

**PENTWATER DISTRICT LIBRARY
BY LAWS**

ARTICLE I: ESTABLISHMENT

The Pentwater District Library (PDL) is a Michigan district library established on October 17, 2025 by and between Pentwater Township and the Pentwater Public School District, County of Oceana, pursuant to the District Library Establishment Act, 1989 PA 24, MCL 397.171, et seq.

The Pentwater District Library Agreement is attached to these by laws and includes a description of the library's boundaries and any additional legal requirements for the library's operation.

Purpose: The Pentwater District Library (Library) is a vital community resource committed to enrichment, enlightenment, and inspiration through innovative approaches and dynamic community partnerships. The primary responsibility of the Library is to provide a broad choice of materials and programs to meet informational, educational, cultural and recreational needs of the community.

ARTICLE II: LIBRARY BOARD

Governing Board: The District Library shall be governed by an appointed board which shall consist of seven (7) members to be appointed as described below:

Qualifications: An individual appointed as a Library Board member shall be a qualified elector of the Participating Municipality that appoints such member on the date the appointment is made. A candidate for appointment to the Library Board shall also be a resident of the District Library District. Members of the Board shall not be library employees.

Appointments: The Pentwater Public School Board shall appoint four (4) members of the Library Board. The Pentwater Township Board shall appoint three (3) members of the Library Board. Members of the Board will serve three (3) year terms on a rotating basis. As the terms of office expire, the respective municipality that made the appointment of the Library Board member whose term has expired shall make an appointment to replace the board members who's terms expired to serve a three (3) year term of office beginning on January 1. Participating municipalities may reappoint a member whose term has expired to a successive term of office.

All terms of office shall begin on January 1 and terminate on December 31.

Library Board Recommendations: At least two (2) months prior to the expiration of the term of any Library Board Member, the Library Board may provide recommendations of the candidates interested in appointment to the Library Board to the participating municipalities.

Authority: The Library Board shall have all the powers enumerated in Section 12 of the Act, MCL 397.182, all the powers enumerated in the District Library Financing Act, MCL 397.281, et seq, and any other powers granted by law.

Expenses and Compensation: The District Library may reimburse Library Board members for necessary expenses that Library Board members incur in the performance of their official duties and may compensate Library Board members pursuant to Section 12(2) of the Act, MCL 397.182.

Vacancy: The office of the Library Board Member becomes vacant when the incumbent dies, resigns, is convicted of a felony, is removed from office by the Governor pursuant to Section 10 of Article V of the State Constitution of 1963, or ceases to be a resident of the district. In addition, the office of a Library Board Member becomes vacant when the incumbent ceases to be a resident of the Participating Municipality that appointed the incumbent. In the event of a vacancy, the Participating Municipality that appointed the Library Board Member whose position has become vacant shall appoint a replacement as soon as possible who shall serve until the end of the term of the Library Board Member being replaced.

Removal: In accordance with Section 8(2) of the Act, MCL 397.178(2), the Governor of the State of Michigan shall have the power to remove a member of the Library Board for cause, pursuant to the provisions of Section 10 of Article V of the State Constitution of 1963, as amended.

ARTICLE III: OFFICERS

The officers, to be elected each year at the **January** board meeting for a one (1) year term, shall be President, Vice-President, Treasurer, Secretary and such other officers as deemed necessary by the Pentwater District Library Board. Officers shall perform the duties generally associated with their offices including the duties listed below:

The President shall keep in touch with the library director between board meetings, assist the director in preparing the agenda for each board meeting, preside at meetings and provide leadership to the board in the performance of its duties.

The Vice-President shall assist the President in carrying out the functions of the office and preside at meetings when the President is absent.

The Treasurer is responsible for **presenting** monthly financial statements and an annual financial report **or have general supervision of the preparation of the financial reports by library finance staff**. A copy of the monthly financial report shall be provided to each member of the Board and the library director at each monthly meeting. The Treasurer shall present an annual budget to the board for the board's approval.

