BYLAWS OF THE BRANCH DISTRICT LIBRARY BOARD
AS AMENDED, MARCH 16, 2020

Article I. Membership:
Section 1. In accordance with Act No. 24 of the Public Acts of 1989, the Branch District Library 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:

<table>
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<tr>
<th>Participating Municipalities</th>
<th>Term Expires</th>
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<tr>
<td>1. City of Coldwater</td>
<td>Dec. 31, 1997 &amp; Every four (4) years thereafter</td>
</tr>
</tbody>
</table>

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 BDL director will contact appropriate parties to determine if the are other applications to consider. The BDL board will review any applications at its November meeting and forward written recommendation(s) in writing, from the BDL 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.

Article III. Meetings:
Section 1. The Board shall meet in accordance with the requirements of the Open Meetings Act, Public Act 267 of 1976, as amended. The date, time and place of each meeting shall be posted at the Branch District Library building, its principal office.
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. A simple majority shall be sufficient for approval of vouchers and general library matters.
Section 4. 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 5. A per diem of $25.00 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 amount of compensation due board members shall be included in the annual budget.

Section 6. Any member with unexcused absences from three (3) consecutive monthly board meetings shall have resigned his/her membership from the board. A vacancy shall also exist for any other event which, by law, creates a vacancy.

Section 7. Order of business may be:

I. Call to order.
II. Approval of minutes.
III. Financial matters.
IV. Unfinished business.
V. New business.
VI. Information items.
VII. Adjournment.

Section 8. Robert’s Rules of Order (latest revision) shall govern the meetings of the board.

Article IV. Committees:
Committees may be appointed by the Chairperson, with the approval of the board, to serve until the final report of the work for which they were appointed has been filed.

Building
The BDL Building Committee advises the BDL board and the library 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 BDL board regarding contracts with other municipalities, leases, and rental agreements for properties where BDL provides library services. The Building Committee has traditionally included a representative from the Coldwater Branch Advisory Board.

Finance
The BDL Finance Committee advises the BDL board and the library director on any and all matters pertaining to the budget, investments, or any other financial matter under the responsibility of the BDL board. The Finance Committee recommends budgets to the BDL 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 BDL board and the library 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 BDL Public Services Committee advises the BDL board and the library 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 V. 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 his/her 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. The director will sign all vouchers as directed by the board.

**Article VI. 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 library 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 library board belong to that board.

**Article VII. 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.

**Article VIII. Division of Services:**
Specific policies approved by the board are set forth in the administrative, operating and public service Manuals, as follows:

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<thead>
<tr>
<th>Administrative</th>
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<th>Public Service</th>
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<td>Book Selection</td>
<td>Audio Visual</td>
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<tr>
<td>Branches</td>
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<td>Financial</td>
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<td>Personnel</td>
<td>Technical Services</td>
<td>Inter-Library Loan</td>
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<td>Volunteers</td>
<td>Meeting Room</td>
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Date: March 16, 2020