

**By-laws**

**Board of Trustees  
T.A Cutler Memorial Library**

Composition; appointment; term of office; vacancies.

(Sec. 2-126 Code of Ordinances: City of St. Louis, Michigan)

The Board of Library Trustees shall be composed of five (5) members, residents of the area served, at least three (3) of whom shall reside in the corporate limits of the city. The trustees shall be appointed by the city council for three-year terms, not more than two (2) of which shall expire annually, at the first regular meeting in January of each year, and shall hold office until their successors are appointed and qualify. Each appointee shall, within twenty-one (21) days after appointment, signify acceptance, either by qualifying like other city officers, or by filing an acceptance in writing with the city clerk. Any vacancy existing shall be filled at any regular meeting of the city council. The members of the board shall serve without compensation.

(Code 1955, § 2215.1; Ord. No. B-27, 1, 2-27-78)

Officers of the Board

At the regular July meeting each year, officers for the remainder of the fiscal year will be chosen. The offices shall consist of the following:

- President: shall preside over each meeting
- Vice-President: Shall preside over meetings at which the president is absent.
- Secretary: The secretary or designee shall take lawful minutes of each meeting. The secretary shall sign approved minutes.
- Treasurer:

Function of the Board

The function of the Board is to develop plans and policies and hire a suitable library director to see that they are carried out. The Board shall be responsible for final approval of the budget and of any building plans and construction contracts.

Meetings of the Board

The agenda for each meeting will be prepared by the library director. A copy of the agenda will be sent to each board member prior to each meeting. A typical "Order of Business" may include the following:

- a. Call to order
- b. Approval of Agenda
- c. Approval of the last meeting's minutes
- d. Financial report
- e. Director's report
- f. Announcements
- g. Public comment
- h. Old business
- i. New business
- j. Adjournment

All business shall be conducted at a lawful meeting and no decision is valid unless voted on by a majority and duly recorded. There must be a quorum (2/3 of the board) present to take any official action. The minutes of each meeting must be signed by the secretary after they are approved (or, in the secretary's absence, by another member of the board appointed as temporary secretary by the president or vice-president).

A meeting is defined as a gathering where a quorum is present for the purpose of deliberating toward or rendering a decision on a public policy. "Decision" means a determination, action, vote, or disposition upon a motion, proposal, recommendation, resolution, order, ordinance, bill, or measure on which a vote by members of a public body is required and by which a public body effectuates or formulates public policy. (P.A. 1976, No. 267.)

The board shall adopt a regular schedule of meetings including the name of the library, address, phone number, date, time, and place of meeting at the July meeting and it shall be posted at city hall within ten (10) days. Any changes to the schedule of meetings will be posted within three (3) days after the meeting where the change is made. Rescheduled meetings or special meetings will be posted at least eighteen (18) hours before they are to occur.

The regular meetings of the library board will be held bimonthly on the second Tuesday at 5:00 p.m. in the library meeting room. Special meetings may be called by the library director, the president, or by three other members of the board by serving notice on each member not less than 24 hours before the meeting.

The board may meet in closed session only for reasons set forth by the Michigan Open Meetings Act of 1976 and only by a 2/3 majority vote taking place in an open meeting. Notices of such meetings shall be posted the same way as open sessions. Reasons for the meeting will be included in posting. Separate minutes of closed meetings will be kept and will include: time, date, place, present/absent list, why the meeting was called, and a brief summary of the discussion. No action may be taken in closed session. The minutes of a closed meeting will be sealed in an envelope and will be disclosed only if required by a civil action filed under the "Open Meetings Act." After 1 year and 1 day from the meeting in which they were approved, the minutes of the closed meeting may be destroyed.

### Records

Official minutes of open meetings will be kept by the secretary or designee and shall conform with the requirements of the Michigan Open Meetings Act of 1976. Minutes shall include: time, date, place, present/absent list, decisions made and roll call votes taken, a reference to reports and discussions when no action is taken and the reasons for any closed sessions. Proposed minutes shall be available for public inspection within 8 business days after the meeting to which they refer. Final copies of approved minutes will be available to the public within

5 business days after the meeting in which they are approved. Copies of all meeting minutes will be kept on file at city hall and at the library. Reasonable charges may be assessed for copies of minutes for the public.

Revision of By-laws

The board may revise these by-laws at any open meeting by a 2/3 majority vote.