

BYLAWS OF THE BOARD OF TRUSTEES
THE OAK PARK PUBLIC LIBRARY

1. NAME, AUTHORITY AND PURPOSE

- A. The name of this body shall be the Oak Park Public Library.
- B. Its authority is established and defined under Chapter 2, Article VI, Section 2-650 of the City of Oak Park Code of Ordinances, and Act 164 of the Public Acts of Michigan of 1877, as amended (the "Act").
- C. The Library Board is the body officially responsible for operation of the public library. It adopts a mission statement and long and short range plans for library services in order to meet the needs of the public.

2. MEMBERSHIP

- A. The Board of Directors of the public library shall consist of no less than five (5) members, appointed by the Mayor with the approval of the City Council. Directors shall be chosen from the citizens at large, with reference to their fitness for such office, and not more than one (1) member of the City Council shall be at any one time a member of said board. The term of appointment of a Director shall be two (2) years.
- B. Members of the Board shall serve without compensation.

3. POWERS AND DUTIES OF THE OAK PARK PUBLIC LIBRARY BOARD AS SPECIFIED IN CHAPTER 2, ARTICLE VI, SECTION 2-654 OF THE CODE OF ORDINANCES OF THE CITY OF OAK PARK

- A. The Board of Directors of the Oak Park Public Library ('Board') shall have the exclusive control of the expenditure of all moneys collected to the credit of the library fund, and of the construction of any library building, and of the supervision, care, and custody of the grounds, rooms, or buildings constructed, leased, or set apart for that purpose: Provided that all moneys received for such library shall be deposited in the treasury of the City to the credit of the library fund, and shall be kept separate and apart from other moneys of the City, and drawn upon by the proper officers of the City, upon the properly authenticated vouchers of the library board.
- B. The Board shall have power to purchase or lease grounds, to occupy, lease, or erect an appropriate building or buildings for the use of the library; shall have power to appoint a suitable librarian and necessary assistants, and fix their compensation; and shall also have power to remove such appointees; and shall, in general, carry out the spirit and intent of this ordinance and of Act 164 in establishing and maintaining a public library and reading room.

- C. The library and reading room established under this ordinance shall be forever free to the use of the residents of the City, subject to such reasonable rules and regulations as the Library Board may adopt; and the Board may exclude from the use of the library and reading room any and all persons who shall violate such rules.
- D. The Board of Directors may accept and receive donations of money, personal property, or real estate for the benefit of the library, to be held and controlled by the Board, when accepted, according to the terms of the deed, gift, devise, or bequest of such property. As to such property, the Board shall be held and considered to be special trustees.
- E. All moneys received for the Oak Park Library shall be deposited in the treasury of the City of Oak Park, and drawn upon by the proper officers of said City, upon the properly authenticated vouchers of the Board, as required by Section 5 of the Act.

4. OFFICERS OF THE OAK PARK PUBLIC LIBRARY BOARD

- A. Organization
 - 1. Officers of the Board shall be a president, vice-president, secretary and treasurer.
 - 2. Officers shall be elected for a term of one year at the Board's organizational meeting.
- B. President
 - 1. Presides at all meetings of the Library Board.
 - 2. Responsible for preparation of the agenda with the assistance of the Library Director.
 - 3. Appoints all committees.
 - 4. Authorizes all calls for special meetings.
 - 5. Signs in the name of the Oak Park Public Library, all contracts and legal documents specifically authorized by the Board.
 - 6. May cancel a regular meeting if there is insufficient business, an anticipated lack of quorum, or an issue with the meeting location.
- C. Vice-President

1. In the absence of the President, the Vice-President shall perform the duties of the President.
2. In case of the resignation, disability or death of the President, the Vice-President shall assume the office for the unexpired term.

D. Secretary

1. Shall be responsible for recording the proceedings of each meeting as official minutes for that purpose. This record is read at the next meeting, corrected if necessary and approved. The minutes should include:
 - a. Nature of meeting; regular or special; time, place, persons present or absent; votes taken; and approval of minutes of previous meeting.
 - b. Complete record of all official action taken by the Board and all motions as stated, whether adopted or rejected. Only the information recorded is considered official. Approved minutes must be sent to the City Clerk to be made public within five (5) days after approval of the minutes.
 - c. Record of adjournment.
2. Signs the proceedings of each meeting.
3. Issues and posts notices of all regular meetings, and on the authorization of the President, of all special meetings.
4. Writes official letters as requested by the Library Board.
5. Acts as President in the absence of the President and Vice-President and may appoint a temporary secretary to take the minutes.
6. Any of the above responsibilities, with the exception of "2" and "5" may be assigned to the Library Director if the Board so directs.

E. Treasurer

1. Shall be responsible for keeping permanent accounts, according to accepted standards, of all income and expenditures of the Board.
2. The Treasurer shall chair the Finance Committee, which is responsible for preparing and submitting to the Board a monthly financial statement of all library accounts.

3. In the event of the absence or disability of the Treasurer, or of a vacancy in that office, the President shall appoint a member to perform the duties and functions of the Treasurer until the Treasurer is able to resume duties or the vacancy is filled.

