

**LOUTIT DISTRICT LIBRARY  
BOARD OF TRUSTEES  
BY-LAWS**

**ARTICLE I  
INCORPORATION AND NAME**

Section 1. This organization was formed by Agreement between the City of Grand Haven, County of Ottawa, the City of Ferrysburg, County of Ottawa, the Charter Township of Grand Haven, County of Ottawa, Grand Haven Area Public Schools, County of Ottawa, and the Township of Robinson, County of Ottawa dated February 24, 1999, (the "Agreement").

Section 2. In accordance with the terms of the Agreement, this organization shall be known as the Loutit District Library.

Section 3. The principal office of the Loutit District Library shall be 407 Columbus Avenue, Grand Haven, Michigan 49417.

**ARTICLE II  
PURPOSE**

Section 1. The purpose of the Loutit District Library is to provide quality materials and services which address the educational, informational, cultural, and recreational needs of the residents of the service area in an atmosphere that is welcoming, respectful, and business-like.

**ARTICLE III  
MEMBERSHIP**

Section 1. In accordance with the District Library Establishment Act (MCL 397.171 et seq.) (the "Act") and the Agreement, the Board of Trustees of the Loutit District Library (the "Board") shall consist of eight (8) members to be appointed as described below:

- a. Grand Haven City shall appoint two (2) members of the Board. The initial term of one member appointed by Grand Haven City shall begin as of the Effective Date and shall end June 30, 2002. The initial term of the other member appointed by Grand Haven City shall begin as of the Effective Date and shall end June 30, 2000.

- b. Robinson Township shall appoint two (2) members of the Board. The initial term of one member appointed by Robinson Township shall begin as of the Effective Date and shall end June 30, 2002. The initial term of the other member appointed by Robinson Township shall begin as of the Effective Date and shall end June 30, 2000.
- c. Grand Haven Township shall appoint two (2) members of the Board. The initial term of one member appointed by Grand Haven Township shall begin as of the Effective Date and shall end June 30, 2002. The initial term of the other member appointed by Grand Haven Township shall begin as of the Effective Date and shall end June 30, 2000.
- d. The Grand Haven Area Public Schools shall appoint one (1) member of the Board. The initial term of the member appointed by the Grand Haven Area Public Schools shall begin as of the Effective Date and shall end June 30, 2001.
- e. Ferrysburg City shall appoint one (1) member of the Board. The initial term of the member appointed by Ferrysburg City shall begin as of the Effective Date and shall end June 30, 2001.

Except as provided above, members of the Board shall serve for terms of 3 years.

Section 2. Before assuming the office of Board Member, each person appointed shall take the oath of office prescribed for public officers by the Constitution and shall file the oath with the Secretary.

Section 3. In accordance with Section 8(2) of the Act, the Governor of the State of Michigan shall have the power to remove a member of the Board for cause, pursuant to the provisions of Section 10 of Article V of the State Constitution of 1963, as amended.

Section 4. Vacancies shall arise in the event of the removal by the Governor, resignation, death, conviction of a felony, in the event a member ceases to be a resident of the District, or otherwise as provided by law.

- a. In the event of a vacancy, the Party which appointed the member of the Board whose position has become vacant shall appoint a replacement therefor within 2 months of the vacancy who shall serve until the end of the term of the Board Member being replaced.

- b. In the event no such replacement shall have been appointed by the appropriate Party at the end of such 2-month period, the Board shall have the power to appoint such replacement, whose term shall extend to the end of the term of the Board Member being replaced and who shall be a resident of the Party which appointed the member being replaced.

Section 5. Board members shall comply with all applicable laws and requirements (including MCL 15.321 *et seq.*) regarding conflicts of interest and the disclosure of any financial interest in contracts or other matters involving the Loutit District Library.

#### **ARTICLE IV POWERS OF THE BOARD**

Section 1. 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 Executive Director as it deems necessary.

Section 2. Except as to the initial fiscal year, which shall end June 30, 1999, the fiscal year of the Loutit District Library shall be the annual period commencing July 1 and ending the following June 30.

