



BYLAWS

of the

WHITE LAKE TOWNSHIP  
LIBRARY BOARD

Adopted 1986

Revised 2000, 2007, 8/2012 & 2/2025

TABLE OF CONTENTS

ARTICLE 1- MEMBERSHIP ..... 3

ARTICLE II - OFFICERS..... 3

ARTICLE III – DUTIES OF OFFICERS ..... 4

ARTICLE IV - ROLE OF THE LIBRARY BOARD..... 4

ARTICLE V - ROLE OF THE LIBRARY DIRECTOR..... 5

ARTICLE VI - INDEMNIFICATION..... 6

ARTICLE VII - MEETINGS ..... 6

ARTICLE VIII - COMMITTEES..... 8

ARTICLE IX - AMENDMENTS ..... 9

Adopted 1986

Revised 2000, 2007, 8/2012 & 2/2025

## WHITE LAKE TOWNSHIP LIBRARY

### BOARD BYLAWS

#### ARTICLE I – MEMBERSHIP

**Section 1.01** In accordance with the provisions of Public Act 164, 1877 as last amended, the Library Board of White Lake Township, Oakland County, State of Michigan (referred to herein as Library Board”), shall consist of six (6) members duly elected by the voters of the Township (collectively referred to as “Members,” and individually referred to as “Member”). The Members shall be elected for a four-year term of office and duly sworn in by the Township Clerk, per MCL 64.5. The Library operates as the White Lake Township Library and serves the citizens of White Lake Township, Michigan.

**Section 1.02** The Members shall uphold the mission of the White Lake Township Library (referred to herein as the “Library”):

The Library exists to meet the lifelong recreational, informational, educational, and cultural needs of its community while upholding the principles of intellectual freedom. The Library is committed to high-quality and friendly service by offering diverse resources for people of all ages.

**Section 1.03** Members are elected citizens and receive no remuneration for their work and participation on the Board.

#### ARTICLE II - OFFICERS

**Section 2.01** The officers of the Library Board shall be President, Vice-President, Secretary, and Treasurer.

**Section 2.02** Officers shall be elected by the Members at the first regular meeting in December. The term of office shall be for one year. This is not to infer that an officer shall not be able to hold office for more than one year.

**Section 2.03** Any vacancy created by voluntary retirement or by removal from office for any reason shall be filled by appointment approved by a majority vote within 45 days to serve until the next General Election, per Public Act 24 of 1989.

Adopted 1986

Revised 2000, 2007, 8/2012 & 2/2025

## **ARTICLE III - DUTIES OF OFFICERS**

**Section 3.01** The President shall be the chief officer and shall preside over all Library Board meetings unless the President chooses another officer to preside over a specific meeting. The President may use his/her discretion in designating other officers to preside over meetings, and the officer chosen may accept or decline the responsibility. The President shall manage the business of the Library Board and will see that all orders and resolutions are put into effect.

The President shall have the power to delegate any specific power, except those that are, by statute, exclusively conferred upon the President, to any other officer or member of the Library Board. The President shall vote only when necessary to break a tie.

**Section 3.02** The Vice-President shall perform all of the duties of the President's office in the absence of the President, not designated to other officers, and shall perform such other duties as the Library Board shall prescribe.

**Section 3.03** The Secretary shall be the third-ranking officer and shall keep a true and accurate record of all meetings of the Members in such timely fashion to fulfill requirements of the Open Meeting Act, 1976 PA 267... The Secretary shall handle all correspondence for the Library Board and attend to the giving and receiving of all notices of the Library Board. A Recording Secretary may be selected by the Board to assist in secretarial duties

**Section 3.04** The Treasurer shall keep a complete and accurate record of all funds received and dispensed by the Members. It shall be the duty of the Treasurer to sign or have signed by such number of members as designated by the Library Board all checks issued by the Library.

