

**LOUTIT DISTRICT LIBRARY
BOARD OF TRUSTEES
BYLAWS**

ARTICLE I - Establishment and Purpose of Bylaws.

Section 1.1 Establishment. The Loutit District Library (“Library”) was established in accordance with 1989 PA 24, the District Library Establishment Act, (“DLEA”). The District Library Agreement (“Agreement”), dated February 24, 1999, and recognized by the Library of Michigan, was entered into by the City of Grand Haven, the City of Ferrysburg, the Charter Township of Grand Haven, the Township of Robinson, and the Grand Haven Area Public Schools, for the purpose of providing adequate and improved library services to the area.

Section 1.2 Bylaws; Review. These Bylaws are rules governing the internal affairs of the Board of Trustees and the Library. The Bylaws should be read by all incoming Trustees and reviewed by Trustees as needed.

ARTICLE II - Trusteeship

Section 2.1 Board of Trustees. Pursuant to the Agreement, the Board of Trustees of the Library (“Library Board”) shall consist of eight (8) qualified Trustees to be appointed as provided in the Loutit District Library Agreement. The City of Grand Haven, Robinson Township and Grand Haven Charter Township shall each appoint two (2) Trustees and the Grand Haven Area Public Schools and the City of Ferrysburg shall each appoint one (1) Trustee. All Trustees, after taking their oaths of office, shall serve terms of three (3) years or until the appointment and qualification of the successor after a term has been completed.

Section 2.2 Removal. In accordance with Section 8(2) of the DLEA, the Governor of the State of Michigan shall have the power to remove a Trustee pursuant to the provisions of Section 10 of Article V of the State Constitution of 1963, as amended.

Section 2.3 Vacancy. The office of Trustee becomes vacant when the incumbent dies, resigns, is convicted of a felony, is removed from office by the Governor, ceases to be a resident of the Library District or ceases to be a resident of the Participating Municipality that appointed the Trustee. In the event of a vacancy, the Participating Municipality that appointed the Trustee whose position has become vacant shall appoint a replacement for the remainder of the unexpired term.

Section 2.4 Attendance. Trustees have an obligation to attend all Library Board meetings and special Board meetings. If a Trustee is unable to attend a meeting, that Trustee shall notify the Board President and/or the Executive Director who will determine if there is a quorum for conducting business; this absence will be noted in the official minutes as excused. Nonattendance at four regularly scheduled meetings during any rolling 12-month period, without being excused, could lead to the Board recommending removal by the Governor. Remote attendance is allowed in the case of active military as permitted by the Michigan Open Meetings Act or if the Library has granted a Trustee an ADA accommodation for a disability. A Trustee may attend remotely as a member of the public, but may not participate in the meeting in the capacity of a Trustee.

Section 2.5 Library Board Compensation – The Board may reimburse a Trustee for necessary expenses that the Trustee incurs in the performance of official duties.

Section 2.6 Library Board Expectations – The Board shall use the Library of Michigan Board of Trustees Manual as an overall training guide. When ethical questions arise over library services to the community, the Executive Director and Trustees shall recall the library’s mission, vision, and values, as well as respect the constitutional rights of all readers in the community. It is the responsibility of each Trustee to represent the Library in a positive and supportive manner.

ARTICLE III - Powers of the Board

Section 3.1 Powers and Authority. The Library Board may exercise any and all of the powers granted to it by the DLEA, the District Library Financing Act, federal and Michigan law, and the Agreement. If permitted by law, the Library Board may delegate such powers to the Officers of the Board and/or the Executive Director as it deems necessary.

Section 3.2 Fiscal Year. The fiscal year of the Library shall be the annual period commencing July 1 and ending the following June 30.

Section 3.3 Budget and Audit. The Library Board shall have the exclusive control of the budget of the Library. The Library Board shall prepare and make available an annual budget and shall obtain an annual audit by an independent certified public accountant selected by the Library Board, all in accordance with Michigan law.

ARTICLE IV - Officers

Section 4.1 Officers. Officers of the Library Board shall be President, Vice-President, Secretary, and Treasurer.

Section 4.2 Terms. The officers shall be elected for one-year terms at the regular meeting in June, and whose terms shall begin at the July meeting. Each officer shall serve until the election of a successor.

Section 4.3 Vacancies. Vacancies in office shall be filled by the Library Board at the next regular meeting of the Library Board following the occurrence of a vacancy.

ARTICLE V - Duties of the Officers

Section 5.1 President. The President of the Library Board shall preside at all meetings, appoint committees, authorize calls for any special meetings, assist with the creation of any agenda, execute any document authorized by the Library Board (unless otherwise provided by the authorization), and generally perform the duties of a presiding officer.

Section 5.2 Vice-President. In the absence of the President, the Vice-President of the Library Board shall perform the duties of the President. In the case of the resignation, disability or death of the President, the Vice-President shall assume the office for the remaining term.

