

BYLAWS

ALPENA COUNTY GEORGE N. FLETCHER PUBLIC LIBRARY

ARTICLE I- ESTABLISHMENT

Section 1 Name. The Alpena County George N. Fletcher Public Library was established by virtue of the provisions of the County Libraries Act, 1917 PA 138 (MCL 397.301 et seq.) ("PA 138").

Section 2 Annual Review. These Bylaws are rules governing the internal affairs of the Library. The Bylaws will be reviewed periodically at the discretion of the Library Board.

ARTICLE 11- MEMBERSHIP

Section 1 Board. The library board of the Alpena County George N. Fletcher Public Library shall consist of five (5) trustees appointed by the Alpena County Board of Commissioners pursuant to PA 138, each for a five (5) year term. ("Library Board" or "Board"). Unless otherwise provided in PA 138, a trustee shall hold office until a successor is elected and qualified.

Section 2 Vacancies. If the office of a trustee becomes vacant, the County Board of Commissioners shall appoint a replacement for the remainder of the unexpired term.

Section 3 Individual Authority. Trustees have no authority as individuals, apart from that specified in these Bylaws or applicable law, but rather exercise their authority collectively with Library Board action.

Section 4 Attendance. Appointment to the Library Board is a privilege freely sought by the nominee. It carries with it the responsibility to participate in Library Board activities and

represent the patrons of the Library. Attendance at Library Board meetings is critical to fulfilling this responsibility. A trustee who cannot attend a meeting bears the responsibility of notifying the Chairperson and Director concerning this absence. Any Trustee may be removed after three unexcused absences.

ARTICLE III - POWERS OF THE BOARD OF TRUSTEES

Section 1 Authority. The Library Board may exercise all of the powers granted to it by PA 138, federal law, and other Michigan law. If permitted by law, the Library Board may delegate such powers to the Officers of the Board and/or the Library Director as it deems necessary.

Section 2 Budget. The Library Board shall have the exclusive control of the budget of the Library. The fiscal year of the Library shall be the annual period commencing January 1 and ending December 31. The Library Board shall prepare and make available an annual budget. The adoption of the Budget will take place at the December meeting.

Section 3 Audit. The Library Board shall obtain an annual audit by an independent certified public accountant selected by the Board, all in accordance with Michigan law. The Library Board may authorize an audit of the Library Fund to occur at the same time and along with the audit of the County's funds generally. The Library Board will choose annually between an independent audit or one with the County.

ARTICLE IV-OFFICERS

Section I The officers shall be a Chairperson, a Vice-Chairperson, a Secretary and a Treasurer.

Section 2 Officers shall be elected by the Library Board at the regular February board meeting and shall serve a term of one (1) year. An officer shall serve until the appointment of a successor.

Section 3 The Library Board shall fill vacant offices by appointment, except for the office of Chairperson, in which case the Vice-Chairperson shall assume the duties of the office for the remainder of the unexpired term. A successor Vice-Chairperson shall be appointed to fill the vacancy so created in that office.

ARTICLE V - DUTIES OF THE OFFICERS

Section 1 Chairperson. The Chairperson shall preside at all meetings, appoint committees, authorize calls for any special meetings and generally perform the duties of a presiding officer. Acts as the Board's chief liaison with the Director.

Section 2 Vice-Chairperson. In the absence of the Chairperson, the Vice-Chairperson shall perform the duties of the Chairperson. In the case of the resignation, disability or death of the Chairperson, the Vice-Chairperson shall assume the office for the remaining term.

Section 3 Secretary. The Secretary of the Library Board shall ensure that minutes of the Library Board meetings and other library records are kept in accordance with Michigan law. In compliance with any requirements of state law regarding the holding of meetings, the Secretary shall issue notices of all regular meetings, and of all special meetings, and shall have the custody of the minutes and other records of the Library Board. With the approval of a majority of the Library Board and if permitted by law, the Secretary may delegate any of these responsibilities to the Library Director or designated staff member.

