Reviewed and Approved: 12/16/2025

INDIAN RIVER AREA LIBRARY

Board of Trustees Bylaws

1. ESTABLISHMENT and PURPOSE of BYLAWS

Section 1. Name. The *Indian River Area Library* of Indian River, Michigan was established by the virtue of provisions of the City, Village, and Township Libraries Act, 1877 PA 164, ("PA 164").

Section 2. Annual Review. These bylaws are rules governing the internal affairs of the Library. The bylaws should be reviewed annually.

2. MEMBERSHIP

Section 1. Board. The Board shall consist of six (6) Members elected pursuant to the requirements of PA 164. Unless otherwise provided in PA 164, a Board Member shall hold office until a successor is elected and qualified.

Section 2. Vacancies. The office of a Board Member becomes vacant when the incumbent dies, resigns, is convicted of a felony, is removed from office by the governor under section 10 of Article V of the state constitution of 1963, or, ceases to be a qualified elector of Tuscarora Township. In the event of a vacancy, the Board shall appoint a qualified person to hold the vacant office until the next election at which Township officers are elected.

Section 3. Individual Authority. Board Members have no authority as individuals, apart from that specified in these Bylaws or applicable law, but rather exercise their authority collectively with Library Board action.

Section 4. Attendance. Election to the Library Board is a privilege freely sought by the nominee. It carries with it the responsibility to participate in Library Board activities and represent the patrons of the Library. Attendance at Library Board meetings is critical to fulfilling this responsibility. A Board Member who cannot attend a meeting bears the responsibility of notifying the President and Director concerning this absence. Nonattendance at four regularly scheduled meetings during any rolling 12-month period without being excused is hereby determined to constitute neglect of duty, shall be deemed nonfeasance in office, and, unless a removal hearing is required by law, shall automatically create a vacancy without further action. Attendance by prearranged virtual means (audio or audio and video) is not an acceptable alternative to in-person meetings, as the officer is unable to vote according to the current Open Meetings Act requirements and would be acting as a member of the public.

3. POWERS of the BOARD of TRUSTEES

Section 1. Authority. The Library Board may exercise any and all of the powers granted to it by PA 164 and federal and Michigan law. If permitted by law, the Library Board may delegate such powers to the Officers of the Board and/or Library Director as it deems necessary.

Section 2. Budget. The Library Board shall have the exclusive control of the budget of the Library. The fiscal year of the Library shall be the annual period commencing July 1 and ending the following June 30. The Library Board shall prepare and make available an annual budget.

Section 3. Audit. The Library Board may obtain an annual audit by an independent certified public accountant selected by the Board, all in accordance with Michigan law. The Library Board may authorize an audit of the Library Fund to occur at the same time and along with the audit of the Township's funds generally.

4. OFFICERS

Section 1. Officers. Officers of the Board shall be President, Vice-President, Secretary, and Treasurer.

Section 2. Term. The officers shall be elected for a term of four (4) years at the regular meeting in November of the Library Board. An officer shall serve until the appointment of a successor.

Section 3. Vacancies. Vacancies in office shall be filled by the Board at the next regular meeting of the Board following the occurrence of a vacancy, except for the office of President, in which case the Vice-President shall assume the duties of the office for the remainder of the unexpired term. A successor Vice-President shall be elected to fill the vacancy so created in that office.

5. DUTIES of the OFFICERS

Section 1. President. The President shall preside at all meetings, appoint committees, authorize calls for any special meetings and generally perform the duties of a presiding officer.

Section 2. Vice-President. In the absence of the President, the Vice-President shall perform the duties of the President. In the case of the resignation, disability or death of the President, the Vice-President shall assume the office for the remaining term.

Section 3. Secretary. The Secretary of the Library Board shall ensure that minutes of the Library Board meetings and other Library records are kept in accordance with Michigan law. In compliance with any requirements of state law regarding the holding of meetings, the Secretary shall issue notices of all regular meetings, and of all special meetings, and shall have the custody of the minutes and other records of the Board of Trustees. With the approval of a majority of the Board and if permitted by law, the Secretary may delegate any of these responsibilities to the Library Director.

Section 4. Treasurer. The Treasurer shall control expenditures from the Library Fund through a system of vouchers presented to authorized personnel. The Treasurer shall work with the Township Treasurer to ensure that the Library Fund is being maintained and the moneys received by the Library are deposited into the Library Fund. A record of all moneys received or deposited to the Library Fund and all disbursements, sales, and transfers from the fund shall be kept by the Treasurer, and reported monthly to the Library Board at its regular meeting. In addition, the Treasurer shall perform such other duties as may be prescribed for him or her by state or federal law and these bylaws. With the approval of a majority of the Board and if permitted by law, the Treasurer may delegate any of these responsibilities to the Library Director.