## **ARTICLE IV – ROLE OF THE LIBRARY BOARD**

**Section 4.01** The Members will uphold the Mission Statement of the Library.

**Section 4.02** The Members shall have exclusive authority in the following areas:

- a. Establishment and/or change in Library Strategic Plan.
- b. Establishment and/or change in Library policies.
- c. Approval of all contractual matters.
- d. Review and approval of annual budget.

Adopted 1986

Revised 2000, 2007, 8/2012 & 2/2025

- e. Appropriation and disbursement of all funds.
- f. Appointment of a general legal counsel and consultation with other attorneys when legal expertise is appropriate.
- g. Selection and appointment of a Library Director.

**Section 4.03** No Member shall have the power to act in the name of the Library Board except as empowered by specific action of the Library Board.

**Section 4.04** No Member shall be financially interested, directly or indirectly, in any contract, labor, or supplies provided to the library system.

**Section 4.05** No Member, nor an immediate family member of the Member, shall be an employee of the Library or in violation of the Incompatible Public Offices Act (Public Act 566 of 1978).

## **ARTICLE V - ROLE OF LIBRARY DIRECTOR**

**Section 5.01** The Library Director shall be a graduate librarian possessing a Master's Degree in Library Science from a school accredited by the American Library Association. The Library Director must meet the Library of Michigan Certification requirements relevant to the Library's class size.

**Section 5.02** The Library Director shall have the responsibility for the operation of the library system in accordance with policy enacted by the Members and within the parameters of the annual budget as approved.

**Section 5.03** The Library Director shall be considered the executive officer of the Library Board and shall have sole charge of the administration of the Library under the direction and review of the Members. The Library 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. Any need to structural change in the building shall be brought before the Members for approval.

**Section 5.04** The Library Director, as chief administrator, is responsible for the development of library services, policies, and procedures. The Director recommends policies as needed and advises the Board on the merits of decisions under consideration. The Director is responsible for the facilities, properties, materials collection development, public relations, financial management, and personnel of the Library; reporting to the Library Board and administering policies established by the Library Board as governing body.

**Section 5.05** The Library Director shall attend all regular Library Board meetings. The Library Board shall evaluate the library Director's performance

Adopted 1986

Revised 2000, 2007, 8/2012 & 2/2025

at least once per year.

**Section 5.06** The Library Director shall be responsible for keeping the Members informed of matters related to the Library or themselves as Members; for preparing a preliminary draft of [the] budget and an annual report for Library Board approval; and for assisting the Library Board in its decisions on policies, budget, and other such matters.

**Section 5.07** The Library Director shall be authorized to make expenditures for the general operation of the Library in a reasonable and customary manner, with all expenditures itemized and presented to the Library Board for approval prior to payment. The Members may require pre-approval review of expenditures over a Board-designated threshold.

## **ARTICLE VI – INDEMNIFICATION**

**Section 6.01** As used in this Article VI, any word or words that are defined in Sections 561-565 of the Michigan Nonprofit Corporation Act, as amended from time to time (the “Indemnification Section”) shall have the same meaning as provided in the Indemnification Section.

**Section 6.02** The Library shall indemnify and advance expenses to a Member or non-member volunteer in connection with a proceeding to the fullest extent permitted by and in accordance with the Indemnification Section.

**Section 6.03** With respect to an employee or agent other than a Member or non-member volunteer, the Library may, as determined by the Library Board, indemnify and advance expenses to such employee or agent in connection with a proceeding to the extent permitted by and in accordance with the Indemnification Section.

**Section 6.04** The indemnification herein provided for shall continue as to a person who has ceased to be a Member or officer of the Library and, to the extent provided in a resolution of the Library Board or in any contract between the Library and such person, may continue as to a person who has ceased to be an employee, non-member volunteer or agent of the Library. Any indemnification of a person who was entitled to indemnification after such person ceased to be a Member, officer, employee, non-member volunteer, or agent of the Library shall inure to the benefit of the heirs and personal representatives of such person.

