

Rochester Hills Public Library
500 Olde Towne Road, Rochester, MI

Our Mission:

Rochester Hills Public Library empowers people to explore and create with resources that enlighten, educate, entertain, and inform.

January 14, 2025 - 7:00 p.m.

Agenda

- I. Call to order of the annual meeting
- II. Election of Officers
 - A. President: Robert Bonam
 - B. Vice President: Melinda Deel
 - C. Treasurer: Anne Kucher
 - D. Secretary: Julianne Reyes
- III. Approval of Depositories
- IV. 2025 Planning Calendar
 - A. Library board meeting dates for 2025
 1. January 14, 2025 at 7:00 p.m.
 2. February 11, 2025 at 7:00 p.m.
 3. March 10, 2025 at 7:00 p.m.
 4. April 8, 2025 at 7:00 p.m.
 5. May 13, 2025 at 7:00 p.m.
 6. June 10, 2025 at 7:00 p.m.
 7. July 8, 2025 at 7:00 p.m.
 8. August 5, 2025 at 7:00 p.m.
 9. September 9, 2025 at 7:00 p.m.
 10. October 14, 2025 at 7:00 p.m.
 11. November 11, 2025 at 7:00 p.m.
 12. December 9, 2025 at 7:00 p.m.
 13. January 13, 2026 at 7:00 p.m.
- V. Reaffirmation
 - A. MGT-4 Investment Plan
 - B. Financial Plan
 - C. Financial Procedures
 - D. Current board members and library director as bank signers
 - E. Authorization to join Michigan CLASS
 - F. Vendors Approved for Single Signature Checks
 - G. RHPL Board Bylaws
- VI. Adjournment of the annual meeting

**FINANCIAL INSTITUTIONS FOR THE
ROCHESTER HILLS PUBLIC LIBRARY**

UBS

2301 W. Big Beaver Ste. 800
Troy, MI 48084-3321
248/643-9200

CHASE BANK

339 Main Street
Rochester 48307
248/652-8400

CITIZENS BANK

439 N. Main St.
Rochester, MI 48307
248/656-4200

COMERICA BANK

4980 N. Adams
Rochester, MI 48306
248/371-5000

TCF BANK

70 W. Tienken
Rochester Hills, MI 48306
800-823-2265

FLAGSTAR BANK

1001 N. Main Street
Rochester 48307
652-9792

HUNTINGTON NATIONAL BANK

255 E. Second
Rochester 48307
651-5460

PNC

2101 S. Rochester Rd
Rochester Hills 48307
248/852-9000

CHEMICAL BANK

440 S. Main St.
Rochester, MI 48307
248/608-5100

FIFTH-THIRD

1383 S. Rochester Road
Rochester Hills 48307
248/652-4010

BANK OF AMERICA

6800 N. Rochester Rd.
Rochester, MI 48306
248/650-9762

All local branches of the above financial institutions are also approved for use by the Library.

**ROCHESTER HILLS PUBLIC LIBRARY
BOARD OF TRUSTEES
2025 PLANNING CALENDAR**

January

- 1 **Library closed in observance of New Year's Day**
14 Board of Trustees Annual and Regular Meetings, 7:00 p.m.
 • Annual Board Meeting: the election of officers
17 Winter Wonder Library (closes for setup at 5:00pm) 6:00 p.m.
28 Friends' Board Meeting, 7:00 p.m.
29-Feb 2 Friends' Winter Used Book Sale

February

- 11 Board of Trustees Meeting, 7:00 p.m.
 • Board committee appointments
25 Friends' Board Meeting, 7:00 p.m.

March

- 10 Board of Trustees Meeting, 7:00 p.m.
25 Friends' Board Meeting, 7:00 p.m.

April

- 6-12 National Library Week
8 Board of Trustees Meeting, 7:00 p.m.
 • Audit presentation
20 **Library closed in observance of Easter Sunday**
22 Friends' Board Meeting, 7:00 p.m.
26 Friends' Event – Wine, Wit, & Wisdom (library closes at 4:30pm)
28 Author's In April Banquet, 6:00 p.m.
30 Library Advocacy Day
30-May 4 Friends' Spring Used Book Sale

May

- 9 Deck Art Social Hour - Library is open until 9:00pm
13 Board of Trustees meeting, 7:00 p.m.
27 Friends' Board Meeting, 7:00 p.m.
May 24-26 **Library closed in observance of Memorial Day**

June

- 10 Board of Trustees Meeting, 7:00 p.m.
 • Finance Committee reviews proposed 2025 budget
24 Friends' Board Meeting, 7:00 p.m.

July

- 4 **Library closed in observance of Independence Day**
- 8 Board of Trustees Meeting, 7:00 p.m.
- Finance Committee presents proposed 2025 budget
- 26-Aug 3 Early Voting Site
- 23-27 Friends' Summer Used Book Sale
- No Friends' Board Meeting in July

August

- 5 Board of Trustees Meeting, 7:00 p.m.
- Public Hearing on proposed 2025 budget
 - Director's Evaluation Committee formed (odd years only)
- 26 Friends' Board Meeting, 7:00 p.m.

