

SHELBY AREA DISTRICT LIBRARY
BOARD OF TRUSTEES
BY-LAWS

ARTICLE I

NAME

Section 1. This organization shall be called the Shelby Area District Library.

ARTICLE II

MEMBERSHIP

Section 1. In accordance with Public Act 24 of 1989 (the "District Library Act") the Board of Trustees of the Shelby Area District Library shall consist of six (6) members to be appointed as follows:

The Shelby Area District Library shall be governed by a Board (the "Board") which shall consist of six (6) members, of which three (3) shall be appointed by the Village and 3 of which will be appointed by the Township. One (1) member of the Board appointed by the Village and one (1) member of the Board appointed by the Township shall have a term which expires on December 31, 1993. A second member of the Board appointed by the Village and a second member of the Board appointed by the Township shall have a term which expires on December 31, 1994. The third member of the Board appointed by the Village and the third member of the Board appointed by the Township shall have a term which expires December 31, 1995. Thereafter, by December 15th of each year, the Village and the Township shall each appoint one member to the Board for a three year term. No one (1) member of the Board shall serve more than three (3) consecutive terms.

Section 2. The party which appoints a member shall have the power to remove that member for cause. Vacancies shall arise in the event of the removal, death or imprisonment of a member, in the event a member moves outside the District or has been declared by a court of law to be mentally incompetent. In the event of a vacancy, the Party which appointed the member whose position has become vacant shall appoint a replacement therefore within two (2) months of the vacancy. In the event no such replacement shall have been appointed by the appropriate Party at the end of such two (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 former member of the Board.

ARTICLE III

POWERS OF THE BOARD OF TRUSTEES

Section 1. The Board of Trustees may exercise any and all of the powers granted to it in the District Library Act. The Board may delegate such powers to the Officers of the Board and/or the Library Director as it deems necessary.

Section 2. The Board of Trustees shall have the exclusive control of the budget of the Shelby Area District Library.

Section 3. The fiscal year of the Shelby Area District Library shall be the annual period commencing March 1 and ending the following February 28.

Section 4. On or before January 31st of each fiscal year, the Library Director shall present to the Board of Trustees for consideration the proposed annual budget for the next succeeding fiscal year. The Board shall hold a public hearing on the proposed budget each year prior to its adoption, in accordance with the Uniform Budgeting and Accounting Act, or a successor applicable law. When the budget is adopted, the Director shall make an itemized statement of the amounts to be raised by taxation or by contract and, in the event no district-wide tax has been authorized by the electors of the District, shall report the same to the Village Board of the Village of Shelby and the Township Board of Shelby Township.

Section 5. The Board of Trustees may require the Treasurer or Library Director to submit to the board on a monthly basis data regarding the actual and estimated budget to date. The Board then may revise or amend the budget as deemed necessary by a majority of Board members voting the question.

Section 6. In most matters the Board shall act as a committee of the whole but standing or special committees may be appointed at the discretion of the Board President. The committee shall be considered discharged upon completion of its assignment and a final report to the Board.

ARTICLE IV

OFFICERS

Section 1. Officers of the Board shall be President, Vice-President, Secretary, and Treasurer or the Secretary/Treasurer offices may be combined.

Section 2. The officers shall be elected for a term of one year at the annual meeting of the Board.

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 assume the duties of the office for the unexpired term. A successor Vice-President shall be elected to fill the vacancy so created in that office.

ARTICLE V

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 a 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, disability or death of the President, the Vice-President shall assume the office for 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. In compliance with any requirements of state law regarding the holding of meetings, the Secretary shall issue notices of all regular meetings, and on the authorization of the President, of all special meetings, and shall have custody of the minutes and other records of the Board of Trustees. With the approval of a majority of the Board, the Secretary may delegate any of these responsibilities to the Library Director.

Section 4. The Treasurer shall have charge of the funds of the Shelby Area 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. A record of all monies 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 Board of Trustees 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. With the approval of a majority of the Board, the Treasurer may delegate any of these responsibilities to the Library Director.

ARTICLE VI

MEETINGS

Section 1. The regular meetings of the Shelby Area District Library Board shall be held each month, the date and hour to be set by the Board at its annual meeting. Within ten (10) days following the annual meeting a notice shall be posted in a public place setting forth the dates, times, and places of all regular meetings scheduled for the ensuing year. Any changes to this schedule, as required, shall be posted in the monthly announcement of the regular meeting.

Section 2. The Annual Meeting of the Shelby Area District Library Board shall be the first regular meeting of the calendar year, and shall be for the purpose of the election of officers and consideration of such other organizational matters as may be required.

Section 3. Special meetings may be called by the President or upon written request of two (2) Trustees, provided eighteen (18) hours of notice is given of the time and purpose for which such meeting is called. The announcement of a special meeting or any meetings which a quorum is present shall be sufficient notice of such meeting. Trustees not present at the time of announcement of such special meeting shall be noticed by the Secretary.

Section 4. Notices of regular meetings with agenda shall be posted in a public place and shall be distributed by the Secretary to all members at least three (3) days before the meetings.

Section 5. The following items will constitute the agenda for the regular meetings:
Call to order and attendance
Approval of agenda
Approval of minutes
Financial report, including approval of bills
Committee reports
Old Business
New Business
Citizen's comments
Adjournment

Section 6. A quorum for the transaction of business shall consist of four (4) 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 Board.

Section 8. In case of emergency, if Board action is needed when the Board cannot meet, with concurrence of the President, members may be polled individually by a Board member or by the Library Director. An effort shall be made to contact all Board members. Official confirming action shall then be taken at the next Board meeting.

Section 9. The Library Board reserves the right to set a five minute limit on each individual member of the public who wishes to address the board. Persons who attend as a group must have one person act as spokesperson for the group. Any person addressing the Board is required to give their name and address before making any statements.

ARTICLE VII

LIBRARY DIRECTOR

Section 1. The Library Director shall be appointed by the Board and shall be considered the executive officer of the Library.

Section 2. The Library Director shall have sole charge of the administration of the Library under the direction and review of the Board. The Library Director shall be responsible for the care of the building and equipment; for the employment, development, and direction of the staff; for the efficiency of the Library's service to the community; for the annual preparation of a budget proposal; for the operation of the Library under the financial conditions set forth in the budget approved by the Board; and for submission to the Board at its regular March meeting a written annual report of the library, including audited financial statements.

Section 3. The Library Director or the Library Director's representative shall attend all meetings of the Board.

ARTICLE VIII

AMENDMENTS

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

**These by-laws were reviewed and amended at the September 22, 2008 regular meeting of the Board of Trustees. Article IV, Section 1. was amended to read: Officers of the Board shall be President, Vice-President, Secretary, and Treasurer *or the Secretary and Treasurer offices may be combined*. At the February 28, 2012 regular meeting of the Board of Trustees, Article IV, Section 4 "*No officer shall serve more than two consecutive one-year terms in the same office*" was taken out of the by-laws.

EXHIBIT A

The District Library District shall be comprised of all that territory which is currently located in the jurisdictional limits of the Village of Shelby and all that territory which is currently located within the jurisdictional limits of the Shelby Township.