Section 3. The Board shall adopt and publish an annual operating budget in accordance with the Uniform Budgeting and Accounting Act, being Act No. 2 of the Public Laws of Michigan of 1968, as amended (“UBAA”).

Section 4. The Board shall have the exclusive control of the budget of the Loutit District Library except as provided by delegation to the Executive Director in accordance with the UBAA.

Section 5. The Board shall adopt Policies, Rules and Regulations for the operations of the Library not inconsistent with law or with these By-Laws.

#### **ARTICLE V OFFICERS**

Section 1. Officers of the Board shall be President, Vice President, Secretary, and Treasurer.

Section 2. The initial election of officers shall occur at the first meeting of the Board, and the officers elected shall serve until the annual meeting after the first full year. Thereafter, the officers shall be elected for a term of one (1) year at the annual meeting, which term shall end at the next annual meeting provided, however, that if an officer’s

term as a member of the Board expires on June 30, the Board may appoint an interim officer to serve from July 1 until the election of the officers at the next annual meeting. (Amended on August 26, 2003.)

Section 3. 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**

Section 1. 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.

Section 2. 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.

Section 3. 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 issue notices of all regular meetings, and, on the authorization of the President, of all special meetings, in compliance with any requirements of state law regarding the holding of meetings. 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 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 Executive Director.

Section 4. The Treasurer shall be responsible for the funds of the Loutit 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 Executive Director.

**ARTICLE VII  
MEETINGS**

Section 1. The annual meeting of the Board shall be held each year in the month of July.

Section 2. At the annual meeting, the Board shall determine the months, the dates and hours of the regular meetings of the Board for the year. Within ten (10) days of its first meeting and thereafter within ten (10) days following the annual meeting, the Secretary shall post a notice at the principal office of the Library setting forth the dates, times, and locations of the regular meetings of the Board for the fiscal year. Any changes to this schedule, as required, shall be posted in the monthly announcement of the regular meeting.

Section 3. Special meetings may be called by the President or upon written request of two Trustees, provided eighteen (18) hours of notice is given of the time and purpose for which such meeting is called.

Section 4. Notices of regular meetings with agenda shall be posted at the principal office of the Library and shall be delivered by the Secretary to all members at least four (4) days before the meeting. (Amended on August 13, 2002.)

Section 5. The agenda for regular Board meetings will be printed on Library letterhead and will be in the following format:

LOUTIT DISTRICT LIBRARY BOARD OF TRUSTEES  
MEETING AGENDA  
Day and Date  
Time  
Location

Call to Order  
Roll Call  
Approval of Agenda  
Approval of Consent Agenda  
Public Comments  
Trustee Comments  
Unfinished Business  
New Business  
Treasurer's Report  
Committee Reports  
Director's Report  
President's Report  
Public Comments  
Trustee Comments  
Announcement of Next Meeting Date  
Adjournment

Section 6. A quorum for the transaction of business shall consist of five (5) members of the Board.

Section 7. Any Board action, to be official, must be approved at an official Board meeting by a majority of the members qualified and serving.

Section 8. Official Board action shall only be taken by a resolution or motion approved by the Board at an official meeting. The procedure for approving a resolution or motion shall be:

- a. A resolution or motion shall be moved and supported before discussion. If a resolution or motion is not supported, it shall not be taken up for discussion.
- b. After a resolution or motion is supported, the President shall ask for discussion by Board members.
- c. Board members shall seek and obtain recognition by the President before speaking.
- d. A resolution or motion may be amended prior to the vote thereon by following the procedure in this section. If the amendment passes, the originally proposed resolution or motion shall be considered amended.
- e. Following discussion or after a call for the question, the President shall ask for the vote on the resolution or motion.
- f. All Board votes shall be voice votes signifying “aye” or “nay”, unless a Board member requests a roll call vote.

