

# **Roseville Public Library Commission Board of Directors BYLAWS**

## **ARTICLE I            MEMBERSHIP**

City of Roseville Charter: Sec. 7.15: Act 164 of 1877.  
Library Commission Board of Directors:

- a) There shall be a Library Commission Board of Directors (hereinafter “Commission”) consisting of five persons having the qualifications required of city officers. The members of the Library Commission shall be appointed by the Mayor subject to confirmation of the council. The terms of office of members of the Library Commission shall be for five years, and the terms of the members first appointed shall be so arranged that the term of office of one member shall expire on the first day of July of each calendar year thereafter.
- b) Members of the Library Commission shall not receive any compensation for their services on, or in connection with the affairs of the Commission.
- c) The Mayor may, by and with the consent of the City Council, remove any member of the Commission for misconduct or neglect of duty.
- d) Vacancies on the Commission occasioned by removals, resignation or otherwise, shall be reported to the City Council, and be filled in a like manner as original appointments for the remainder of the term.

## **ARTICLE II           OFFICERS**

The officers of the Commission shall be the Chairperson, Vice-chairperson and Secretary. They shall be elected at the annual meeting for terms of one calendar year.

The duties of the officers shall be such as by custom and law devolve upon such officers, or may be delineated by the Commission. The librarian may be designated the Executive Secretary for the Commission.

The official records of the Commission shall be kept in the business office of the library.

The Commission may also elect special representatives to represent them at other functions for designated terms as needed.

If any member of the Commission shall fail to attend three (3) consecutive meetings of the Commission without notice or cause, and upon resolution of the Commission, the term of office of such member shall deemed to have terminated, and vacancy shall be thereby created as of the date of the adoption of such resolution.

### **ARTICLE III        MEETINGS**

Regular meetings shall be held on the second Monday of each calendar month at 6:30 pm in the library Conference Room, or other such time and place as the Commission may determine.

**SPECIAL MEETINGS:** Special meetings may be held at any time at the call of the chairperson and notice to all Commissioners. 18 hours notice must be given to the public of special meetings or rescheduled regular meetings.

**ANNUAL MEETINGS:** The Annual Meeting shall be held at the time of the regular monthly meeting in January.

**QUORUM:** A quorum for the transaction of business shall consist of three members of the Commission.

**ORDER OF BUSINESS:** The order of business at regular meetings shall be as follows:

- Call to Order
- Disposition of Minutes
- Hearing of the Public
- Report of the Librarian
- Reports of Committees
- Communications
- Unfinished Business
- New Business
- Adjournment

**OPEN MEETINGS ACT OF 1977:** According to the stipulation of the "Open Meetings Act of 1977", "The Hearing of the Public" is included in the Order of Business of the Roseville Public Library Commission Meetings. "The Hearing of the Public" is directly following the "Disposition of Minutes" and prior to the "Report of the Librarian." Interruptions at any other time during the Order of Business are not allowed. The limit of time for the public to speak will be 3 minutes and will be enforced by the Chair.

### **ARTICLE IV        COMMITTEES**

Special committees for the study and investigation of special problems may be appointed by the Chairperson to serve until the completion of the work for which they were appointed.

## **ARTICLE V                    POWERS AND DUTIES OF THE BOARD**

City of Roseville Charter: Sec. 7.15; Act 164 of 1877.

- e) The Library Commission shall make such rules and regulations as are necessary for the proper operation of the Roseville City Library and shall appoint a city librarian.
- f) On or before the first day in February each year, the Library Commission shall submit to the city manager an estimate in detail of the anticipated expenditures of the Commission for the ensuing fiscal year of the city for inclusion in the budget proposal to be presented to the council.
- g) The council shall provide in each annual budget of the city for the operation and conduct of the Roseville City Library, and shall appropriate for such purpose such amounts which, in addition to revenues received from the State of Michigan and other sources, will assure the conduct of the library in a manner consistent with the needs of the community.
- h) In the conduct of the Roseville City Library, the Library Commission shall be subject to the same accounting procedures and controls in the administration of the affairs of the library and the annual budget therefore as are other departments of the city.

The Library Commission is the legislative, or policy determining body for the library. Its primary concern is with formulating the program of service and with supplying the means of carrying it out. The Library Director suggests the program and the board decides to adopt, modify or reject the Library Director's program and policies.

Commission members should concern themselves collectively and individually with results rather than methods, and hold the Library Director responsible for attaining the desired results.

Commissioners may not profit personally by any policy or activity of the Commission.

The chief functions of the Library Commission are to learn what are appropriate objectives for the Library, and to secure the funds that will make their attainment possible. Specifically, responsibilities are:

1. To determine Library policies.
2. To select and appoint a competent Library Director.
3. To advise in preparation of the budget, approve it, and work to obtain the necessary funds.
4. To provide new buildings and, through the Library Director, supervise and maintain library property.
5. To work actively for the improvement of all libraries by supporting library legislation in the state and nation.
6. To become familiar with what constitutes good library service by reading, attending library meetings and visiting other libraries.

7. To suggest to the Mayor a list of eligible individuals to fill vacancies on the Commission.
8. To cooperate with other commissions and agencies and maintain good public relations.
9. To support the Library's service program in daily contacts with the public at large:
  - a. Criticism of Library service brought to the attention of the Commission members should be immediately and directly reported to the Library Director.
  - b. Commission members, Library Director and Staff should at all times support each other in all relations with the public.
  - c. Commission members may only release to the public information about the Library previously agreed upon at Commission meetings.
  - d. Commissioners may not make individual decisions, take action on Library matters, or influence the public or other Commission members in such a way as to cause the pressure of public opinion to direct or influence the type or plan of service of the Library.
10. To appoint a representative for the SLC Board every three years or when instructed to do so by the SLC Board.
11. The Commission shall make, at the end of each and every year, a report to the City Council, stating the condition of their trust at the date of such report the various sums of money received from their library fund and from other sources, and how such monies have been expended, and for what purposes; the number of books and periodicals on hand; the number added by purchase, gift or otherwise during the year, the number lost or missing; the number of visitors attending; the number of books loaned out; and the general character and kind of such books, with such other portions of said report as related to the receipt and expenditure of money, as well as the number of books on hand, books lost or missing, and books purchased, shall be verified by affidavit.

**ARTICLE VI            AMENDMENTS**

These by-laws may be amended at any regular meeting of the commission by a four-five vote of the entire Commission, provided the amendment was stated in the Call for the meeting.

**ARTICLE VII            AUTHORITY**

The Robert's Rules of Order (latest revised edition) shall govern the parliamentary procedure of the Library Commission meeting except as varied by resolution of the Commission or when inconsistent with the By-Laws.

Approved	11/7/94
Revised	2/14/05
Revised	3/13/06
Revised	3/12/12
Revised	2/11/13

Revised

1/10/14