

Policy: 600: Trustee By-laws

Reviewed: 4/10/17

Revised: 11/16/16

Approved: 11/28/16

SALEM-SOUTH LYON DISTRICT LIBRARY BOARD OF TRUSTEES BY-LAWS

ARTICLE I: NAME

Section 1: This organization shall be called the Salem- South Lyon District Library.

ARTICLE II: MEMBERSHIP

Section 1: In accordance with Public Act 24 of 1989 (the "District Library Act") the Board of Trustees of the Salem-South Lyon District Library (the "Board") shall initially consist of seven (7) members to be appointed as follows: The City Council of the City of South Lyon has appointed three (3) members of the Board. The Township Board of the Township of Salem has appointed four (4) members of the Board.

Section 2: At the first general election held following the approval of the millage for the District Library, the Board shall consist of seven members elected at large from the District in accordance with the District Library Act. Trustees will be elected to a 4-year term at the General Election on a non-partisan ballot. Eligibility:

- Resident of Salem Township or the City of South Lyon
- Registered voter
- Board members must be sworn in by municipality.
- Ability to abide by the basic trustee duties according to the Michigan Public Library Trustee Manual (see last page of this policy).

In the event that a Board member becomes ineligible to serve, they will be given 45 days to correct their ineligibility or be removed from the Board.

Section 3: In the event of a vacancy, the Board shall appoint an eligible replacement, whose term shall extend to the end of the term of the former member of the board or to the next general election.

Section 4: Each Board member shall serve on at least one standing committee as defined in Article VI, Section 9 of this policy. Board President is a standing member on all committees.

Section 5: Trustees, as members of the Library Board, shall not use their elected positions to endorse any political candidates.

Section 6: Trustees whose action or inaction is in conflict with the basic trustee duties as detailed in the Michigan Public Library Trustee Manual (and restated as the “Board Member Commitment to Serve” at the end of this policy) may be subject to an escalating disciplinary scale that includes reprimand, censure, suspension and expulsion. Suspension and expulsion exceed the authority of the Board and involve either action by the Governor of the State or recall by the electorate.

- Reprimand is telling the offending Board member that their action/inaction is not in keeping with the expectations or duties of members of the Board. It is the result of the majority of the Board (as determined by vote) and recorded in the minutes of the meeting.
- Censure is a more extreme form of reprimand where a detailed explanation of the offense(s) and necessary means of correction are detailed and documented in the meeting minutes. This is also determined by majority vote.
- Suspension bars the Board member from voting or having any impact on the decisions of the Board for a set period of time.
- Expulsion refers to removal from the Board.

ARTICLE III: POWERS OF THE BOARD OF TRUSTEES

Section 1: The Board of Trustees may exercise any and all of the powers granted to it in the District Library Act. The Board may delegate such powers to the Officers of the Board and/or the Library Director, as it deems necessary or appropriate.

Section 2: The Board of Trustees shall have the exclusive control of the budget of the Salem-South Lyon District Library.

Section 3: The fiscal year of the Salem-South Lyon District Library shall be the annual period commencing July 1 and ending the following June 30.

Section 4: On or before the regularly scheduled March Board meeting of each fiscal year, the Library Director shall present to the Board of Trustees for consideration the proposed annual budget for the next succeeding fiscal year. The Board shall hold a public hearing on the proposed budget each year prior to its adoption, in accordance with the Uniform Budgeting and Accounting Act, or any successor applicable law. When the budget is adopted, the Director shall make an itemized statement of the amounts to be raised by taxation or by contract and, in the event no district-wide tax has been authorized by the electors of the District, shall report the same to the City Council of the City of South Lyon and to the Township Board of the Township of Salem.

Section 5: The Board of Trustees requires the Treasurer or Library Director to submit to the Board on a monthly basis data regarding the actual and estimated budget to date. The Board then may revise or amend the budget as deemed necessary by a majority of Board members voting on the question.

ARTICLE IV: OFFICERS

Section 1: Officers of the Board shall be President, Vice-President, Secretary and Treasurer.