5. MEETINGS AND QUORUM REQUIREMENTS

- A. All meetings of the Oak Park Public Library Board shall be conducted under the requirements of the 1986 PA 267, the "Open Meetings Act".
- B. The regular meetings of the Library Board shall require attendance of a majority of the Board members.
- C. The presence of a majority of members shall constitute a quorum for the transaction of business. The affirmative vote of a majority of the Board members attending the meeting is required for the approval of any action or decision of the Board.
- D. Special meetings may be called by the President. However, upon the written request of three (3) of the members of the Board, the President must authorize the call for a special meeting. Board members will be notified at least 24 hours prior to the meeting. The general purpose of the meeting must be stated in the call.
- E. The order of business for regular meetings shall be according to an agenda mailed, emailed or delivered to Board members at least two days prior to the meeting. The order of business shall include Call to order, Approval of the agenda, Approval of the last meeting's minutes, City Manager's report, Treasurer's report, Director's report, Committee reports, Old business, New business, Public comment and Adjournment. The agenda may be amended by action of the Board during Board meetings.
- F. The organizational meeting shall be held in November of each year. Election of officers shall be held at the organizational meeting. The officers shall be elected by members of the Board for a term of one year. At this meeting, the date, time and location shall be set for all regular meetings for the year. If an officer resigns from the Board before completing his/her term, with the exception of the President, the Board shall hold new elections at the next regular meeting following the resignation.
- G. Board members have an obligation to regularly attend Board meetings and to be informed about the issues under discussion. The Board may request the City Council to remove any member for neglect of duty who has two successive unexcused absences from regular or special meetings. An unexcused absence is one in which the Board member failed to notify the Library Director in advance of an anticipated absence. Resignations from the Board shall be submitted in writing to the Mayor and the City Council.

- H. Members of the public may address the Board at any of its regular or special meetings, as provided for in the Open Meetings Act. When arranged for at least one week in advance, an item from the public may be scheduled as a special order of business on the agenda. Public comment is limited to five minutes per person and an individual may only speak once per meeting, except at the discretion of the Chair.
- I. Each member present at a Board meeting shall vote yes or no unless the member has declared a conflict of interest that precludes voting per Ethics Statement (9.1)
- J. Robert's Rules of Order Newly Revised shall guide the parliamentary process of the Board unless superseded by a majority vote of the Board. The Board may appoint a parliamentarian.

6. COMMITTEES

- A. Board committees may be appointed by the President and may also consist of City of Oak Park citizens, library staff and other qualified resource persons.
- B. Unless otherwise directed, a committee's assignment is limited to study, investigation, reporting and making recommendations to the Board. Any further committee authority to act must be specifically authorized by the Board.

7. LIBRARY DIRECTOR

- A. The Library Director shall be selected and appointed by the Board to serve as Chief Executive Officer in the management of the Library and shall be directly responsible to the Board for fulfillment of assignments as designated.
- B. The Library Director shall be in charge of the administration of the library within the framework of the Board policies and budget.
- C. The Library Director or his or her designee shall attend all Board meetings and participate on Board committees as assigned by the President.
- D. The Library Director or their designee shall attend all Friends of the Library meetings.
- E. The Library Director shall keep copies of all of the Board minutes and attached documents on file at the Library.

8. AMENDMENTS

- A. The bylaws may be amended or revised at any regular meeting of the Board by a unanimous vote of all members without prior notice, or by a two-thirds vote of all members, provided all members of the Board are notified that a bylaws change will be voted upon at the specified meeting, and are given copies of the proposed change at least two weeks prior to the meeting.

9. ETHICS STATEMENT

Public library Trustees are accountable for the resources of the library as well as to see that the library provides the best possible service to its community.

- A. Trustees shall respect the opinions of their colleagues and not be critical or disrespectful when they disagree or oppose a viewpoint different than their own.
- B. Trustees shall comply with all the laws, rules and regulations that apply to them and to the library.
- C. Trustees, in fulfilling their responsibilities shall not be swayed by partisan interests, public pressure or fear of criticism.
- D. Trustees shall not engage in discrimination of any kind and shall uphold the library patrons' rights to privacy in the use of library resources.
- E. Trustees must distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of the library, acknowledging and supporting the formal position of the Board even if we disagree.
- F. Trustees must respect the confidential nature of library business and not disclose such information to anyone.
- G. Trustees must also be aware of and in compliance with Freedom of Information laws.
- H. Trustees must avoid situations in which personal interests might be served or financial benefits gained as a result of their position or access to privileged library information, for either themselves or others.
- I. A Trustee shall immediately disqualify themselves whenever a conflict of interest or the appearance of a conflict exists.
- J. Trustees shall not use their position to gain unwarranted privileges or advantages for themselves or others from the library or from those who do business with the library.
- K. Trustees shall not interfere with the management responsibilities of the Library Director or the supervision of library staff.
- L. Trustees shall support the efforts of librarians in resisting censorship of library materials by groups or individuals.

Adopted July 2004; Amended September 2006; Amended August 2021; Amended February 2022