

Wayne Public Library

Board of Trustees

Bylaws

Article I

Name and Legal Authority

- 1.1 The name of the library is the Wayne Public Library.**
- 1.2 The Wayne Public Library was organized as a City Library by Council Resolution on February 1, 1994 in accordance with Michigan Public Act 164 of 1877, as amended, section 1, MCL 397.201.**

Article 2

Organization

- 2.1 The Board consists of five (5) resident citizens of the City of Wayne appointed by the Mayor, with the approval of City Council.**
- 2.2 The Board will accept and carry out all duties and responsibilities assigned to it and authorized by P.A. 164 of 1877.**
- 2.3 The term of office will be five years at the end of which time, the member may be re-appointed at the city's pleasure.**
- 2.4 The Mayor may, with the consent of the City Council, remove any trustee for misconduct or neglect of duty.**
- 2.5 Vacancies on the Board will be reported to the Mayor and City Council and be filled in like manner as original appointments for the remaining period of the term.**
- 2.6 Library Trustees will attend regular meetings and perform required duties without financial remuneration. The Library Board may compensate board members for attendance at library related seminars and conferences upon Board approval.**
- 2.7 No member of the Board of Trustees or an immediate family member shall benefit financially from the Trustee's membership on the Library Board or create the appearance of a conflict of interest or of impropriety. A Trustee with a conflict of interest shall not vote on any matters concerning the conflict of interest, although he or she may participate in discussions regarding such matters.**

Article 3

Powers and Duties

- 3.1 The Board has the exclusive control of the expenditure of all monies collected to the credit of the library fund, and of the construction of any library building, and of the supervision, care,**

and custody of the grounds, rooms, or buildings constructed, leased, or set apart for that purpose. Provided, that all monies received for such library shall be deposited in the treasury of said city to the credit of the library fund, and shall be kept separate and apart from other monies of such city, and drawn upon by the proper officers of said city, upon the properly authenticated vouchers of the Library Board. Said Board has power to purchase or lease grounds, to occupy, lease, or erect an appropriate building, or buildings for the use of said Library; shall have power to appoint a suitable library director and necessary assistants, and for their compensation; and shall also have power to remove such appointees; and shall, in general, carry out the spirit and intent of this act in establishing and maintaining a public library and reading room. {P.A. 164 of 1897}

- 3.2 The Board will adopt policies regarding the operation of the Library. The Library Board has the power to make and adopt such rules, bylaws and regulations for their own guidance and for the governance of the Library and its property as they see fit.
- 3.3 At the end of each fiscal year, the Board will make a report to the City Council as specified by P.A 164 of 1877.
- 3.4 The Board will hire a Library Director with an ALA accredited degree in library or information science, appropriate state certification, and other qualifications deemed desirable and necessary.

Article 4

Officers

- 4.1 The officers of the Board shall be President, Vice-President and Secretary.
- 4.2 The officers will be elected annually at the April meeting of the Board.
- 4.3 The terms of office will be one year. There will be a limit of five consecutive terms an individual may serve in a given office.
- 4.4 The President of the Board will preside at all meetings, appoint all committees, authorize calls for special meetings and generally perform the duties of a presiding officer.
- 4.5 The Vice-President will preside at meetings in the absence of the President.
- 4.6 The Secretary will keep a true and accurate account of all proceedings of the Board meetings. The Secretary will provide copies of approved minutes to the Board, Library Director and City Council in a timely fashion. A book of minutes will be maintained and available in both printed and electronic form. The Board may appoint a non-board member to assist if it so chooses, although the duties described above apply.
- 4.7 Officer vacancies will be filled no later than the regular meeting following the occurrence of the vacancy. The replacement officer will be elected by the remaining members with the exception of the office of the President, which will be automatically be filled by the Vice-President for the unexpired portion of the term.

Article 5

Committees

- 5.1 Special committees for the study and investigation of special problems may be appointed by the President; such committees will serve until the completion of the work for which they were appointed. Unless otherwise directed, a committee's assignment is limited to study, investigation, and reporting.**
- 5.2 The Board President will serve as an ex-officio member of all committees.**

Article 6

Meetings

- 6.1 A quorum will consist of three Board members present. A simple majority of the quorum is required for the transaction of business.**
- 6.2 The President may vote on any motion but cannot make a motion.**
- 6.3 Regular meetings will be scheduled and held in compliance with the Michigan Open Meetings Act. A schedule of regular meetings will be posted in the Library.**
- 6.4 Special meetings may be called by the President or by 2 or more members of the board for the transaction of business as stated in the call and conducted in accordance with the Michigan Open Meetings Act.**
- 6.5 The Board may hold closed sessions only within the guidelines of the Michigan Open Meetings Act.**
- 6.6 Emergency meetings may be called by the President or at the request of two-thirds of the members serving on the board without the usual required advance posting notice in the event of a severe and imminent threat to the health, safety, or welfare of the public. The meeting must be conducted in accordance with the Michigan Open Meetings Act. In case of emergency, if Board action is needed and a Board meeting cannot be convened on an emergency basis, with the concurrence of the President, members of the Board of Trustees may be polled individually by a Board member or by the Library Director. An effort shall be made to contact all Board members prior to initiating the emergency polling procedure. Any action taken on an emergency basis pursuant to this procedure shall be ratified by the Board of Trustees at the next Board meeting.**

Article 7

Amendments to the By-Laws

- 7.1 These bylaws may be amended at any regular meeting of the Board by a majority of the members serving and appointed, providing the amendment was stated in the call for the meeting.**

Adopted October 26, 1994 by the Wayne Library Board: Nancy Chiasson, Norrene Dreffs, Donald Toms, Burton Shurlow, Edward Marman

Amended October 2007 by the Wayne Library Board: Edward Marman, Burton Shurlow, Carol Weyand, Dee Ryan, Don Toms

Amended July 10, 2019 by the Wayne Library Board: Lois VanStipdonk, Virginia Cesarz, Nancy Chiasson, Renee Davis, Larry McConnell