

# PARCHMENT COMMUNITY LIBRARY BY-LAWS

Policy Review – 2<sup>nd</sup> Reading – March 25, 2025

## ARTICLE I: NAME AND PURPOSE

- Section 1. The library shall be designated and known as the "Parchment Community 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 Parchment School District, encompassing the City of Parchment, as well as portions of each of the City of Kalamazoo and the Townships of Kalamazoo and Cooper.
- Section 3. The activities of this organization shall be limited to charitable, educational, religious, or scientific purposes 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.

## ARTICLE II: MEMBERSHIP

- Section 1. In accordance with the provisions of Public Act 79, 1989, the Board of Trustees of the Parchment Community Library shall consist of seven (7) members chosen for their fitness for public library trusteeship.
- Section 2. Not more than four (4) members shall be elected every two (2) years to fill vacancies occurring by expiration of terms.
- Section 3. Members shall be elected for a term of four (4) years and shall serve until their successors are elected and qualified beginning with the January meeting. The term of office begins on January 1, as is consistent with Michigan state law governing the terms of school district trustees.

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### Section 4 Installation of new members

- a. Newly elected trustees must take a Constitutional Oath of Office and sign an Acceptance of Office form (which also contains the Affidavit of Eligibility and Constitutional Oath of Office) within 30 days after the County Board of Canvassers has certified the election.
- b. Those who do not wish to swear the oath may instead affirm the Constitutional Oath of Office. They must sign the Acceptance of Office form, including the Affidavit of Eligibility and Constitutional Oath of Office.
- c. The oath (or affirmation) may be administered by any officer so designated by the State of Michigan (including the City Clerk, Township Clerk, and any Notary Public).
- d. The signed Acceptance of Office forms must be notarized, and copies sent to the County Clerk. The originals shall be filed in the library's permanent records.
- e. If an official does not take the oath (or affirmation) within 30 days after the election has been certified, the position is vacant as of January 1, and the board must vote to appoint to fill the vacancy. The board may choose to appoint the person who was elected but failed to take the oath (or affirmation) in time. A person appointed to fill a vacancy created by failure to take the oath (or affirmation) serves the remainder of the term.
- f. As stated in Article II, Section 3, the term of office begins January 1.

Section 5. Vacancies on the Board shall be filled by action of the Board taken at a regular meeting or special meeting called for that purpose within 45 days after the vacancy exists. This appointed member shall hold such office until the next election, at which time the electors of the library district shall fill such office for the un-expired portion of the term.

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- Section 6. Powers of the Board of Trustees are as set forth in Public Act 79, 1989 and its amendments and the Constitution of the State of Michigan.

**ARTICLE III: OFFICERS**

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

- Section 2. The officers shall be elected by ballot at the annual meeting for a term of one (1) year. Vacancies in office 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.

- Section 4. The Officers of the Board shall constitute the Executive Board. The Executive Board shall have duties as specified by these by-laws.

**ARTICLE IV: MEETINGS**

- Section 1. The Board shall meet at 6:30 P.M. at the Parchment Community Library on the fourth Tuesday of each month January through November, and on the third Tuesday in December. The annual meeting shall be held in January. If library business requires board action prior to the annual organizational meeting in January, a special meeting will be convened to cover the business at hand. This meeting may be called by a majority of the elected board or at the request of the library director.

- Section 2. The Library Director (Reference Article 6: Section 1) or a designated board officer shall serve as recording secretary to accurately and in full record all business transacted at Board meetings.

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- Section 3. Special meetings may be called by the President, or upon written request of at least three (3) Board 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 each member of the Board, and a public notice shall be posted, at least 18 hours in advance of such meeting.
- Section 4. A quorum for transaction of business shall consist of a majority of the elected Board of Trustees.
- Section 5. Content of meetings
- a. Order of business shall be:
    - Call to Order
    - Roll Call
    - Acceptance of agenda
    - Acknowledgment of Guests
    - Reading and Approval of Minutes
    - Monthly Financial Report and Approval of Bills
    - Public Comment
    - Monthly Director's Report
    - Monthly Statistical Report
    - Communications
    - Strategic Planning
    - Committee reports
    - Unfinished business
    - New business
    - Board Comments
    - Public Comment
    - Adjournment
  - b. Public comment is encouraged at all Board Meetings. Public comment is governed by the Public Comment Policy.
- Section 6. Any Board action, to be official, must be approved by a majority of the elected Board at an official Board meeting and be in accordance with the Michigan Open Meetings Act.

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Section 7. Robert's Rules of Order, last revised edition, shall govern the parliamentary procedure of the Board, except as the same may be modified by applicable provisions of Michigan law or these by-laws.

ARTICLE V: COMMITTEES

Section 1. The Board may establish such standing committees as deemed necessary for the conduct of business of the Board. Such committees shall consist of no more than three members of the elected Board of Trustees.

