

The Ad-Hoc/Bylaws Committee met at 1:00pm on February 7, 2023 at the Coldwater Branch Library. Present were Joseph Lynch, Susie Brooks, and John Rucker. Benjamin Jewell attended via video conference.

The committee went over the document, correcting typos, normalizing usage, and making substantive change recommendations. The current version is found [on our website](#), and the recommendation presented here shows the additions and deletions. Additions are the red text, and deletions are noted in the comments in the page margin.



ALGANSEE • BRONSON • COLDWATER
QUINCY • SHERWOOD • UNION TWP.

BYLAWS OF THE BRANCH DISTRICT LIBRARY BOARD

As Amended, [February 20, 2023](#)

Article I. Membership

Section 1. In accordance with [the District Library Establishment Act](#), Act No. 24 of the Public Acts of 1989, the Branch District Library (BDL) Board shall consist of seven (7) members. The Mayor of the City of Coldwater, with the approval of the City Council, shall appoint two (2) Board members for a term of four (4) years each. The County of Branch shall appoint five (5) Board members for a term of four (4) years each, three (3) of which are to represent the branches of Bronson, Quincy and Union Township and two at large, provided, however, that of the members first appointed the Board shall be as follows:

Participating Municipalities

Term Expires

City of Coldwater	Dec. 31, 1997 & every four (4) years thereafter
City of Coldwater	Dec. 31, 1994 & every four (4) years thereafter
County - Bronson	Dec. 31, 1997 & every four (4) years thereafter
County - Quincy	Dec. 31, 1994 & every four (4) years thereafter
County - Union Township	Dec. 31, 1996 & every four (4) years thereafter
County - At-Large	Dec. 31, 1995 & every four (4) years thereafter
County - At-Large	Dec. 31, 1996 & every four (4) years thereafter

A member shall serve until the appointment and qualification of a successor. A vacancy shall be filled for the unexpired term by the participating municipality that appointed the member whose position is vacant.

Any sitting Board member with an expiring term must submit an application to either the Branch County Clerk's office for at-large appointment or the City of Coldwater administration for city appointment. The director will contact appropriate parties to determine if there are other applications to consider. The Board will review any applications at its November



BDL ADMINISTRATIVE OFFICES

10 E. Chicago St., Coldwater MI 49036
Tel.: 517-278-2341 • Fax: 517-278-2342
info@BranchDistrictLibrary.org

meeting and forward written recommendation(s) from the Board president to the appropriate governing body for appointment. The recommended candidate(s) will be strongly encouraged to attend the commissioners' or city council meeting at which the appointment is to be made.

Article II. Officers

- Section 1. Officers of the Board shall be the president, vice-president and secretary.
- Section 2. The officers shall be elected each January for a term of one year. Vacancies in office shall be filled 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.
- Section 4. The vice president shall perform the duties of the president in the absence of the president.
- Section 5. The secretary, or other designated person, shall record the minutes of the meetings and see that they are filed for future reference. The secretary shall perform the duties of the president in the absence of the president and vice president.

Article III. Meetings

- Section 1. The Board shall meet in accordance with the requirements of the Open Meetings Act, Act 267 of the Public Acts of 1976, as amended. The date, time and place of each meeting shall be posted at the Coldwater Branch Library building, its principal office, as well as on the BDL website.
- Section 2. Special meetings may be called by the president, or upon the request of three (3) members if posted eighteen (18) hours in advance.
- Section 3. Four (4) members of the Board, including an officer, shall be a quorum for transaction of business at all of its meetings. In the absence of a quorum, any number less than a quorum may adjourn the meeting to a later date.
- Section 4. A per diem not to exceed the maximum allowed by the District Library Establishment Act, Act 24 of the Public Acts of 1989, and mileage, reimbursed at IRS established rates then in effect, will be paid to Board members for attendance at all meetings. A Board member shall not be compensated for attending more than 24 meetings per year. A line item identifying the estimated

Deleted: Branch District

Deleted: Section 3.→ A simple majority shall be sufficient for approval of vouchers and general library matters.¶

Deleted: of \$25.00

amount of compensation due Board members shall be included in the annual budget.

Section 5. Members with unexcused absences from three (3) consecutive monthly Board meetings shall have resigned their membership from the Board. An absence may be excused by a majority of the Board members present. A vacancy shall also exist for any other event which, by law, creates a vacancy.

Section 6. The order of business shall be set by the Board president.

Section 7. Robert’s Rules of Order (latest revision) shall govern the meetings of the Board.

Article IV. Conflicts of Interest

Section 1. Board members shall vote on all matters unless there is a legitimate conflict of interest for themselves or a relative. If members, or a relative, have a conflict of interest as to any matter before the Board, those members shall not vote on the matter and shall not participate in the discussion of the matter. A motion shall be made and a vote shall be taken to confirm the conflict of interest and excuse the members from voting.

