, library policy, or any other procedural document may be proposed at any regular meeting of the board, and will become effective if and as adopted by a majority of those members present providing they represent a quorum.

VIII. **Copyright and Copying**

The library may copy for its own collection material that has been lost or deteriorated only if such material is not available at a fair cost, and will post prominently all required notices regarding the copying of any materials in the library.

IX. **Administrative Records**

Administrative records of the library shall be kept on library property and made available to the general public in a timely manner upon request including required reports, all financial reports, minutes of the public board meetings and actions, and other such items as the board or Library Director shall file there. The library may charge a fee for copying and printing services.

X. **Circulation Records**

Circulation records and other records identifying the names of library users with specific materials hereby are recognized as confidential in nature, and access thereto is hereby restricted to library staff and those members of the public with a legitimate interest therein, as hereafter provided for.

All library staff and employees are hereby advised that such records shall not be made available to casual members of the public, the press, or to any agency of State, Federal, or Local government, except pursuant to such process, order, or subpoena as may be authorized under the authority of and pursuant to Federal or State law relating to civil, criminal, or administrative discovery procedures or legislative investigative power.

Library staff shall observe the following procedures: On receipt of any legal process, order, or subpoena, the library staff member in charge will immediately consult with the President of the Board or the Vice President when the president is unavailable and the Library Attorney to insure that (a) the document is in proper legal form, and (b) there has been a proper showing of good cause for its issuance in a court or administrative body of competent jurisdiction. Until the legality of such process, order, or subpoena has been affirmatively shown to the

BYLAWS OF THE SEBEWAING TOWNSHIP LIBRARY BOARD OF TRUSTEES

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satisfaction of the Library Attorney, the Library will resist its issuance or enforcement until any such defects have been cured.

Bylaws Approved on November 12, 2025 / Supersedes February 26, 2025 and all older versions.