

# HART AREA PUBLIC LIBRARY BY-LAWS

## ARTICLE I

### NAME

Section 1. This organization shall be called the Hart Area Public Library.

## ARTICLE II

### MEMBERSHP

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

The Hart Area Public Library shall be governed by a board (the "Board") which shall consist of 6 members, 3 shall be appointed by the City, and 3 of which shall be appointed by the Township. By April 15th of each year, the City and the Township shall appoint one member to the Board for a three-year term.

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 2 months of the vacancy. In the event no such replacement shall have been appointed by the appropriate Party at the end of such 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 Hart Area Public Library.

Section 3. The fiscal year of the Hart Area Public Library shall be the annual period commencing April 1 and ending the following March 31.

Section 4. On or before the 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 any 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 City Council of Hart and the Township Board Hart 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 on 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.

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 Hart Area Public 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 money 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.

Section 5. The Treasurer, President and Vice-President shall be the designated signators on all accounts at or in any financial institutions.

## ARTICLE VI

### MEETINGS

Section 1. The regular meeting of the Hart Area Public Library Board may 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 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 Hart Area Public Library Board shall be for the purpose of the election of officers and consideration of such other organization matters as may be required.

Section 3. Special meetings may be called by the President or upon written request of two 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 at any meeting at 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 notified 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 meeting.

Section 5. The following items will constitute the agenda for regular meetings:

Call to Order  
Roll Call  
Approval of Agenda  
Public Comment  
Approval of Minutes  
Financial Report, including approval of bills  
Director's Report  
Committee Reports  
Unfinished Business  
New Business  
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 three-minute limit on each individual member of the public who wishes to address the Board. Any person addressing the Board is required to give their name and municipality before making any statements.

Section 10. Proceedings at all meetings shall be governed by Robert's Rules of Order Newly Revised.

## 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.

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.

Adopted by the Hart Area Public Library Board at its regular meeting on August 7, 1995.  
Amended on December 18, 2023.

BY: \_\_\_\_\_

Its: Secretary

Revisions presented on November 13, 2023 and adopted on December 18, 2023 at a regular rescheduled meeting of the Hart Area Public Library Board of Trustees.

Revisions presented on March 19, 2007 and adopted on May 14, 2007 at a regular meeting of the Hart Area Public Library Board of Trustees

Revisions presented on August 8, 2011 and adopted on 08/08/2011 at a regular meeting of the Hart Area Public Library Board of Trustees