Section 2: The officers shall be elected for a term of one year at the annual meeting of the board as defined in Article VI, Section 2 of this policy.

Section 3: Vacancies in office shall be filled by the Board at the next regular meeting of the Board following the occurrence of a vacancy, except for the office of President, in which case the Vice-President shall assume the duties of the office for the un-expired term. A successor Vice-President shall be elected to fill the vacancy so created in that office.

ARTICLE V: DUTIES OF THE OFFICERS

Section 1: The President shall preside at all Board meetings, appoint committees with the approval of the Board, authorize calls for any special meetings, act as board spokesperson and generally perform the duties of a presiding officer.

Section 2: In the absence of the President, the Vice- President shall perform the duties of the President. In the case of the resignation, disability, or death of the President, the Vice-President shall assume the office for the un-expired term.

Section 3: The Secretary of the Board shall see that a true and accurate account of all proceedings of the Board meetings is kept. In compliance with any requirements of state law regarding the holding of meetings, the Secretary shall issue notices of all regular meetings, and on the authorization of the President, of all special meetings, and shall have custody of the minutes and other records of the Board of Trustees. With the approval of a majority of the Board, the Secretary may delegate any of these responsibilities to the Library Director or another Board appointed designee.

Section 4: The Treasurer shall have charge of the funds of the Salem-South Lyon District Library, providing for their safe custody and investment as directed by the Board, subject to limitations for investment of public funds as provided by law. The Treasurer shall control expenditures from the Library fund through a system of vouchers presented by authorized personnel. A record of all moneys received or deposited to the Library fund, and all disbursements, sales and transfers from the fund shall be kept by the Treasurer, and reported monthly to the Board of Trustees at its regular meeting. In addition, the Treasurer shall perform such other duties as may be prescribed for him or her by State or Federal law and these by-laws. With the approval of a majority of the Board, the Treasurer may delegate any of these responsibilities to the President, Library Director or another Board approved designee.

ARTICLE VI: MEETINGS

Section 1: The regular meeting of the Salem-South Lyon District Library Board shall be held each month, the date and hour to be set by the Board at its Annual Meeting (described in Section 2 of this Article VI). Within ten (10) days following the Annual Meeting a notice shall be posted in a public place setting forth the dates, times, and places of all regular meetings scheduled for the ensuing year. Any changes to this schedule, as required, shall be posted in the monthly announcement of the regular meeting.

Section 2: Effective on and after January 1, 2005, the Annual Meeting of the Salem-South Lyon District Library Board shall be the first regular meeting of the calendar year. For years beginning prior to January 1, 2005, the Annual Meeting was the first regular meeting of the fiscal year. The Annual Meeting shall be for the purpose of the election of officers and consideration of such other organizational matters as may be required.

Section 3: Special meetings may be called by the President or upon written request of two Trustees, provided eighteen (18) hours of notice is given of the time and purpose for which such meeting is called. The announcement of a special meeting at any meeting at which a quorum is present shall be sufficient notice of such meeting. Trustees not present at the time of announcement of such special meeting shall be notified by the Library Director or Secretary.

Section 4: Notices of regular meetings with agenda shall be posted in a public place and shall be distributed by the Library Director or Secretary to all members at least three (3) days before the meeting.

Section 5: The following items will constitute the agenda for regular meetings:

- Call to order and attendance
- Approval of agenda
- Approval of minutes
- Financial Report, including approval of bills
- Director's report
- Staff reports
- Friends of the Library Report
- Correspondence and communications
- Public comments
- Committee reports
- Old business
- New business
- Adjournment

Section 6: A quorum for the transaction of business shall consist of four (4) members of the Board physically present at the meeting.

Section 7: Any Board action, to be official, must be approved at an official Board meeting by a majority of the members of the Board attending the meeting either in person or (when approved on a case-by-case basis) through teleconferencing.

Section 8: In case of an emergency that has been determined by the President and the Library Director and Board action is needed, members will be polled individually by the President and/or the Library Director. An effort shall be made to contact all Board members. Official confirming action shall then be taken at the next Board meeting.