September

- Aug 30-1 **Library closed in observance of Labor Day**
- 5-7 Art and Apples
- 9 Board of Trustees Meeting, 7:00 p.m.
- 23 Friends' Board Meeting, 7:00 p.m.

October

- 14 Board of Trustees Meeting, 7:00 p.m.
- 22-26 Friends' Fall Used Book Sale
- 28 Friends' Board Meeting, 7:00 p.m.
- 30 Friends' Annual Meeting, 6:00 p.m.
- 25-Nov 2 Early Voting Site

November

- 4 Election Day
- 14 **Library closed staff in-service**
- 11 Board of Trustees Meeting, 7:00 p.m.
- Board President appoints Nominating Committee
 - Director Evaluation presented to the board (odd years only)
- 24 Lagniappe
- 25 Friends' Board Meeting
- 26 **The library closes at 6 p.m. - Thanksgiving Eve**
- 27 **Library closed in observance of Thanksgiving Day**

December

- 4-6 Friends' Quality Used Book Sale
- 9 Board of Trustees Meeting, 7:00 p.m.
- Board adopts a revised 2024 budget plan (if necessary)
- 14 Friends' Event - Holiday Home Tour

23 **The library closes at 6 p.m. – Holiday Eve**
24-25 **Library closed in observance of the Christmas holiday**
31-Jan 1 **Library closed in observance of the New Year’s holiday**

- No Friends’ Board Meeting in December

January 2026

13 Board of Trustees Annual and Regular Meetings, 7 p.m.

Policy Statement

The Rochester Hills Public Library (RHPL) Board invests its funds in a manner that will provide the highest investment return with the maximum security, and comply with all state statutes governing the investment of public funds¹ while meeting the daily cash flow needs of the library.

Regulations

1. **Scope** - This investment policy applies to all financial assets of RHPL. These assets are accounted for in various funds of the library that include the operating fund, plant fund, roof fund, enterprise funds, internal service funds, trust and agency funds, endowment funds or any new fund established by the library.
2. **Standard of Care - Prudence:** Investments shall be made with judgment and care, under circumstances then prevailing, that persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.
3. **Objective** - In priority order, the primary objectives of RHPL's investment activities shall be:
 - A. **Safety:** Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio.
 - B. **Liquidity:** The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated.
 - C. **Return on Investment:** The investment portfolio shall be designed with the objective of obtaining a favorable rate of return throughout the budgetary and economic cycles, taking into account the investment risk constraints and the cash flow characteristics of the portfolio.

¹

P.A. 2 of 1968 Michigan Uniform Budgeting and Accounting Act, and P.A. 34 of 2001 the Revised Municipal Finance Act

4. Delegation of Authority
 - A. Authority to manage the investment program is derived from state law². The finance committee will make investment recommendations for approval by the board.
 - B. The treasurer shall be responsible for all transactions undertaken. No person may engage in an investment transaction except as provided under the terms of this policy and the Investment guidelines established by the finance and audit committee and approved by the board.
5. Authorized Investments - As authorized and limited by P.A. 20 of 1943, as amended, RHPL may invest in the following:
 - A. Certificates of deposit, no greater in value than \$250,000 in a single banking institution in Michigan; savings accounts, deposit accounts or depository receipts of a given financial institution. The financial institution must:
 - i. Be a state or nationally chartered bank, savings and loan association, savings bank or credit union whose deposits are insured by an agency of the United States government.
 - ii. Maintain a principal office or branch office located in the State of Michigan under the laws of this state or the United States.
 - B. Library operating funds will be deposited in a financial institution which maintains an office within the library's service area.
 - C. Bonds, securities or other obligations of the United States or an agency or instrumentality of the United States.
 - D. Commercial paper rated at the time of purchase within the two highest classifications by at least two rating services and with maturity not more than 270 days after the date of purchase.
 - E. Repurchase agreements of the United States or an agency or instrumentality of the United States.
 - F. Bankers' acceptances of United States bank.

