

SAUGATUCK-DOUGLAS DISTRICT LIBRARY BYLAWS  
(revised December 4, 2019)

**ARTICLE I: INCORPORATION AND LEGAL AUTHORITY**

The Saugatuck-Douglas District Library is established in accordance with Michigan Public Act 164 of 1955 (repealed and replaced with Michigan Public Act 24 of 1989), known as “the district library establishment act” (DLEA).

This organization was formed by Agreement between the City of Saugatuck, the City of the Village of Douglas, and Saugatuck Township dated January 11, 2007.

In accordance with the terms of the Agreement, this organization shall be known as the Saugatuck-Douglas District Library.

The Saugatuck-Douglas District Library shall have the authority to:

1. Establish, maintain and operate a public library for the district.
2. Exclusively control the expenditures of money deposited into the district library fund.
3. Appoint and remove officers from among its members
4. Appoint and remove a librarian and necessary assistants and fix their compensation.
5. Acquire real or personal property for library purposes.
6. Erect buildings and other structures.
7. Supervise and control district library property.
8. Enter into a contract to receive library-related service from or give library-related service to a library or municipality within or without the district.
9. Adopt bylaws and regulations, not inconsistent with The DLEA, governing the Board and the Library.
10. Borrow money pursuant to the District Library Financing Act
11. Issue bonds pursuant to the DLEA.
12. Accept gifts, bequests, and grants for the Library.
13. Do any other thing necessary for conducting the Library service, the cost of which shall be charged against the district library fund.
14. Perform other acts authorized by law.

**ARTICLE II: OPERATION OF THE LIBRARY**

Operating Principles. The Saugatuck-Douglas District Library endorses the principles set forth in the American Library Association Bill of Rights as reaffirmed January 23, 1996. In the operation, care and maintenance of the Library our actions will be guided by these fundamental precepts

**ARTICLE III: MEMBERSHIP**

In accordance with the District Library Establishment Act and the Agreement, the Board of Trustees of the Saugatuck-Douglas District Library shall consist of six (6) members appointed by the constituent municipalities.

Two (2) members shall be appointed by each of the municipalities and shall serve a term of four (4) years.

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Board members shall comply with all applicable laws and requirements regarding conflicts of interest and the disclosure of any financial interest in contracts or other matters involving the Saugatuck-Douglas District Library.

**ARTICLE IV: POWERS OF THE BOARD**

The Board may exercise any and all of the powers granted to it in the Act. The Board may delegate such powers to the Officers of the Board and/or the Library Director as it deems necessary.

The fiscal year of the Saugatuck-Douglas District Library shall be the annual period commencing July 1 and ending the following June 30.

The Board shall adopt and publish an annual operating budget in accordance with the Uniform Budgeting and Accounting Act (UBAA).

The Board shall have the exclusive control of the budget of the Saugatuck-Douglas District Library except as provided by delegation to the Library Director in accordance with the UBAA.

The Board shall adopt Policies and Procedures for the operations of the Library consistent with law or with these By-Laws.

**ARTICLE V: OFFICERS**

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

Officers shall be elected for a term of one (1) year at the annual meeting in October.

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 become President for the remainder of the unexpired term. A successor Vice President shall be elected to fill the vacancy so created in that office.

**ARTICLE VI: DUTIES OF THE OFFICERS**

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

In the absence of the President, the Vice President shall perform the duties of the President. In the case of the resignation, removal, disability, or death of the President, the Vice-President shall assume the office of President for the remainder of the unexpired term.

The Secretary of the Board shall see that a true and accurate account of all proceedings of the Board meetings is kept. The Secretary shall have custody of the minutes and other records of the Board. The records of the Board shall be open to the public in accordance with the Freedom of Information Act, as amended. The Secretary shall maintain a current roster of

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Board Members and the expirations of their terms of office. With the approval of a majority of the Board, the Secretary may delegate any of these responsibilities to the Library Director.

The Treasurer shall be responsible for the funds of the Saugatuck-Douglas District Library, providing for their safe custody and investment as directed by the Board, subject to limitations for investment of public funds as provided by law. The Treasurer shall control expenditures from the Library fund through a system of vouchers presented by authorized personnel. The Treasurer shall keep a record of all moneys received or deposited to the Library fund, and a record of all disbursements and transfers from the fund shall be kept by the Treasurer, and reported monthly to the 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 by-laws. The financial records of the Board shall be open to the public in accordance with the Freedom of Information Act as amended. The Treasurer shall be bonded for the faithful performance of his/her official duties, the cost of said bond to be paid by the Library Budget. With the approval of a majority of the Board, the Treasurer may delegate any of these responsibilities to the Library Director.

**ARTICLE VII: MEETINGS**

The library board shall meet each month at the library unless otherwise ordered by the board. The board may decide by a majority vote to cancel up to two nonsequential regular monthly meetings each year. The date and time of regular monthly meetings are determined by the board by a majority vote.

The October meeting shall be the annual meeting for the purpose of electing officers, receiving reports from committees, and other business that may arise.

Special meetings may be called by the president, or upon written request of four members, for the transaction of business as stated in the call. Notice stating the time and place of any special meeting the purpose for which called shall be given to each member of the board at least two days in advance of such meeting.

A quorum for transaction of business shall consist of a simple majority (4).

Order of business may be:

*Call to order*

*Reading and approval of minutes*

*Approval of bills*

*Treasurer's report*

*Report of Librarian*

*Committee Reports*

*Communications*

*Old Business*

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*New Business*

*Public Comment*

*Adjournment*

Members of the public may submit agenda items. Submissions must be received at least two business days in advance of the meeting. Suggested agenda items must be approved by the Library Director. If the Library Director declines to include the agenda item, the member of the public may request in writing that the board overrule the Director's decision.

Where not otherwise governed by law or these Bylaws, the proceedings of the meetings of the Board shall be guided by "Robert's Rules of Order," as currently revised and published at the time of the meeting.

### **ARTICLE VIII: COMMITTEES**

Special committees for the study of special problems may be appointed by the president with the approval of the board, to serve until the final report of the work for which they were appointed has been filed. Bylaws might include provisions for standing committees appointed by the president at the first meeting following the annual meeting, to serve for one year. A Budget for Finance committee, which might be either a standing committee or a special committee, would assist the librarian in preparing the annual budget and represent the library board to justify it before the governing body.

Special committees may investigate study and report all matters on which the board can act more expeditiously as a whole.

### **ARTICLE IX: LIBRARY DIRECTOR**

The Library Director shall be considered the executive officer of the Library.

The Library Director shall have sole charge of the administration of the Library under the direction and review of the Board. The Director shall be responsible for:

- staff employment, direction and development;
- library materials acquisition, organization and maintenance;
- facility and equipment operation and maintenance;
- provision of efficient library services to residents of the district and other patrons;
- preparation of an annual budget proposal with supporting documentation;
- operation of the Library under the constraints of the Board-adopted annual budget;
- submitting to the Board within six (6) months of the end of each fiscal year a written annual report covering the fiscal year of the Library, including an audited financial statement;
- preparing and distributing Board meeting agendas with accompanying material;
- keeping the Board reasonably informed with respect to Library operations, and providing the Board with periodic written operational and financial reports regarding the Library;

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- other responsibilities as may be assigned by the Board.

**ARTICLE X: AMENDMENTS**

These bylaws may be amended at any regular meeting of the board with a quorum present, by majority vote of the members present, providing the amendment was stated in the call of the meeting

APPROVED: May 18, 2016  
REVISED: July 17, 2019  
REVISED: December 4, 2019