Section 9: The Board shall create and identify standing committees at the Annual meeting of the Board. The names of the committees and the board members serving on each committee will be documented in the minutes to the Annual meeting. Additionally, the Board may appoint non-board members to standing committees when advisable. The committees shall have no power to make independent decisions on any issue(s) but shall only make recommendations to the full Board for consideration and adoption. The Board may appoint or dissolve other committees as the need arises. All committee meetings will follow the guidelines from the Michigan Open Meetings Act (Act 267 of 1976).

ARTICLE VII: LIBRARY DIRECTOR

Section 1: The Library Director shall be appointed by the Board and shall be considered the executive officer of the Library.

Section 2: The Library Director shall have sole charge of the administration of the Library under the direction and review of the Board. The Library Director shall be responsible for the care of the building and equipment; for the employment, development, and direction of the staff; for the efficiency of the Library's service to the community; for the annual preparation of a budget proposal; for the operation of the Library under the financial conditions set forth in the budget approved by the Board; and for submission to the Board at its regular monthly meeting a written monthly report of the library.

Section 3: The Library Director or the Library Director's representative shall attend all meetings of the Board.

ARTICLE VIII: Rules of Parliamentary Practices: "Robert's Rules of Order, Revised" shall govern the Board of Trustees procedures in all cases not otherwise herein provided.

Article IX: AMENDMENTS

Section 1: These by-laws may be amended at any regular meeting of the Board by a majority vote of all members, provided the amendment was presented in writing at the previous regular meeting.

Policies cross-referenced: 301; 403; 601; 711

Policy 701: Library Privacy Policy

Reviewed: 04/10/17

Revised: 04/10/17

Approved: 04/24/17

It is the policy of the Salem-South Lyon District Library (SSLDL) Library Board, administration and staff to preserve the confidentiality of all library patron records and related patron information to the fullest extent permitted by law. The library patron records of the SSLDL shall be released or disclosed only to comply with subpoenas and search warrants listed in the Library Procedure Manual and applicable law including the Michigan Library Privacy Act. MCL 397.601 *et seq.*

All library patron records and related patron information shall be treated by the staff of the SSLDL as confidential, including name, address, telephone number, or any other information provided on library patron records that personally identifies a library patron. The SSLDL may only use library patron records for library transactions and to distribute library-related information to registered library patrons.

1. Library patrons have the right to be informed about the policies governing the amount and retention period of personally identifiable information and about why that information is necessary for the provision of library services. Library records are retained in accordance with state law to satisfy administrative, legal, fiscal and historical needs.¹
2. Patron registration information is exempted from disclosure in the Michigan Freedom of Information Act.²
3. The library will avoid collecting and retaining information not needed for the fulfillment of its mission and will engage in practices to prevent placing records on public view.
4. Information the library may gather and retain about current and valid library users may include the following:
 - a. Library circulation system
 - i. Information is collected in order to maintain an accurate record of items borrowed, to provide a means of notification and contact and to record outstanding fines and fees.
 - ii. Information collected includes: name, address, phone number, e-mail address, driver's license number, date of birth, items currently checked out, fines owed, fines paid or waived, current holds, requests and informational notes related to library card account matters.
 - iii. Library cards contain a barcode number and associated PIN number.
 - b. Internet access: No individual information is collected.
 - c. Web-based events application
 - i. Information is collected to manage library program and event registration. It includes name, phone number, e-mail address, grade, ages of minors, school, City/Township.
 - d. Surveillance recordings
 - i. The library records people using the library in order to increase security and to provide a means of identification should an incident occur. See Policy 422.
 - e. Meeting room applications
 - i. The library requires an application for the use of its meeting rooms (see Meeting Room Use policy 417.0) in order to verify eligibility, designate a responsible party and to provide a point of contact. It includes name, organization, address, phone number, and email address.
 - f. Credit card transactions

¹ MCL 399.5 *et seq.* and 750.491 *et seq.* General Schedule #17 Michigan Public Libraries.