Section 9. Where not otherwise governed by law or these By-laws, the proceedings of the meetings of the Board shall be in accordance with Roberts Rules of Order, as currently revised and published at the time of the meeting.

## **ARTICLE VIII EXECUTIVE DIRECTOR**

Section 1. The appointed Executive Director as of the date of establishment of the District Library shall continue to serve as Executive Director until the end of the Interim Period as defined in the Agreement.

Section 2. At the first regular Board meeting after the end of the Interim Period as defined in the Agreement, the Board shall appoint an Executive Director. The Executive Director shall be considered the executive officer of the Library.

Section 3. The Executive 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:

- a. staff employment, direction and development;
- b. library materials acquisition, organization and maintenance;
- c. facility and equipment operation and maintenance;
- d. provision of efficient library services to residents of the district and other patrons;
- e. preparation of an annual budget proposal with supporting documentation;
- f. operation of the Library under the constraints of the Board-adopted annual budget;
- g. 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;
- h. preparing and distributing Board meeting agendas with accompanying material;
- i. keeping the Board reasonably informed with respect to Library operations, and providing the Board with periodic written operational and financial reports regarding the Library;
- j. other responsibilities as may be assigned by the Board.

Section 4. The Executive Director or the Executive Director's representative shall attend all meetings of the Board.

## **ARTICLE IX AMENDMENTS**

Section 1. These by-laws may be amended at any regular meeting of the Board by a majority of the vote of all members, provided the amendment was presented in writing at the previous regular meeting.

**ADOPTION**

These by-laws were adopted by the Loutit District Library Board at its regular meeting on July 13, 1999.

By: \_\_\_\_\_  
Loutit District Library  
Its: President

By: \_\_\_\_\_  
Loutit District Library  
Its: Secretary



Amendments to By-Laws:

- Article VII, Section 4 Amendment approved by the Loutit District Library Board of Trustees on August 13, 2002 (#02-117)  
Change posting and delivery of notices of regular meetings with agenda from seven (7) days to four (4) days before the meeting.
- Article V, Section 2 Amendment approved by the Loutit District Library Board of Trustees on August 26, 2003 (#03-93)  
Add a provision to fill a board member vacancy.
- Article VII, Section 5 Amendment approved by the Loutit District Library of Trustees on March 23, 2004 (#04-18)  
Addition of the President's Report to the agenda.
- Article VII, Section 5 Amendment approved by the Loutit District Library Board of Trustees on May 11, 2004 (#04-34)  
Change Call or Order to Call to Order, add Trustee Comment immediately following Public Comment in two places on the agenda, and change Old Business to Unfinished Business
- Article VII, Section 5 Amendment approved by the Loutit District Library Board of Trustees on November 15, 2005 (#05-120)  
Insert "Approval of Consent Agenda" immediately following "Approval of Agenda."
- Article III, Section 5 Amendment approved by the Loutit District Library Board of Trustees on March 28, 2006 (#06-018)  
Add Section 5 to include a statement regarding conflict of interest on the part of board members.
- Article VII, Section 5 Amendment approved by the Loutit District Library Board of Trustees on August 26, 2008 (#08-071)  
Change order of agenda.
- Article VII, Section 9 Amendment approved by the Loutit District Library Board of Trustees on August 26, 2008 (#08-074)  
Add section 9 incorporating Roberts Rules of Order as the official procedures of the Board.
- Article IV, Section 1, Section 4, Article VI Section 3, Section 4, Article VIII, Section 1, Section 2, Section 3, Section 4 Amendment approved by the Loutit District Library Board of Trustees on December 13, 2022 (#22-72)  
Replace "Library Director" with "Executive Director" throughout document.

Article VII, Section 5 Amendment approved by the Loutit District Library Board of Trustees on December 13, 2022 (#22-72)  
Remove “Approval of Minutes of Previous Meetings”

Article VII, Section 8 Amendment approved by the Loutit District Library Board of Trustees on December 13, 2022 (#22-72)  
Delete Section 8(d) “After all Board members have had an opportunity to speak, the President shall ask for public comments.”