Adopted 1986

Revised 2000, 2007, 8/2012 & 2/2025

## **ARTICLE VII - MEETINGS**

**Section 7.01** Unless otherwise ordered, regular meetings shall be held on the fourth Wednesday of every month at 6:45 p.m. at the White Lake Township Library. All meetings are convened in compliance with the Open Meetings Act, 1976 PA 167.

**Section 7.02** Special meetings may be called by the President or upon written request of two Members. Notice stating the time, place, and business to be transacted shall be given to each Member and in accordance with the Open Meeting Act, 1976 PA 267. The same procedures will be followed as at a regular meeting. No business other than that contained in the notice will be transacted. Decisions made at special meetings will be treated as if they had been made at a regular meeting.

**Section 7.03** A quorum for transaction of official business at a regular or special meeting shall consist of four voting Members. If less than a quorum is present, those members who are present may approve payment of Library bills, but no other business may be transacted.

**Section 7.04** order of business for regular and special meetings shall be:

- A. Call to Order
- B. Pledge of Allegiance
- C. Roll Call
- D. Approval of the Agenda
- E. Public Comments
- F. Approval of the Minutes from the Previous Meeting
- G. Report of the President
- H. Report of the Vice President
- I. Report of the Secretary
- J. Report of the Treasurer
- K. Report of the Library Director
- L. Reports of Committees
- M. Old Business
- N. New Business
- O. Announcements
- P. Adjournment

**Section 7.05** Any Library Board action, at a regular or special meeting, must be approved by a majority of the Members present.

**Section 7.06** Meetings shall be conducted in accordance with Robert's Rules of Order, latest revised edition.

Adopted 1986

Revised 2000, 2007, 8/2012 & 2/2025

**Section 7.07** Members have an obligation to attend Library Board meetings regularly and to be informed about the issues under discussion. Excessive absence from official Library Board meetings will be defined as three unexcused absences per calendar year. To be excused from a meeting, the member must notify the President of the Library Board in advance. In the event the President cannot be reached, the Member shall notify the Director of the Library. The Library Board may request the resignation of a Member who has three unexcused absences from official Library Board meetings.

**Section 7.08** A Budget Meeting shall be held in October. The Library Director will present a proposed budget for the coming year to be approved by the Library Board. Six days prior to the Budget Meeting, notice of this public reading of the budget shall be posted on the Library's bulletin board and in local newspapers, and also stating where copies of the budget may be obtained.

These notices shall contain the following words in letters not less than 11- point boldfaced type, "The property tax millage rate proposed to be levied to support the proposed budget will be a subject of this hearing." (Per Act 43 of 1963, 2<sup>nd</sup> Ex. Sess.)

**Section 7.09** An Annual Meeting for the election of officers will be held at the regular December meeting.

**Section 7.10** The public may address the Library Board at any of its regular meetings. The public may also address the Library Board at special meetings so long as the individual's remarks are germane to the stated business for which the special meeting was called. Public comment shall be provided for in the agenda immediately following the approval of the agenda or at a time designated by the presiding officer. Individuals may speak for no more than three (3) minutes, and persons representing a group must state as such at the beginning of their comment and shall be entitled to one (1) five-minute time during Public Comment. Please see Public Policy 1M. Public Participation at Library Board Meetings.

## **ARTICLE VIII – COMMITTEES**

**Section 8.01** Committees for special purposes may be appointed by the President, with the approval of the Library Board, to serve until assignments are completed.

**Section 8.02** Unless otherwise directed, a committee's assignment is limited to study and investigation, reporting, and recommending. Any authority

Adopted 1986

Revised 2000, 2007, 8/2012 & 2/2025

to act which the Library Board wishes the committee to have must be specifically authorized.

### **ARTICLE IX – AMENDMENTS**

These bylaws may be amended at any meeting of the Library Board by majority vote of the Members present provided that: (1) at least a quorum of four Members is present and (2) the amendment was stated in the call for the meeting.