

BY-LAWS FOR THE
BENTON HARBOR PUBLIC LIBRARY BOARD

Revised December 2011

ARTICLE I MEMBERSHIP

Section 1: The Board of the Benton Harbor Public Library shall consist of seven (7) members chosen for office in accordance with the provisions of:

- A) Public Act 164 of 1877, as amended;**
- B) The Charter of the City of Benton Harbor, as amended;**
- C) The Library Services Agreement in effect between the Library Board and Benton Township.**

Section 2: Five (5) of the members shall be residents of the City of Benton Harbor.

Section 3: Two (2) of the members shall be residents of Benton Township.

Section 4: The term of office for City Board members shall be five (5) years and shall expire on May 1 with one term expiring each year. The term of office for Township Board members shall be governed by the provisions of the Library Services Agreement in effect between the Library Board and Benton Township.

Section 5: The Library Board shall be able to remove any of its members, with or without cause, by a two-thirds (2/3) vote of the members of the Board.

By-Laws
Benton Harbor Public Library Board
Revised December 2011

ARTICLE II POWERS AND DUTIES

Section 1: The Library Board shall have all such powers and duties as granted it under Public Act 164 of 1877, as amended, and the Charter of the City of Benton Harbor, as amended. Such powers and duties shall include, but are not limited to, the following:

- A) The Library Board shall make and adopt such by-laws, rules, and regulations for its own guidance and for the governance of the Library as may be necessary.**
- B) The Library Board shall have exclusive control of the expenditures of all monies collected to the credit of the Library.**
- C) The Library Board shall have the power to purchase or lease grounds; to occupy, lease, or erect an appropriate building or buildings for the use of the Library; shall have exclusive control over the construction of any library building; and shall have exclusive control of the supervision, care, and custody of the grounds and buildings set apart for library purposes.**
- D) The Library Board shall have the power to appoint a suitable Director and necessary assistants; to fix their compensation; and to remove such appointees.**
- E) The Library Board shall approve the goals of the Library Director annually.**
- F) The Library Board shall establish a process to document that all of the annual personnel evaluations are signed by the employee, supervisor, and director.**
- G) The Library Board shall, in general, carry out the spirit and intent of Public Act 164 of 1877, as amended, in establishing and maintaining a public library.**

By-Laws
Benton Harbor Public Library Board
Revised December 2011

ARTICLE III OFFICERS

Section 1: The officers shall be President, Vice-President, and Secretary. The officers shall be elected by the Board members at their annual meeting in July. The President and the Library Director shall jointly serve as Treasurer.

Section 2: All officers shall serve a term of one (1) year from the date of their election or until their successors are duly elected.

Section 3: The officers shall perform the duties generally associated with their offices, including those listed below. The officers shall also perform such other duties as may be designated by the Board.

A) The President shall:

- 1) Communicate with the Library Director between meetings.
- 2) Preside at meetings and expedite the conduct of business.
- 3) Provide leadership to the Board in the performance of its duties.
- 4) Supervise the Library Director's handling of the Library's finances.

B) The Vice-President shall:

- 1) Assist the President in carrying out the functions of the office.
- 2) Preside in the absence of the President.

C) The Secretary shall:

- 1) Take accurate minutes of all actions taken at meetings.
- 2) Prepare copies of the minutes for distribution to Board members, the Library Director, and the public in accordance with the provisions of the Open Meetings Act.
- 3) Assist the Library Director with the maintenance of the official minutes book which shall be kept in the Library Director's office.

**By-Laws
Benton Harbor Public Library Board
Revised December 2011**

ARTICLE IV COMMITTEES

Section 1: In most matters, the Board shall act as a committee of the whole. Special committees may be appointed at the discretion of the Board President. Such committees shall be considered dissolved upon the completion of their assignments.

**By-Laws
Benton Harbor Public Library Board
Revised December 2011**

ARTICLE V MEETINGS

Section 1: The regular meetings of the Board shall be held on the third Tuesday of each month at 4:00pm in the Library's auditorium, unless the Board shall set a different day and time in accordance with Section 4 below.

Section 2: The annual meeting shall be held in July of each year at the same date and time as the regular monthly meeting. The election of officers shall be held at the annual meeting.

Section 3: Special meetings may be called by the Board President, or at the request of three (3) Board members. A special meeting shall be held only for the transaction of such specific business as stated in the call for the meeting.

Section 4: All meetings of the Board shall conform with the requirements of Public Act 267 of 1976, known as the Open Meetings Act.

Section 5: A quorum for the transaction of business shall consist of a simple majority of the Board members.

Section 6: The order of business for regular meetings shall be as follows:

Roll Call
Approval of Minutes of the Last Meeting
Financial Reports
Monthly Bills
Citizen Requests to Address the Library Board
Library Director's Report
Unfinished Business
New Business
Other Business
Adjournment

Section 7: Situations not covered by these By-Laws or the Board's policies shall be governed by *Robert's Rules of Order*, latest edition.

By-Laws
Benton Harbor Public Library Board
Revised December 2011

ARTICLE VI LIBRARY DIRECTOR

Section 1: The Library Board shall appoint a Library Director with the appropriate professional and personal qualifications, who shall serve as the chief administrative employee of the Board.

Section 2: Under the general direction and supervision of the Board, the Library Director shall perform the following administrative duties:

- A) Implement all policies approved by the Board.**
- B) Hire the staff necessary for the operation of the Library.**
- C) Specify duties, supervise, discipline, and (if necessary) terminate the employment of members of the staff.**
- D) Implement and maintain evaluations for all employees annually.**
- E) Supervise the planning, implementation, and evaluation of all Adult, Teen, and Children's programs.**
- F) Provide proper maintenance and supervision of the Library building.**
- G) Provide proper care and maintenance of Library equipment and property, including the print and non-print collections.**
- H) Establish and maintain an appropriate schedule of hours open for use by the public.**
- I) Establish appropriate procedures for the operation of the building and the delivery of public services.**
- J) Provide for the selection, acquisition, organization, and preservation of books and other Library materials.**
- K) Prepare and administer an annual budget for all Library operations.**
- L) Supervise the maintenance of all appropriate financial records.**
- M) Supervise the writing, submission, and implementation of grants; Supervise fund raising activities; and Prepare for the millage renewal.**

**By-Laws
Benton Harbor Public Library Board
Revised December 2011**

ARTICLE VI LIBRARY DIRECTOR

Section 2: Continued:

- N) Prepare an annual report of Library activities.**
- O) Maintain good public relations and promote community involvement with the Library.**
- P) Supervise the recruitment and utilization of volunteers.**
- Q) Assist the Board's accountant in preparing the annual audit of the Library's financial records.**
- R) Assist the Board's legal counsel.**
- S) Maintain appropriate relations with City, Township, County, State, and Federal officials.**
- T) Participate in regional, state, and national library organizations.**
- U) Attend all Board meetings, both regular and special, and attend all meetings of committees of the Board.**
- V) Perform any other administrative duties as required by the Board or that may be appropriate to the position of Library Director.**

Section 3: The Library Director shall take care to keep all Board members informed of matters related to the Library or to themselves as members of the Board. The Library Director shall also recommend courses of action and offer full assistance to the Board members in their governance of the Library.