² MCLA 15.243 *et seq.* Freedom of Information Act

- i. In order to process credit card transactions in person, the library will transmit the following information: credit card holder's name, credit card number, credit card security code, credit card type and credit card expiration date.
 - ii. Online credit card transactions will transmit the following information: credit card holder's name, address, phone number, email address, credit card number, credit card type and credit card expiration date
5. Access to records shall be restricted as much as possible and treated as confidential:
 - a. Staff shall only access records required to complete library work as assigned and appropriate to job duties.
 - b. Staff shall only provide account information to the library cardholder, unless the person inquiring is listed as a parent, legal guardian or authorized user.³ This includes questions about whether or not a person has a library card.
 - c. Records may be shared with designated agents of the library if required for the conduct of the library's activities, e.g., a collection agency.
 - d. The library may use records to distribute library-related information to registered borrowers.
 - e. The library may use information collected in aggregate for statistical analysis and planning purposes.
 - f. The library director is the designated custodian of records.
 - g. If the library requests the assistance of a law enforcement officer, and the library director determines that records produced by a surveillance device may assist the law enforcement officer to render the requested assistance, the library may disclose the records to the law enforcement officer upon request.
 - h. Any other disclosure of library records is prohibited unless required by law.

Social Security Number Privacy for Employees/Patrons

1. Patrons
 - a. The library does not collect social security numbers from patrons.
2. Employees
 - a. As required by MCL 445.84, the Salem-South Lyon District Library adopts this social security number privacy policy.
 - b. The Salem-South Lyon District Library will ensure to the extent practicable the confidentiality of social security numbers held by the library. Social security numbers will not be disclosed to those outside of the library, except as authorized by law. Access to information or documents that contain social security numbers will be limited to those requiring access.
 - c. More than four sequential digits of the social security number will not be publicly displayed, used as an account number, password, or identifier, or included in or on any document sent outside the Salem-South Lyon District Library, except as authorized by law. Any documents containing social security numbers are to be shredded before disposal.
 - d. Violations of this policy may result in discipline (see Policy 207), up to and including dismissal. Employees who violate the Social Security Number Privacy Act, 454 Pa 2004, MCL 445.81-445.87, also may be subject to fines and imprisonment.⁴

³ MLC 397.601 et seq. Michigan Library Privacy Act

⁴ Michigan Library Privacy Act, 1982 Public Act 455, MCL 397.601-397.605. Library Records protected by the Michigan Library Privacy Act are exempt from disclosure under the Freedom of Information Act (MCL 397.603 and MCL 15.243[d]) Social Security Number Privacy Act, 454 Pa 2004, MCL 445.81-445.87

Policy: 711.0: Public Comment at Board and Committee Meetings

Reviewed: 04/10/17

Revised: 07/13/15

Approved: 07/27/15

To establish guidelines for public input at meetings to allow the board to fulfill its obligation of completing the scheduled agenda in an effective and efficient manner.

The Salem-South Lyon District Library Board of Trustees encourages residents to share their views. The Board agenda includes time at the beginning of each meeting for comments. In order for the board to fulfill its obligations to complete the scheduled agenda in an effective and efficient fashion, a maximum of five minutes per person of public participation will be permitted at the beginning of each meeting.

During board deliberation, the public is asked not to make any comments unless responding to a specific question asked by a trustee or committee member.

Policy cross referenced: Policy 600

Policy: 801: Board Business Expenses

Reviewed: 04/10/17

Revised: 11/29/11

Approved: 01/02/12

1. Board members are eligible for reimbursement of expenses incurred for the purpose of approved library business.
2. All expenses need prior approval at a Library Board Meeting prior to the event and are to be substantiated by means of receipts and expense reports and be submitted within three months.

Authority and responsibility for procurement for the Salem-South Lyon District Library shall be under the direction of the Library Director. The Director shall oversee all purchasing activity of designated staff members.

