

# PAW PAW DISTRICT LIBRARY

## Board Meeting

April 15, 2019

### AGENDA:

#### GENERAL BOARD MEETING

Item 1 Call to order

Item 2 Public comment

Item 3 Minutes

Item 4 Auditor Jeff Rood, SiegfriedCrandall

Item 5 Bank Signature Cards

Item 6 Approval of bills to be paid

Item 7 Report of the Library Director

Item 8 Attorney's Report

Item 9 Committee Reports

- Policy and By-Laws
- Search Committee (Personnel)
- Property Committee (Building and Grounds)
- Long Range Planning
- Finance

Item 10 New business

Item 11 Short Takes for Trustees Video

Item 12 Adjournment



36 A motion was made by Miller and seconded to pay the bills as presented for the period of  
37 3/16/2019 to 4/12/2019 for a total of \$67,972.73. The motion was adopted with a roll call vote  
38 (Yes: Sherry Bennett, Suzanne Miller, Julie Pioch, Catey Bolton Dave Cushing; No: None).

39 **LIBRARY DIRECTOR REPORT**

40 Director Mohney presented templates for an annual report format that he may use to prepare  
41 an annual report to be distributed to the public.

42 Director Mohney provided a written year to date report on library program and services usage  
43 and PPDL program summary for March 2019.

44 Director Mohney led a discussion on issues related to the possible purchase of the Soapy's  
45 property. John will work with buildings and grounds committee to write up details related to  
46 the purchase and prepare a document for the board to review at a future meeting.

47 Director Mohney presented a document entitled Exhibit Working Title: Pastimes in Paw Paw  
48 which outlined a program partnership with the village's historical commission that will focus on  
49 Paw Paw's baseball history this spring and summer.

50 Earth Day Celebration is April 27<sup>th</sup> from 10 AM to 1:00 PM.

51 Monday May 6<sup>th</sup> "A Capital Celebration" author visit by Richard Gibson

52 **COMMITTEE REPORTS**

53 Policy and Bylaws: Final draft of the bylaw revisions were presented.

54 It was moved by Miller to adopt revised bylaws. Adopted by roll call vote. (Yes: Bennet, Bolton,  
55 Cooper, Cushing, Miller, Pioch; No: none)

56 Dave Cushing led a discussion for feedback on tuition reimbursement policy

57 Search Committee: Update on new director search process.

58 Pioch moved to set a Special Meeting to Interview three candidates and any other business that  
59 may come before the board on Wednesday May 8<sup>th</sup>, at 5:00 PM at the Paw Paw District Library.  
60 The motion was adopted.

61 **NEW BUSINESS**

62 Bennet moved to approve a request for funding by member Cushing to attend National rural  
63 small library conference in Vermont in July. Motion Failed.

64 The meeting was adjourned at 8:50 PM

65 Minutes prepared by:

66   
67 Julie Pioch, Secretary

68 Date Approved: 5/20/2019

## MISSION STATEMENT

The Paw Paw District Library is dedicated to creating community by providing access to quality materials, technology and services, while inspiring a passion for reading and lifelong learning in a welcoming environment.

## BYLAWS

### ARTICLE I. NAME AND PURPOSE

- Section 1. The library shall be known as the "Paw Paw District Library."
- Section 2. The purpose of this organization shall be to establish, maintain, and operate a public library for the district bounded by the limits of the Paw Paw School District, which includes the Village of Paw Paw as well as portions of the townships of Paw Paw, Almena, Antwerp, Waverly, and Lawrence.
- Section 3. The activities of this organization shall be limited to those as set forth for tax-exempt institutions under Section 501 (c) (3) of the Internal Revenue Code of 1954 or the corresponding provisions of any future United States Internal Revenue Law and as defined in District Library Establishment Act, Section 10 (7), 1989 Public Act 24, Michigan Compiled Laws §397.171 - 397.196

### ARTICLE II. MEMBERSHIP OF THE BOARD

- Section 1. Membership on the Paw Paw District Library Board shall be governed by applicable State law.
- Section 2: The Board shall consist of seven members elected at large from the district. Members shall be elected every other year at the regular school election for a term of four years, commencing in 2014 when four are elected and continuing in 2016 when three are elected with the Board member terms to begin on January 1 immediately following the election.
- Section 3. A vacancy on the Board shall be filled pursuant to the requirements set forth in the District Library Establishment Act, Section 10 (7), 1989 Public Act 24, Michigan Compiled Laws §397.181.
- Revised February 20, 2012

### ARTICLE III. OFFICERS

- Section 1. The officers of the Board shall be a President, Vice-President, Secretary, and Treasurer.
- Section 2. The officers shall be elected at the annual organizational meeting for a term of one year. Vacancies shall be filled by ballot at the next regular meeting of the Board after the vacancy occurs.