The Secretary shall keep complete and accurate minutes at each meeting of the board or have general supervision of the preparation of the minutes by a recording secretary if one has been appointed. The minutes shall record the **date, time, place**, members present, members absent, and decisions made on matters brought before the board, **and the purpose or purposes for which a closed session is held**. **The minutes must include all roll call votes taken at the meeting. These minutes shall be made available for public inspection within eight (8) days after the applicable meeting. Approved minutes must be made available for public inspection within five days after the public body's approval. Minutes must be approved at the boards next meeting. Corrected minutes must show both the original entry and the correction.** Copies of minutes shall be included in the board packet which is distributed to each board member **prior to a board meeting**. Minutes shall be signed and kept in a permanent binder.

ARTICLE IV: TRUSTEES

The Pentwater District Library (PDL) Board desires full inclusion and involvement of all board trustees in execution of the mission and bylaws of the organization. Therefore, the trustees have identified a succession of positions, combination of officer positions and committee **chairs**, that allow for diversified experience and contribution of all board members. Given all trustees must fulfill the following responsibilities as discussed in the Michigan Public Library Trustee Manual, opportunities for orientation and experience are key for success of all trustees:

- Attend all board meetings
- Participate at meetings
- Become a team player
- Support board decisions
- Advocate for the library
- Respect the role of the library director
- Support the library director

By allowing all trustees to serve in the major roles, the trustees will fulfill their responsibilities with balanced contribution from all trustees, sharing the duties required to make PDL a successful organization. The **recommended** succession of roles would be:

- Board Secretary
- Board Treasurer
- Vice President of the Board
- President of the Board

It is intended that no one board members serves more than three (3)? consecutive years in the position of Treasurer or President.

ARTICLE V: MEETINGS

All business of the Pentwater District Library Board shall be conducted at regular or special meetings in accordance with the Michigan Open Meetings Act (OMA). Regular meetings shall be held each month at a date, time, and location to be set by the Board at its annual meeting in **January**. Special meetings may be called by the board president or at the request of three (3) members of the board.

The regularly scheduled **January** meeting of the library board shall be known as the annual meeting where officers are elected, regular board meetings are scheduled for the upcoming calendar year, and for any other business to come before the board.

A quorum for the transaction of business shall consist of four (4) members of the board who are physically present.

Robert's Rules of Order shall guide the board procedures in all cases not otherwise herein provided.

ARTICLE VI: COMMITTEES

Purpose: Committee work will:

- Provide functional oversight for library operations, budgeting, and maintenance as well as any special projects that fall within the responsibility of the board;
- Support the overall goals of the library and its strategic plan;
- Maximize the efficient use of time and effort within a small, focused work group;
- Ensure open communication between board members and the library director.

The President shall appoint committees as necessary to serve until completion of the work for which each was appointed. Regular Committees have traditionally been: Finance, Personnel, Buildings and Grounds, and Advocacy/PR/Communications. Ad Hoc Committees may be temporarily created and based on periodic needs of the library, eg. Millage Campaign Committee.

The following protocols are recommended to support open, transparent, and collaborative efforts:

- Committee Chair: A Committee Chair will be assigned.
- Post the Meeting: Committee meeting dates, agendas, and goals for the work to be accomplished will be posted according to OMA guidelines.
- Inform Board Members: Board members will be informed of the meeting date and agenda so they can attend if they have an interest in the topic or wish to contribute to the work.
- Document and Share Progress: Notes or minutes of the work discussed, information gathered, and recommendations for board consideration will be included in the board packet prior to the monthly meeting.
- Involve the Director: The library Director will be included in any committee work as needed.

ARTICLE VII: AMENDMENTS TO THE BY LAWS

These by-laws may be amended by a vote of a majority of the entire board at a regular meeting only and not unless such amendment shall have been proposed at a previous regular meeting.

Revised April 11, 2006

Amended November 12, 2013

Amended May 21, 2019

Amended September 20, 2022

Amended April 21, 2026