Section 2. In compliance with the State of Michigan Open Meetings Act (Act 267 of 1976), the President shall not serve as an ex-officio member of any committee, but may be named as an official member of any committee.

Section 3. Committees for special purposes may be appointed by the President of the Board, with the approval of the Board, to serve until assignments are completed.

Section 4. Standing committees shall be appointed by the President of the Board of Trustees at the annual meeting. Their term of office shall be one (1) year.

Section 5. Unless otherwise directed, a committee's assignment is limited to study/investigation and reporting. Any authority to act which the Board wishes the committee to have must be specifically authorized.

Section 6. The Legislative Committee was dissolved at the May 26, 2009, Board meeting.

Section 7. A standing committee called the Personnel Committee shall be appointed by the President of the Board. The duties shall be to conduct an annual evaluation of the Library Director, and to review and examine personnel policies and issues as referred by the Board. The information and recommendation must then be presented to the entire Board of Trustees at an official meeting.

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- Section 8. A standing committee called the Materials Selection Review Committee shall be appointed by the President of the Board. The duties shall be to review material that has been objected to by the public and referred to them in writing by the Director. The information and recommendation must then be presented to the entire Board of Trustees at an official meeting.

**ARTICLE VI: STAFF**

- Section 1. The Board shall appoint a Director with appropriate professional qualifications. The Director shall serve at the pleasure of the Board. The Director shall be directly responsible to the Board for the fulfillment of assignments as defined in the job description. As such the Director may be empowered by the Board to conduct routine procedures that might otherwise require Board approval prior to such action; confirming action should then be taken at the next Board meeting.
- Section 2. The Director shall have charge of the administration of the library within the framework of Board policies and budget.
- Section 3. The Director shall attend all Board meetings.

**ARTICLE VII: ELECTIONS**

- Section 1. Elections shall be conducted and held regularly as provided for by Public Law 79, 1989 and its amendments.
- Section 2. The official newspaper of the Parchment Community Library shall be the Kalamazoo Gazette. All election information shall be published in the official newspaper as required by law.

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ARTICLE VIII: AMENDMENTS

- Section 1. These by-laws may be amended at any meeting of the Board by a majority vote of the elected Board of Trustees provided that the amendment was stated in the call for the meeting.
- Section 2. A by-law may be suspended by the affirmative vote of a majority of Board at any regular or special meeting provided that the action for such suspension is for that meeting only.

ARTICLE IX: FUNDING

- Section 1. The fiscal year of the Parchment Community Library shall be from October 1 to September 30.
- Section 2. The Board shall, by a majority vote, choose its depository institutions at the annual meeting.
- Section 3. The Director shall be authorized to sign all checks up to \$2,000 (Two thousand dollars) for the Parchment Community Library. Checks in excess of \$2,000 (Two thousand dollars) must be countersigned by a designated Board officer.

The Director shall review, initial, and date each monthly bank reconciliation statement after it has been prepared by the bookkeeper.

A Board officer will review, initial, and date the bank reconciliation statements for all financial accounts each month.

- a) As part of the review of the checking account, the officer will select and examine approximately 10% of the cleared checks (with invoices) from the Expenses files.
- b) An annual review schedule shall be set at the annual meeting.
- c) The review schedule for the next three months will appear under “Financials” in each monthly Director’s Report.

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Section 4. Capitalization.

Capital assets, which include property, plant, and equipment, are reported in the government-wide financial statements. Capital assets are defined by the Library as assets with an initial individual cost of more than \$5,000 and an estimated useful life in excess of two years. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at acquisition value at the date of donation.

Software purchased by subscription (including ILS systems) that are not wholly owned by the Library, should not be considered capital assets.

Section 5. 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 authorized by the Board, or the defense 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 6. Upon the dissolution of the library, the Board of Trustees shall, after paying or making provisions for the payment of all of the liabilities of the library, dispose of all of the assets of the library exclusively for the purposes of the library in such manner, or to such organizations organized or operated exclusively for charitable, educational, religious, or scientific purposes as shall at the time qualify as an exempt organization under Section 501(c)(3) of the Internal Revenue Code of 1954 or the corresponding provision of any future United States Internal Revenue Law, as the Board of Trustees shall determine. Any such assets not disposed of shall be disposed of by the Circuit Court in the County of Kalamazoo, State of Michigan.

Approved: April 10, 1984

Amended: September 11, 1984  
February 12, 1985

April 9, 1985



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May 14, 1985  
September 10, 1985  
February 10, 1987  
July 14, 1987  
July 10, 1990  
September 8, 1992  
June 9, 1998  
October 10, 2000  
September 9, 2003  
April 25, 2006

July 22, 2008  
May 26, 2009  
August 24, 2010  
September 25, 2012  
September 24, 2013  
November 22, 2016  
January 28, 2020  
October 22, 2022  
April 25, 2023 (Section  
5.b.)

Reviewed: March 25, 2025