

**PENTWATER TOWNSHIP LIBRARY
BY-LAWS**

ARTICLE I: MEMBERSHIP

The Pentwater Township Library Board shall consist of six members elected to serve a four-year term of office at a duly authorized Pentwater Township election in accordance with Public Act 164 of 1877. Members of the Board shall not be library employees.

ARTICLE II: OFFICERS

The officers, to be elected each year at the December meeting for a one-year term, shall be president, vice-president, treasurer, secretary and such other officers as deemed necessary by the Pentwater Township Library Board. Officers shall perform the duties generally associated with their offices including the duties listed below:

The president shall keep in touch with the library director between board meetings, assist the director in preparing the agenda for each board meeting, preside at meetings, and provide leadership to the board in the performance of its duties.

The vice-president shall assist the president in carrying out the functions of the office and preside at meetings when the president is absent.

The treasurer shall make monthly financial reports to the board including monthly financial statements and an annual financial report. A copy of the monthly financial report shall be provided to each member of the board and the library director at each monthly meeting. The treasurer shall present an annual budget to the board for the board's approval.

The secretary shall keep complete and accurate minutes at each meeting of the board or have general supervision of the preparation of the minutes by a recording secretary if one has been appointed. The minutes shall record members present, members absent, and action taken on matters brought before the board. These minutes shall be signed and kept in a permanent binder. Copies shall be distributed to each board member and the director one week prior to the next meeting.

The library director shall be appointed by the board and shall be responsible to the board. The library director shall be considered the executive officer of the library and shall have sole charge of the administration of the library, under the direction and review of the board. The director shall be held responsible for the care of the buildings and equipment, for the direction of the staff, and for the efficiency of the library's service to the public. The director shall attend all board meetings and shall have no vote.

The Pentwater Township Library (PTL) Board desires full inclusion and involvement of all Board Trustees (Trustees) in execution of the mission and bylaws of the organization. Therefore, the Trustees have identified a succession of positions, combination of officer positions and committee presidents, that allow for diversified experience and contribution of all board members. Given all trustees must fulfill the following responsibilities as discussed in the Michigan Public Library Trustee Manual, opportunities for orientation and experience are key for success of all trustees:

- Attend all board meetings
- Participate at meetings
- Become a team player
- Support board decisions
- Advocate for the library
- Respect the role of the library director
- Support the library director

By allowing all trustees to serve in the major roles, the trustees will fulfill their responsibilities with balanced contribution from all trustees, sharing the duties required to make PTL a successful organization.

The desired succession of roles would be:

- Board Secretary
- Board Treasurer
- Vice President of Board
- President of Board

New trustees would be nominated to the Board Secretary role during their first year as Trustee, moving through the other roles in approximate order above, depending on specific balance of new and existing trustees. The Board Nominating Committee would review the options for complete slate of board roles, match trustees with rotating roles, and make recommendations to the full Board for approval per Board Officer Policy in December.

It is intended that no one board member serves more than three consecutive years in the position of Treasurer or President.

ARTICLE III: MEETINGS

All business of the Pentwater Township Library (Library) Board shall be conducted at regular or special meetings in accordance with the Michigan Open Meetings Act (OMA). Regular meetings shall be held of each month at date, time, and location to be set by the Board at its annual meeting. Special meetings may be called by the Board President or at the request of three members of the board.

The regularly scheduled December meeting of the Library Board shall be known as the annual meeting and shall be the purpose of electing officers, establishing the schedule

of regular board meetings for regular board meetings for the upcoming calendar year, and for any other business before the board.

A quorum for the transaction of business shall consist of four members of the board who are physically present. **Any board action, in order to be official, must be approved at an official Board meeting by a majority of the members qualified and serving.**

An emergency meeting of the Board may be held without written notice or time constraints if the public health, safety, or welfare is imminently and severely threatened and if two-thirds of the members vote to held the emergency meeting.

Robert's Rules of Order shall guide the board procedures in all cases not otherwise herein provided. (Amended Article III: Meeting on 2019 05 21)

ARTICLE IV: COMMITTEES

The president shall appoint committees as necessary, to serve until completion of the work for which each was appointed.

ARTICLE V: REIMBURSEMENT OF EXPENSES

Expenses incurred by members of the board for authorized activities shall be reimbursed at the rate currently paid to Pentwater Township employees for meals and transportation. Reimbursement for any other expense must be approved by the board at any regular or special meeting.

ARTICLE VI: AMENDMENTS

These By-Laws may be amended by a vote of a majority of the entire board at a regular meeting only, and not unless such amendment shall have been proposed at a previous regular meeting.

Revised April 11, 2006
Amended November 12, 2013 (time of meeting)
Amended May 21, 2019
Amended September 20, 2022
Amended December 5, 2023