The general purchasing policy of the Salem-South Lyon District Library shall be as follows:

1. Professional Services: The Board recognizes that legal, accounting, actuarial, auditing and other professional services do not lend themselves to normal procurement methods such as competitive bidding; thus the Board may use any method deemed appropriate to select firms to render these services.
2. Other acquisitions of goods and services: Generally, vendor selection methods are divided into the following levels:
 - a. All purchases with an estimated total cost of \$10,000 or more require formal competitive sealed bids. The bids shall be awarded by the Library Board of Trustees. All sealed solicitations shall be advertised publicly at least fourteen days in advance of the date announced for the opening bid unless limitations prohibit.
 - b. All purchases with an estimated total cost between \$5,000 and \$10,000 require written quotations from at least three (3) prospective bidders, if available. The bid shall be awarded by the Library Board of Trustees.
 - c. All purchases under \$5,000 are to be purchased using the best judgment of the Director or designated purchasing agent as to source of supply based on the best available information which may include quotations, either in person, telephone, fax, or written, from at least three prospective bidders, if available.
 - d. All purchases made under a cooperative program or through a pre-selected vendor that has already completed the bidding process is exempt from this policy.
 - e. All purchases must be contained within the budget approved by the library Board of Trustees. Any purchase not contained within the budget must go to the Board for approval.
 - f. The competitive bidding process may be waived at the Board's discretion when there is only one known supplier or a predetermined list.
 - g. When there exists a threat to public, health, safety, or welfare, the Library may make emergency procurement, following established procedures as much as is practical under the circumstances. A written justification of the nature of the emergency and for the selection of the particular vendor shall be submitted to the Board of Trustees and shall become part of the record for that purchase.

Policy cross-referenced: 301

Policy 807.0: Investment Policy

Reviewed: 04/10/17

Revised: 04/10/17

Approved: 04/24/17

It is the policy of the Salem-South Lyon District Library (SSLDL) to invest public funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow demands of the Library and conforming to all state statutes governing the investment of public funds.⁵

This investment policy applies to all transactions involving the financial assets and related activity of the Salem-South Lyon District Library except for its employee pension funds and its employee deferred compensation funds which are organized and administered separately. These funds are accounted for in the annual financial report and include the following funds:

- General Fund, including both designated and undesignated portions
- Debt Service Funds
- Any new fund created by the Board of Trustees

OBJECTIVES

Funds of the Salem-South Lyon District Library will be invested in accordance with Michigan Public Act 20 of the Public Acts of 1943, as amended, and in accordance with the following objectives in order of priority.

- A. Safety – Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to insure the preservation of capital in the overall portfolio. Whenever feasible, invested funds should be insured through FDIC or a similar program.
- B. Diversification – So potential losses on individual securities do not exceed the income generated from the remainder of the portfolio, investments shall be diversified by all of the following:
 - specific maturity dates
 - official financial institutions as determined by the first board meeting of the year
 - specific class of securities
- C. Liquidity – The ability of an asset to be converted into cash quickly and without any price discount.
- D. Return on Investment – The investment portfolio shall be designed with the objective of obtaining a favorable rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and cash flow characteristics of the portfolio

DELEGATION OF AUTHORITY

The SSLDL Budget committee will make investment recommendations for approval by the Library Board. Upon Board approval, the Treasurer shall take the necessary action and provide a follow up report to the Board.

Policy 807.0: Investment Policy

Reviewed: 04/10/17

Revised: 04/10/17

Approved: 04/24/17

⁵ P.A. of 1968 et seq. Michigan Uniform Budgeting and Accounting Act, and P.A. 34 of 2001 et seq. the Revised Municipal Finance Act

Policy 808.0: Fixed Assets Capitalizations

Reviewed: 04/10/17

Revised: 02/09/15

Approved: 02/23/15

Asset Classification	Individual or Cumulative Purchases Greater than Amount	Depreciation Life
Furniture & Fixtures	\$1000	7 years
Office Equipment (not including computer equipment)	\$1000	5 years
Library Computers/Workstations	\$1000	4 years
Servers and Technology Equipment	\$1000	5 years
Buildings	\$1000	30 years

