**Luther Area Public Library**

**Board of Trustees and By Laws**

**Membership**

Luther Area Public Library is recognized by the Library of Michigan as a legally established district library pursuant to Sec. 6. 1989 P.A. 24.

1. The District Library Organizational Plan dated 10 December, 1989, is hereby approved as follows:
2. The participating municipalities include Dover Township, Eden Township, Ellsworth Township, Elk Township, Newkirk Township, Peacock Township, Sauble Township and the Village of Luther.
3. The District Library board of trustees shall consist of not fewer than five (5) and not more than seven (7) members.
4. Each municipality may appoint one person to the library board. If an appointment by a municipality is declined, the board reserves the right to appoint a person from any other participating municipality.
5. A term shall not be more that four (4) years. One term shall be for two years and the other for four (4) years, after which the first term shall be four (4) years thereafter thus causing the board members terms to be staggered.
6. Board members are appointed at its annual meeting in April of the term year. A vacancy shall be filled for the unexpired term by the participating municipality that appointed the member whose position is vacant.
7. Acceptance of appointment as a library trustee shall imply a willingness to attend board meetings and participate in board discussions and decisions.
8. The officers of the board shall be a president, vice-president, secretary and treasurer. The officers shall be elected by vote at the annual meeting in April of each year.

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1. The president shall preside at all meetings and exercise general supervision of board affairs. The vice-president shall assume the duties for the president in his absence. The secretary shall keep accurate minutes of all meetings of the board; these minutes shall be an official record of business transacted. The treasurer shall examine monthly bills and allow payment to approved items; the treasurer shall file a monthly financial statement with the secretary’s minutes.
2. The board of trustees will establish and implement policies and procedures as needed for the Luther Area Public Library.

**Meetings**

1. The regular meetings are held each month, the date and hours to be set by the board of trustees at its annual meeting.
2. The annual meeting, which is for the purpose of election of officers, is held at the time of the regular meeting in April of each year.
3. Budget Preparation:
   1. The annual budget is prepared by the library board treasurer and director.
   2. A tentative budget shall be presented to the library board at its regular meeting in February for consideration.
   3. Adoption of the budget proposal will be held at the regular meeting in March after final considerations.
   4. Accounting and auditing procedures for the Library are those established for libraries by the State Auditor.
   5. The Library’s fiscal year is from April 1 through March 31st of the following year.
   6. An audit of the library is conducted every two years.
4. Special meetings may be called by the president or upon written request of any board member for the transaction of business as stated in the call. Special meetings will be posted in the library entrance door window at least 18 hours in advance of the determined special meeting date.
5. A quorum for transaction shall consist of a simple majority of the board.
6. Order of business will be:

Call to Order

Reading and approving minutes

Reading and approving treasurer’s report

Approval of presented bills

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Report of the librarian

Old business

New business

Adjournment

1. Robert’s Rules of Order (latest edition) shall govern the parliamentary procedure of the board.
2. Library board minutes and financial statements shall be given to each board member.
3. Public meetings of the board of trustees are governed by the Michigan Open Meetings Act (Act no. 267 of the public acts of 1976, MCL 15.261-15.275).

**Library Director and Staff**

The Board appoints a Library Director with appropriate professional and personal qualifications, who is the administrative officer of the library.

The Director is held responsible for the care of the building and equipment; for the employment and direction of the staff; for the efficiency of the library’s service to the public; and for the operation of the library under the financial conditions set forth in the Annual Budget. The Director attends all Board meetings.

**Reviews and Amendments**

These by-laws may be amended at any regular meeting of the board with a quorum present, by majority vote of the board, and in a special meeting of the board providing the amendment was stated in the call for the meeting.

Approved by the Luther Area Public Library board on: **April 14, 2016**

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