

DOROTHY HULL LIBRARY -  
WINDSOR TOWNSHIP  
**BY-LAWS**

**MISSION STATEMENT**

The Dorothy Hull Library – Windsor Township mission is to provide resources and services that enhance individual knowledge, enlightenment and enjoyment for our community and improve the quality of life. That the library serves as a place for all to discover the joy of reading and the value of libraries.

**ARTICLE I: NAME**

This shall be a public library known as the Dorothy Hull Library – Windsor Township (DBA, 01.30.24) hereby established under the authority of Act 164 of 1877, MCL 397.210 as amended.

**ARTICLE II: GOVERNING BOARD**

This organization is governed by a Board comprised of six (6) members. Members must be residents of Windsor Charter Township and are elected by the qualified voters of Windsor Charter Township at the November general election for a period of four (4) years in accordance with the Eaton County and State of Michigan election laws.

The term of each office will take effect November 20<sup>th</sup> following the election. Upon a vacancy on the Board, a new member will be appointed by the Board to serve until the next general election, at which time the appointed member must be elected for the remainder of the unexpired term.

**ARTICLE III: BOARD POWER AND DUTIES**

The Board shall:

- A. Provide prudent stewardship and management of library finances and resources, including staffing.
- B. Oversee strategic planning for the library's future.
- C. Develop policies to guide the library's operations,
- D. Provide transparency to ensure the library fulfills its public trust.
- E. Behave in an ethical manner, free of conflict of interest, in all actions related to its role.

**ARTICLE IV: OFFICERS**

The officers of this Board shall consist of:

- President
- Vice President
- Secretary

Election of officers shall be held at the December meeting of even numbered calendar years. The terms of the Board officers shall be two (2) years beginning in January of the odd numbered calendar years. No officer shall hold the same office for more than two (2) consecutive terms.

The duties of the President shall be as follows:

- Preside at all general and special board meetings.
- Establish all committees and appoint committee members.
- Authorize calls for special meetings and public hearings.
- Resolve conflicts and disagreements involving the Board, the library, and its operations.
- Ensure each new member receives a timely orientation to their new role as a member of the Board.

The duties of the Vice President shall be as follows:

- Preside at all meetings in the absence of the President.
- Exercise the powers of the President in the President's absence or disability.

The duties of the Secretary shall be as follows:

- Keep a true and accurate account of all proceedings of the Board.
- Ensure that proper notice of all meetings is given.
- Conduct the correspondence of the Board.

#### **ARTICLE V: MEETINGS**

All meetings shall be scheduled and conducted with the Michigan Open Meetings Act PA 267 of 1976, MCL 156, as amended.

The presiding officer shall conduct meetings and hearings in an orderly manner. Members of the Board and others in attendance shall obey the directions of the presiding officer. During a meeting or public hearing, the presiding officer may rule any speaker out-of-order for:

- Failing to speak on Library related matters, agenda items currently under consideration, or of the focus of the public hearing.
- Using threatening or intimidating language.

Citizens attending a regular or special Board meeting may address the Board on specific agenda items or library related issues during the two public comment periods of the meeting. During public hearings, citizens are invited to comment and ask questions regarding the focus of the hearing. Any person wishing to speak shall first be recognized by the presiding officer and shall identify him/herself with his/her name, street address, and the item or issue to be addressed. Each speaker is limited to three (3) minutes total when speaking. Extensions of speaker time limits are permissible at the discretion of the Board.

- Dates and starting times for the upcoming year's meetings shall be set at the November Board meeting.
- A quorum for the transaction of Library business shall consist of four (4) members. A minimum of four (4) votes is necessary to pass a motion. In the event of only four members being present a unanimous vote shall be required on all business being transacted.
- Motions passed with a split vote shall require a rollcall.
- Motions requiring the movement of dollars from the reserves, or re-investment of dollars requires a rollcall.
- Special meetings may be called by the President or any two (2) Board members for the purpose of transacting business related only to the reason(s) for the meeting. Minutes shall be kept of all special meetings.

## Order of Business

- Pledge of Allegiance
- Call to Order
- Public Comment
- Approval of Agenda
- Approval of Minutes
- Director's Report
- Financial Report
  - Monthly statement
  - Committee activity
- Human Resource Committee
- Facilities Report
- Strategic Committee
- President's report
- Unfinished business
- New Business
- Public Comment
- Adjournment

Situations not covered by these By-laws or by Board policies shall be governed by *Roberts Rules of Order*, latest edition.

## **ARTICLE VI: FISCAL YEAR**

The fiscal year of the Library shall be the annual period beginning January 1 and ending December 31.

## **ARTICLE VII: COMMITTEES**

Committees shall be established by the President as deemed necessary, with no committee having more than three (3) members of the Board appointed to it.

The Library may have committees as follows:

Ad hoc committees of the Library shall exist until their specified purpose is completed or unless otherwise disbanded by the President. The President shall provide specific purposes and duties of the ad hoc committee.

The following standing committees shall have the powers and responsibilities described below:

- Finance Committee: the committee shall review monthly budgets and accounts and make recommendations to the library Board with respect to approving or disapproving any or all monthly expenditures. To work with the library Director in establishing and maintaining an annual budget with approval of the library Board.
- Human Resource Committee: the committee shall review and discuss personnel issues as determined by the library Board and/or Director.

- Facilities Committee: the committee shall obtain an assessment of building and property needs, create a short- and long-term schedule for maintenance for approval by the Board and to validate that the schedules are adhered to.

**ARTICLE VIII: FULL TIME STAFF POSITIONS**

Library Director: The Board is responsible for hiring a qualified Director to oversee and administer the Library’s operation. The qualifications, job duties and salary of the Director shall be established and updated by the Board as needed. The Director serves at the pleasure of the Board and reports to the Board. The Director is to be evaluated by the Board on an annual basis.

**ARTICLE IX: METHOD OF AMENDING THE BY-LAWS**

These by-laws may be amended at any regular meeting of the Board with a quorum present, provided notice is stated in the call for the meeting and provided that the amendment is approved by four (4) affirmative votes.

Adopted October 15, 1958  
Amended November 21, 2002  
May 18, 2017  
November 21, 2019  
April 8, 2021  
September 8, 2022  
February 16, 2023  
September 21, 2023  
January 31, 2024