Section 5.3 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, these responsibilities may be delegated to the Executive Director. The Secretary shall also have the authority to execute any document authorized by the Library Board (unless otherwise provided in the authorization).

Section 5.4 Treasurer. The Treasurer shall chair the Finance Committee, overseeing the annual budget review. The Treasurer may also 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 Library Board and if permitted by law, the Treasurer may delegate any of these responsibilities to the Executive Director and/or the Finance Director. With the approval of a majority of the Library Board, and if permitted by law, the day-to-day financial responsibilities may be delegated to the Executive Director and assigned staff. A record of all moneys received or deposited to the Library Fund, and all disbursements, sales and transfers from the Library Fund shall be reported monthly to the Library Board at its regular meeting, and the expenditures approved by the Library Board.

ARTICLE VI - Meetings

Section 6.1 Regular Meetings. The regular meeting of the Library Board shall be held each month, the dates, times, and places to be set by the Library Board at its annual meeting. Within ten (10) days following the annual 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 ensuing year. If there is a change in the schedule of regular meetings of a public body, 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.

Section 6.2 Annual Meeting. The Annual Meeting of the Library Board shall be at the June board meeting and shall be for such organizational matters as may be required.

Section 6.3 Special Meetings. Special meetings may be called by the President or upon written request of two (2) Trustees, provided eighteen (18) hours of notice, in the format and manner as provided by the Michigan Open Meetings Act, is given of the date, time, place and purpose for which such meeting is called. Trustees not present at the time of announcement of such special meeting shall be notified by the Secretary.

Section 6.4 Agenda. The proposed agenda shall be distributed by the Secretary to all Trustees at least four (4) days before the meeting. The following items will constitute the agenda for regular meetings:

- Call to Order and Roll call
- Approval of Agenda
- Approval of the Minutes
- Treasurer's Report
- Executive Director's Report

- Unfinished Business
- New Business
- Public Comment
- Questions and Comments from Trustees
- Adjournment

Section 6.5 Quorum. A quorum for the transaction of business shall consist of the majority of Library Trustees appointed and serving. There must be a quorum of at least five of the eight Trustees present and serving to hold a regular or special board meeting.

Section 6.6 Board Action. Any Library Board action must be approved at a Library Board meeting by a majority of the quorum of the Library Board, unless otherwise provided by law.

Section 6.7 Procedure. Proceedings of all meetings shall be governed by Robert’s Rules of Order Parliamentary Procedure and the Library Board’s Public Comment Policy.

ARTICLE VII - Committees

Section 7.1 Appointment. All committees of the Library shall be appointed by the Library Board President. The President may decide to appoint himself or herself an ex-officio Trustee of any committee. As directed by the Library Board, the Executive Director may serve as resource person to any committee.

Section 7.2 Committees. The Library may have committees as follows:

- A. *Ad Hoc Committees*. Ad hoc committees of the Library shall exist until their specified purpose is completed or unless otherwise disbanded by the Library Board. The Library Board shall provide specific purposes and duties of the ad hoc committee and shall state whether the committee is purely advisory. At the time of the formation of the ad hoc committee, the Library Board shall determine how many Trustees, the purpose of the committee, what type of report or work product is required, and a timeline for any reports back to the Library Board.
- B. *Standing Committees*. The standing committees of the Library Board shall consist of less than a quorum of the Library Board. Committees shall convene on the call of the Committee Chair or Executive Director and, when ready or requested by the President, report their findings at a Library Board meeting

ARTICLE VIII - Executive Director

Section 8.1 Appointment. The Library’s Executive Director shall be credentialed according to the Library of Michigan for the Library’s class and State Aid requirements, and considered the executive officer of the Library. The Executive Director shall be appointed by the Library Board.

Section 8.2 Duties. The Executive Director shall be in charge of the administration of the Library under the direction and review of the Library Board. The Executive Director shall be responsible for:

- A. Overseeing the care of the building and equipment;
- B. The employment, development, and direction of the staff;
- C. The Library's service to the community;
- D. The annual preparation of a budget proposal in conjunction with the Finance Director and Finance Committee;
- E. The operation of the Library under the financial conditions set forth in the budget approved by the Library Board;
- F. The submission of the proposed budget to the Library Board by its regular May meeting;
- G. The written annual report of the Library, including the financial statements, when they are made available; and
- H. Any other duty delegated by the Library Board.

Section 8.3 Attendance at Board Meetings. The Executive Director or the Executive Director's representative shall be expected to attend all meetings of the Library Board unless otherwise directed by the Library Board President.

ARTICLE IX - Insurance

Section 9.1 Directors and Officers Insurance The Library will provide Directors and Officers (D&O) Insurance.

ARTICLE X - Amendments

These Bylaws may be amended at any regular meeting of the Library Board by a majority vote of all Trustees qualified and serving, provided the amendment was presented in writing at the previous regular meeting.

Adopted May 12, 2026



President, Caryn Lannon



Secretary, Cathy Rusco