Section 4 Treasurer. The Treasurer shall control expenditures from the Library Fund through a system of vouchers presented by authorized personnel. The Treasurer shall work with

the County Treasurer to ensure that the Library Fund is being maintained and the moneys received by the Library are deposited into the Library Fund. A record of all moneys received or deposited to the Library Fund, and all disbursements, sales and transfers from the fund shall be kept by the Treasurer, and reported monthly to the Library 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 Bylaws. With the approval of a majority of the Board and if permitted by law, the Treasurer may delegate any of these responsibilities to the Library Director or designated staff member.

ARTICLE VI -MEETINGS

Section 1 Regular Meetings. The regular meeting of the Library Board shall be held each month, the date and time to be set by the Board at its regular meeting in December. Within ten (10) days following the December meeting, a notice shall be posted in a public place at the Library setting forth the dates, times, and places of all regular meetings scheduled for the enswnng year. If there is a change in the schedule of regular meetings, there shall be posted within three (3) days after the meeting at which the change is made, a public notice stating the new dates, times, and places of its regular meetings in accordance with the Open Meetings Act, 1976 PA 267 ("OMA"). Regular board packets, including the agenda, minutes, and other special items, should be delivered to board members no later than five (5) days before the regularly scheduled board meeting.

Section 3 Annual Meeting. The annual meeting, which shall be held for the purpose of the electing Board Officers and shall be held at the time of the regular board meeting in February of each year.

Section 4 Special Meetings. Special meetings may be called at the request of any two (2) trustees or the Chairperson. Notice shall be provided at least eighteen (18) hours in advance as provided for in the OMA.

Section 5 Quorum. A quorum for the transactions of business shall consist of a simple majority of trustees appointed and serving.

Section 7 Agenda. Order of business for regular meetings shall be (unless otherwise approved by the Library Board):

- Call to Order
- Approval of Agenda
- Review and Approval of Minutes
- Financial Reports
- Directors' Report and Leadership Team Report
- Friends of the Library Report
- Public Comment
- Old Business
- New Business
- Public Comment
- Adjournment

Section 8 Board Action. An affirmative vote of a majority of all trustees present shall be necessary to approve any action by the Library Board, unless otherwise provided by law.

Section 9 Roberts Rules. Situations not covered by these Bylaws or the Library Board policies shall be governed by Roberts Rules of Order, latest edition.

ARTICLE VII--LIBRARY DIRECTOR

Section 1 Appointment of the Director. The Library Board shall appoint a library director with appropriate professional and personal qualifications who shall be the administrative officer for the Board.

Section 2 Duties. The Library Director shall be responsible to the Board for carrying out its policies; for specifying duties of other employees and recommending persons for appointment; for supervision of staff; for care and maintenance of Library equipment and property; for selection, acquisition and organization of books and other Library materials; for the Library's public relations; and any other duty lawfully delegated by the Board.

The Library Director shall also be responsible for keeping the trustees informed of matters related to the Library or to themselves as trustees; for preparing a preliminary draft of budget and annual reports for Board approval, and for assisting the Board with its decisions on policies, budget and other such matters.

Section 3 Attendance at Board Meetings. The Library Director or the Library Director's representative shall attend all meetings of the Board unless otherwise directed by the Library Board Chairperson.

ARTICLE VIII-- COMMITTEES

Standing or special committees may be appointed at the discretion of the Board Chairperson with approval of the Board. The committee shall be considered discharged upon completion of its assignment and a final report to the Board. The following are standing committees of the Board: Personnel Committee, Facilities Committee, and Gift Acceptance Committee.

ARTICLE IX- AMENDMENT

The Bylaws may be amended by a majority vote of trustees present at an official meeting of the Board provided that the discussion of the amendment was included at the previous regular Board meeting

Library Board Approved February 28, 2024, Revised 11.19.2025