6. MEETINGS

Section 1. Regular Meetings. The regular meeting of the Library Board shall be held on each month, the date and time to be set by the Board at its annual meeting. Within ten (10) days following the annual meeting, a notice shall be posted in a public place, at the Library, setting forth the dates, times, and places of all regular meetings scheduled for the ensuing year. If there is a change in the schedule of regular meetings of a public body, there shall be posted within three (3) days after the meeting which the change is made, a public notice stating the new dates, times, and places of its regular meetings. In the case of meetings being rescheduled or made virtual by some unplanned event, changes to the regular meeting times and virtual location shall be publicly posted as soon as possible after such an event.

Section 2. Annual Meeting. The Annual Meeting of the Library Board shall be the first regular meeting of the fiscal year, and shall be for such organizational matters as may be required.

Section 3. Special Meetings. Special Meetings may be called by the President or upon written request of two Trustees, provided eighteen (18) hours of notice, in the format and manner as provided by the Michigan Open Meetings Act, is given of the time, place, and purpose for which such a meeting is called. Trustees not present at the time of announcement of such special meetings shall be notified by the Director or their designee.

Section 4. Agenda. The proposed agenda shall be made public and distributed by the Secretary or their designee to all members prior to the meeting. The following items will constitute the agenda for regular meetings.

Call to order and attendance
Approval of agenda
Approval of minutes
Citizens' comments
Financial report, including approval of bills
Library Director's report
Committee reports
Old Business
New Business
Adjournment

Section 5. Quorum. A quorum for the transaction of business shall consist of the majority (4 members) of Library Board members appointed or elected and serving.

Section 6. Board Action. Any Board action must be approved at a Board meeting, as described in ARTICLE VI, by a majority of the quorum of the Library Board, unless otherwise provided by law.

Section 7. Approval Procedure. The procedure for action at the meeting shall be as follows, unless otherwise governed by special rules which may have been or may be adopted:

A. All actions, whether by resolution or by motion, shall be moved and supported before discussion. If a motion is not supported, it shall not be taken up for discussion.

B. After an action is moved and supported, it shall be open for discussion by members of the Board.

C. Members shall seek recognition by the President before speaking.

D. Any motion or resolution under discussion may be amended prior to adoption by the following action:

   a. The proposed amendment is moved and supported.

   b. The proposed amendment is open for discussion.

   c. Following discussion, or upon request by a member of the Board, the President shall call the amendment for approval.

   d. If the amendment passes by majority vote, the originally proposed action shall be considered as amended.

E. Following discussion, or upon request by a member of the Board or required by law, all actions shall call the action for approval.

F. Unless otherwise requested by a member of the Board or required by law, all actions shall be taken by voice vote signifying "Aye" or "Nay."

7. COMMITTEES

Section 1. Committee Appointments. All committees of the Library shall be appointed by the Library Board President. The President may decide to appoint himself or herself an ex-officio member of any committee. As directed by the Library Board, the Library Director may serve as resource person to any committee.

Section 2. Purposes. The Library may have committees as follows:

A. Ad hoc Committees of the Library shall exist until their specified purpose is completed or unless otherwise disbanded by the President. The President shall provide specific purposes and duties of the ad hoc committee.

B. The standing committees of the Board shall consist of less than a quorum of the Library Board. Committees shall convene on the call of its President or Library Director and, when ready or requested by the President, report their findings at a regular or special Library Board meeting. The following standing committees shall have the powers and responsibilities prescribed.

a. Budget Committee: The committee shall review the budgets and accounts and make recommendations to the Library Board with respect thereto.

b. Policy Committee: The committee shall review existing policies, recommend new policies, and make recommendations to the Board with respect to policy issues. Proposed changes in policy with be brought to the attention of the Library Director and to the Policy Committee for consideration. However, the Library Board has final approval of all Library policies.

c. Personnel Committee: The committee shall review and discuss personnel issues as determined by the Library Board and/or Library Director.

8. LIBRARY DIRECTOR

Section 1. Appointment of Director. The Library Director shall be considered the executive officer of the Library.

Section 2. Duties. The Library Director shall be in charge of the administration of the Library under the direction and review of the Board. The Library Director shall be responsible for:

A. Overseeing the care of the building, equipment, and informational resources of the Library.

B. The employment, development, and direction of the staff.

C. The Library's service to the community.

D. The annual preparation of a budget proposal.

E. The operation of the Library under the financial conditions set forth in the budget approved by the Board.

F. The submission for the proposed budget to the Board by its regular June meeting.

G. The written annual report of the Library, including the financial statements, when they are made available.

H. Any other duty delegated by the Library Board.

Section 3. Library Manager. In the event that the Library Director is unavailable to serve the Library, the Library Board may appoint a Library Manager to administrate the day-to-day operations of the Library until such time when the Library Director can be restored or replaced.

Section 4. Meeting Attendance. The Library Director or the Library Director's representative shall be expected to attend all meetings of the Library Board unless otherwise direction by the Library President.

9. AMENDMENTS

Section 1. These bylaws may be amended at any regular meeting of the Board by a majority vote of all members elected or appointed and serving, provided the amendment was presented in writing at the previous regular meeting.

President

Vice-President

Secretary

Treasurer

Trustee

Trustee