

**BY-LAWS
OF THE
COLDWATER PUBLIC LIBRARY ADVISORY BOARD**

Approved by the Coldwater Branch Advisory Board
February 12, 2018

LIBRARY POLICIES

Library policy should be expressed in broad terms, since it is a basis for procedure and need not include the details of procedure. It goes without saying that policy must rest upon the legal basis of laws applicable to the operation of libraries.

Library board members should carefully consider each item of policy before it is adopted and recorded. Often the Director is a source of informed recommendation for new or changed policy growing out of day-to-day administration of policy and constant contact **with** the public. Once adopted, a policy should have the support of the entire board, the Director, and the staff and it is the board's moral obligation to stand behind the Director in carrying out policies. Boards are most frequently called upon to support policies in the fields of public relations and book selection.

Firmness of policy and its administration should not denote rigidity and the library board should keep an open mind toward needed changes and revisions of policy. Frequently new needs supersede previous ones; often a community's whole picture can change in a short space of years. The library board should be prepared to move with the times and to revise or change its policies accordingly. Provision for an annual review of policies should be made to keep them current.

BY-LAWS OF THE COLDWATER PUBLIC LIBRARY ADVISORY BOARD AS REVISED
FEBRUARY 10, 1997

Article I: Membership

Section 1. The Coldwater Public Library was organized in 1878 under provisions of Act 164 of 1877. In accordance with the provisions of the Coldwater City Charter of November 8, 1960, as clarified by the attached ruling of December 19, 1966, the library board of the Coldwater Public Library shall consist of five members appointed by the Mayor for their fitness for public library trusteeship.

Section 2. Trustee's term shall be for five (5) years. Terms to be arranged so that no more than one (1) trustee term will terminate in any one year. Any member accruing three (3) or more unexcused absences in one calendar year shall be replaced in accordance with the policy for selecting board members.

Article II: Officers

Section 1. Officers of the board shall be president, vice- president, and secretary.

Section 2. The officers shall be elected by ballot each June for a term of one year. Vacancies in office shall be filled by a ballot at the next regular meeting after the vacancy occurs.

Section 3. The president shall preside at all meetings of the board. The president shall appoint such committees and representatives as are necessary to the proper functioning of the board.

The vice-president shall perform the duties of the president in the absence or incapacity of the president.

The secretary shall record the minutes of the meetings and see that they are filed for future reference.

Article III: Meetings

Section 1. The library board shall meet on the second Monday of every month at the Branch District Library headquarters, the date and/or time of meeting may be changed by the library board or the Director with a 48 hour notice to each member.

Section 2. Special meetings may be called by the president, or upon request of three members for transaction of business as stated. Notice stating the time and place of any special meeting and the purpose for which it has been called shall be given each member of the board.

Section 3. A quorum for transaction of business shall consist of a simple majority.

Section 4. Order of business may be:

Call to Order
Approval of Agenda
Approval of Minutes
Approval of Bills
Unfinished Business
New Business
Director's report:
 Building maintenance
 Service
 Materials
 Personnel
 Public relations
 Correspondence, etc.
Adjournment

Section 5. *Robert's Rules of Order* (latest revision) shall govern the parliamentary procedure of the board.

Article IV: Committees

Committees may be appointed by the president, with the approval of the board, to serve until the final report of the work for which they were appointed has been filed. (See Article II, Section 3.)

Article V: Director

The Director shall be considered the executive officer of the board. As such, the Director shall:

1. be the avenue of communication between the Coldwater Public Library Advisory Board and the Branch District Library Board.
2. attend, or appoint a staff member to attend all board meetings.
3. represent the library to the City Council.
4. administer memorial funds at direction of the board.
5. prepare agendas, reports, etc. in consultation with the president of the board.
6. submit and explain budget for approval of the board.

7. advise the board as to needs for repair and maintenance of building and grounds.

Article VI: Amendments

By-Laws to be amended may be presented at regular Coldwater Public Library Advisory Board meetings. A vote pertaining to the amendment will be conducted at the next regular meeting of the Coldwater Public Library Advisory Board.

AMENDMENTS

Amendment I: Membership.

All incoming members of the board shall be familiar with the following:

1. history of the library.
2. value of property, such as book collections, building and site, equipment, etc.
3. financial status, with sources of income (including local, state and federal grants).
4. latest financial report and statement of cash flow.
5. minutes of a few previous meetings.
6. brief review of state library laws.
7. copy of latest MLA Trustee Manual.

Amendment II: Acceptance of gifts and memorials.

Section 1. Materials

The library is grateful for gifts and its collection has been enriched greatly by many fine donations. However, in accepting a gift, the library reserves the privilege of deciding whether it should be added to its collection. The Coldwater Public Library Advisory Board generally follows those policies set forth in Branch District Library System Administration Manuals.

Section 2. Monies

All monies donated or willed to the Coldwater Public Library shall become a part of the Memorial Fund and shall be administered by the Coldwater Public Library Advisory Board according to guidelines set forth in Branch District Library System Administration Manuals.

The board of the Coldwater Public Library wishes to announce its position on the future of the Edwin R. Clarke Memorial Library Building. The library board will retain control of the building until such time as all of the following conditions are met:

1. The building is used for public service.
2. The building is put to a use in keeping with its history.
3. The use of the building is in keeping with Edwin Clarke's donation.
4. Whoever assumes control of the building binds himself not only to perpetuating the above stated conditions, but also to the preservation of the building and the upkeep of its appearance.