I. Definitions and Provisions

- A. Tangible Assets.** Assets that can be observed in one or more physical senses.
- B. Fixed Assets.** Tangible assets of a durable nature that are employed in the operating activities of the library, relatively permanent, and needed for the production of goods or services. This broad group is usually separated into classes according to the physical characteristics of the items (e.g. land, buildings, improvements other than buildings, furniture, and equipment).
- C. Capital Outlays.** Expenditures that benefit both the current and future fiscal periods. This includes the cost of acquiring land or structures; construction or improvement of buildings, structures, or other fixed assets; and equipment purchases having an appreciable and calculable period of usefulness. These are expenditures resulting in the acquisition of or addition to the library's general fixed assets.
- D. Historical Costs.** The cash equivalent price exchanged for goods and services at the date of acquisition. Land, buildings, and equipment are common examples of items recognized under historical cost attribute.
- E.** The library will capitalize items with an individual value equal or greater than \$1,000.

II. Land

The library will capitalize all land purchases, regardless of cost.

Original cost of land will include the full value given to the seller, including legal services incidental to the purchase (including title work and opinion), appraisal and negotiation fees, surveying and costs for preparing the land for its intended purpose (including contractors and/or library workers, salary and benefits). Donated land will be recorded at fair market value on the date of transfer plus any associated costs.

III. Furniture and Equipment

The definition of furniture and equipment is an apparatus, tool, or conglomeration of pieces to form a tool. The tool will stand alone and not become a part of a basic structure or building.

Improvements or renovations to furniture and equipment will be capitalized only if the total cost exceeds \$1,000 and the total costs will be greater than the current book value and less than the fair market value.

Donated furniture and equipment will be made in accordance with any restrictions associated with the funding source and with the above procedures.

IV. Buildings

Buildings will be capitalized at full cost with no subcategories for tracking the cost of attachments. Examples of attachments are roofs, heating, cooling, plumbing, or any part of the basic building. Cost of items designed or purchased exclusively for the building will be included.

The cost of improving or renovating an existing building will be capitalized only if the total cost exceeds \$1,000 and the total cost will be greater than the current book value and less than the fair market value.

Capital building costs will include preparations of land for the building, architectural and engineering fees, bond issuance fees, interest cost (while under construction), accounting costs if material and any costs attributable to construction of the building.

Donated buildings will be recorded at fair market value on the date of transfer with any associated cost.

Purchases made using federal or state funding will be made in accordance with any restrictions associated with the funding source and with the above procedures.

V. Improvements Other Than Buildings

This asset group includes improvements to land, attached or not easily removed, and with a life expectancy of greater than two years. Examples are walks, parking areas and drives, fencing, retaining walls, outside fountains, planters, and other similar items.

Improvements do not include roads, streets, or assets that are of value only to the public. Road or drives on library-owned land that provide support to our facility are assets. Sidewalks installed on library-owned land for use by the public and for the support of our facility are capital assets. Improvements or renovations to improvements other than buildings will be capitalized if the total cost exceeds \$1,000 and/or the total cost will be greater than the current book value and less than fair market value.

Donated improvements other than buildings will be recorded at fair market value on the date of transfer with any associated costs.

Purchases made using federal or state funding will be made in accordance with any restrictions associated with the funding source and with the above procedures.

VI. Recording and Accounting

The cost of property, plant, and equipment includes all expenditures necessary to put the asset into position and ready for use. For purposes of recording fixed assets of the library, the valuation of assets shall be based on historical cost or, where the historical cost is indeterminable, by estimation for those assets in existence.

An asset register shall be maintained to provide a record of capital assets of the library.

VII. Safeguarding of Assets

Accounting controls are designed and implemented to provide reasonable assurances that detailed records are maintained to assure accountability for library-owned assets.

VIII. Salvage Value

Capitalized assets under this policy will be assumed to have no salvage value.

IX. Disposal of outdated Equipment

Equipment will be disposed of at the request of the Network Administrator and approved by the Director or when it is fully depreciated. See form in Procedure Manual for Disposal of Outdated Equipment.