Section 3. The duties of the officers shall be those which are required by law or by this Board. If not otherwise specified, they shall be the same as those usually assigned to their respective offices.

#### ARTICLE IV. MEETINGS

Section 1. The regular meeting of the Board shall be the third Monday of the month at 7:00 P.M. at the library. The January meeting shall be the annual organizational meeting.

Section 2. Special meetings may be called by the President, or upon written notice of four members, for the transaction of business as stated in the call. Notice stating the time and place of any special meeting and the purpose for which called shall be given to each member of the Board at least 24 hours in advance of such meeting.

Section 3. A quorum for transaction of business shall consist of four members.

Section 4. The order of business at regular meetings shall be defined by the president at the annual organizational meeting

Section 5. Robert's Rules of Order Newly Revised, latest edition, shall govern the parliamentary procedure of the Board.

Section 6. Library Board meetings shall be open to the public. Any person who wishes to speak may do so during the "Public Comments" time. Speakers must give their name and address and may be asked to limit comments to five minutes. Any organized group, with several persons wishing to speak on the same topic, must give the Board advanced notice of its attendance.

#### ARTICLE V. COMMITTEES

Section 1. Standing committees, of such kind as the Board may deem desirable, shall be appointed by the President.

Section 2. Standing committees shall consist of two or three members of the elected Library Board. Their term of office shall be one year. The President of the Board shall be an ex-officio member of all committees.

Section 3. Special committees may be appointed by the President for the study of special problems, to serve until the final report of the work for which they were appointed has been made, or the committee discharged.

Section 4. No committee shall have the power to make any commitments binding upon the Board unless specifically authorized by the Board to do so, in which case such authority shall be made a part of the minutes of the meeting of the Board.

#### ARTICLE VI. EMPLOYEES

- Section 1. The Board shall have the power to appoint and employ a suitable library director and necessary assistants or other employees, and fix their compensation, and shall have the power to remove such appointees or employees at any time.
- Section 2. The library director shall attend all Board meetings.
- Section 3. The library director shall enforce and observe such policies for the governing of the library as may be established by the Board. He/she shall be responsible for the direction and governing of the library staff, within guidelines as adopted by the Board.

#### ARTICLE VII. ANNUAL REPORTS & BUDGET

- Section 1. The President of the Board or designee, shall make such reports to the State of Michigan as may be required from time to time by State law, rules, or regulations.
- Section 2. On or before the third Monday of February each year, the President or designee shall make a report to the library district covering the preceding calendar year, which report shall encompass the following items:
- a. The condition of the library fund at the end of the calendar year.
  - b. The amount of money received from various sources during the year, and how such monies have been expended and for what purposes.
  - c. The number of books and periodicals on hand.
  - d. The number added by purchase, gift, or otherwise during the year.
  - e. The number lost or missing or damaged beyond repair.
  - f. The number of persons utilizing the library facilities during the year.
  - g. The number of books loaned out during the year.
  - h. Such other statistics or information as the board may deem of general interest.
- Section 3. The President or designee shall, on or before the third Monday of November, prepare a budget containing an estimate of the amount of money necessary for the support and maintenance of the library for the ensuing fiscal year.

#### ARTICLE VIII. FUNDING

- Section 1. The fiscal year shall be from January 1 to December 31.
- Section 2. Each bill, claim, or statement of expense (except regular employees' salaries) to be paid by library funds shall be approved by the Board at a regular meeting before such claims may be paid. Such claims shall become a part of the minutes of each meeting.
- Section 3. The library shall indemnify any and all of its Board members against expenses actually and necessarily incurred by them in connection with the prosecution of any action in which they are a party by reason of being or having been a Board member, except in

relation to matters as to which such Board member shall be determined to be guilty of intentional misconduct or gross negligence.

Section 4. Upon the dissolution of the library, the Library Board shall pay or make provisions for the payment of all of the liabilities of the library. The remainder of the library's assets shall be distributed in accordance with the rules and regulations of the Internal Revenue Service and State of Michigan.

ARTICLE IX. AMENDMENTS

Section 1. Each Board member shall be notified of any proposed amendment to these By-laws at least two weeks before any meeting at which such proposed amendment is to be voted upon.

Section 2. The By-laws may be amended at any regular meeting or special meeting properly called, provided the requirements of Section 1 are met, by vote of at least four members of the Board.

Adopted October 12, 1987; updated December 12,1988, July 9,1990, May 13, 1996, August 21,1996, April 14, 1997, March 20, 2002; April 15, 2019.