Section 2. As used here, a conflict of interest shall at a minimum include, but not necessarily be limited to, the following:

- I. Issuing, deliberating on, voting on, or reviewing a matter concerning the Board member or a relative.
- II. Issuing, deliberating on, voting on, or reviewing a matter concerning work on land owned by the Board member or a relative.
- III. Issuing, deliberating on, voting on or reviewing a matter involving a corporation, company, partnership, or any other entity in which the Board member or a relative are a part owner, or any other relationship where they may stand to have a financial gain or loss.
- IV. Issuing, deliberating on, voting on, or reviewing a case which is an action which results in a pecuniary benefit to the Board member or a relative.
- V. Issuing, deliberating on, voting on, or reviewing a case where the employee or employer of a Board member or a relative is:
 - A. an applicant or agent for an applicant; or,

Deleted: <#>Call to order.¶
 Approval of minutes.¶
 Financial matters.¶
 Unfinished business.¶
 New business.¶
 Information items.¶
 Adjournment.¶

B. has a direct interest in the outcome.

Section 3. If there is a question whether a conflict of interest exists or not, the question shall be put before the Board. Whether or not a conflict of interest exists shall be determined by a majority vote of the remaining members of the Board.

Article V. Committees

Committees may be appointed by the president to serve until the final report of the work for which they were appointed has been filed. A committee shall consist of no more than three (3) active Board members. At times, persons from outside the Board may be appointed to serve on committees in a non-voting capacity.

Deleted: , with the approval of the Board,

Building

The Building Committee advises the Board and the director on matters relating to the physical spaces of our libraries. This is primarily concerned with the entirety of the Coldwater Branch, due to our unique obligations there, but may include issues of interior maintenance and repair at other branch locations as well. The Building Committee makes recommendations to the Board regarding contracts with other municipalities, leases, and rental agreements for properties where BDL provides library services.

Deleted: The Building Committee has traditionally included a representative from the Coldwater Branch Advisory Board.

Finance

The Finance Committee advises the Board and the director on any and all matters pertaining to the budget, investments, or any other financial matter under the responsibility of the Board. The Finance Committee recommends budgets to the Board, typically by October of each year, and makes recommendations for budget amendments as needed throughout the year. The Finance Committee also periodically spot checks BDL accounts and accounting practices throughout the year.

Personnel

The Personnel Committee advises and makes recommendations to the Board and the director on matters pertaining to human resources policies, contracts, and other related matters. The committee manages the processes for hiring, investigating and evaluating the performance of, and terminating the contract of, a library director by developing and recommending to the Board applicable procedures, forms, and actions. The Personnel Committee is notified by the library director on matters of staff discipline and is consulted prior to any dismissals.

Public Services

The Public Services Committee advises the Board and the director on any matter before the library which may affect our delivery of library services to patrons. This would include

reviewing policy and suggesting changes, examining proposed contracts or services, and evaluating how effectively BDL uses technology to serve patrons. The Public Services Committee seeks to support our strategic plan in finding ways to lower barriers and increase access to library services.

Article VI. Director

The director shall be considered the administrative officer of the Board and shall have the sole charge of the administration of the library under the direction and review of the Board. The director shall be responsible for the care of the library building and equipment, for the employment, personnel policies (at the direction of the Board) and supervision of the staff, for the efficiency of providing library service to the public and branches and for the operation of the library within financial conditions set forth in the annual budget. The director shall be appointed by and shall hold office at the pleasure of the Board, which body shall also set the director's compensation. The director shall prepare the annual budget, help establish objectives, assist in the formulation and implementation of policy necessary to accomplish objectives. The director shall attend all Board meetings, with the right to be heard in all administrative matters before the Board, but without the right to vote.

Deleted: The director will sign all vouchers as directed by the Board.

Article VII. Board Responsibilities

The Board shall exercise authority granted to it under the District Library Establishment Act, Act No. 24 of the Public Acts of 1989. The Board shall exercise final authority regarding employment matters, including the personnel of the Branch District Library branches with recommendation by their respective advisory boards. All powers granted by law to the Board belong to the Board.

Article VIII. Amendments

These Bylaws may be amended at any regular meeting of the Board at which a quorum is present, by majority vote of the members present, providing the proposed amendment was stated in the agenda for the meeting.

Deleted: [¶](#)
Article VIII. Division of Services [¶](#)
Specific policies approved by the board are set forth in the administrative, operating and public service Manuals, as follows: [¶](#)
Administrative → → **Operational** → → **Public Service** [¶](#)
Administrative → → → Book Selection → → Audio Visual [¶](#)
Branches → → → Custodial → → → Circulation [¶](#)
Financial → → → Pages → → → Emergency Action [¶](#)
Personnel → → → Technical Services → → Inter-Library Loan [¶](#)
Inventory → → → Volunteers → → → Meeting Room [¶](#)
Date: March 16, 2020 [¶](#)