² MCL 41.76

- G. Obligations of the State of Michigan or any of its political subdivisions that at the time of purchase are rated as investment grade by at least two rating services.
 - H. Mutual funds registered under Investment Company Act of 1940 composed of the investment vehicles described above. Mutual funds with a net asset value per share that may fluctuate on a periodic basis are authorized.
 - I. Obligations described in subdivisions 7.1 through 7.6 if purchased through an inter-local agreement under the urban cooperation act of 1967. 1967 (Ex Sess) PA 7, MCL 124.501 to 124.512. (e.g. the MBIA Michigan CLASS program).
 - J. Investment pools organized under the surplus funds investment pool act, PA 1982, MCL 129.111 to 129.118.
6. Safekeeping and Custody - All security transactions, including collateral for repurchase agreements and financial institution deposits, entered into by RHPL shall be on a cash (or delivery vs. payment) basis. Securities may be held by a third party custodian designated by the library board treasurer and evidenced by safekeeping receipts as determined by the finance and audit committee.
7. Diversification - The investments will be diversified by security type and institution in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio.
8. Maximum Maturities -The board shall attempt to match its investments with anticipated cash flow requirements. Unless matched to a particular cash flow need, the library will not directly invest in securities that mature more than 3 years from the date of purchase.
- Funds with longer-term horizons may be invested in securities exceeding the 3-year limitation provided that maturity dates coincide, as near as possible, with the expected use of the funds.
9. Performance Standard - The investment portfolio will be managed in accordance with the standards established within this policy and should obtain a market rate of return during economic and budgetary cycles. Accordingly the benchmark used to measure portfolio performance shall be the U.S. Treasury instrument that best matches the average maturity of the RHPL portfolio. Performance measurement shall occur at least every quarter.
10. Reporting - The treasurer shall provide, at least, a quarterly investment report to the RHPL board. The report will provide the status and types of investments held in the

current investment portfolio. The report shall be prepared in such a way that will allow the board to determine whether investment activities during the reporting period have conformed to the adopted investment policy.

11. Adoption - This investment policy shall be adopted by a resolution of the board and the policy shall be reviewed annually by the treasurer and finance committee of the board. Any revision to this policy shall be brought to the board for review and adoption.

RHPL Board of Trustees Approved: October 13, 2014

Reaffirmed: January 14, 2025

FINANCIAL PLAN FOR THE ROCHESTER HILLS PUBLIC LIBRARY

Purpose

The Financial Plan helps the library operate in a fiscally responsible way, documents fiscal strategies, and focus its efforts toward financial goals, while complying with all state statutes. Safety of principal is the foremost objective of the financial plan.

This plan applies to all financial assets of the library. Library assets include the self-insurance, operating, plant, roof and named endowment funds and any other funds established by the board.

Financial Assumptions

It is assumed that financial stability is a function of adequate and dependable revenues from diverse sources. As a public service organization, the library uses some of these revenues to provide benefits and services to the citizens; however, some fund balances are allocated to cover unexpected expenses and revenue shortfalls.

In order to insure that sufficient funds are available, the board has identified the following potential uses of the fund balance including, but not limited to:

- Facility expenses,
- Technology upgrades, and
- Self-insurance funds.

Each year, as part of the budgeting process, fund levels are evaluated.

Sources of Funding

The primary source of operating funds for the library is property tax collected in Rochester Hills. The voters of Avon Township (now Rochester Hills) approved one (1) mil in perpetuity for library operation in 1924 and a second millage equivalent to .39 mill (expiring after 10 years) in 2024. Additional revenue is generated through contracts with Oakland Township and the City of Rochester.

Additional revenue sources come from:

- A service contract with Oakland County for the OTBS@RHPL,
- Friends of the Rochester Hills Public Library,
- Penal fines,
- State aid,
- Bequests, gifts, donations, and grants,
- Fines and fees, and

- Investment interest
- Interest from the library's endowment at the Community Foundation of Greater Rochester.

Financial Principles

The library operates on an accrual accounting method. An annual financial report is prepared by staff and audited by a CPA firm engaged by the board according to state statutes.

The board reviews its Investment Policy (MGT – 4) annually.

RHPL Board of Trustees Approved: December 8, 2014
Reaffirmed: January 14, 2025

FINANCIAL PROCEDURES FOR THE ROCHESTER HILLS PUBLIC LIBRARY

1. All checks received by the library must be stamped "For Deposit Only" and stored in a secure place until the next bank deposit is made.
2. All revenue needs to be recorded regardless of its source.
3. Cash drawers will be balanced to \$100 daily. Remaining money will be given to the bookkeeper for reconciliation and deposit.
4. Cash drawer receipts will be balanced at least three times a week.
5. Bank deposits will be made at least weekly.
6. Accounts payable checks are only issued against original invoices that have been approved by an authorized staff member.
7. The staff member authorized to make the purchase must approve and voucher the invoice. The bookkeeper will check the authenticity of all vendors before they are entered into the bookkeeping software.
8. Accounts payable checks will be issued every two weeks.
9. Blank checks will be stored in an area that is not accessible to authorized check signers.
10. The library will maintain a charge card usage policy.
11. A \$350 petty cash balance will be maintained by the bookkeeper.
12. Single signature checks will be allowed for up to \$1,000. Checks exceeding \$1,000 and not on the Vendors Approved for Single Signature Checks list, require two approved signatures, unless the check is needed to correct a payroll problem.
13. The library board will annually approve a list of Vendors Approved for Single Signature Checks, which are consistently used by the library. Vendors may be added or removed throughout the year with board approval. All checks for over \$1,000 and not on the approved list will require two approved signatures.
14. The library board must approve all purchases and expenses over \$2,500 when outside of the approved budget plan.
15. After review, the finance committee will recommend an annual budget to the full board.
16. After review, the treasurer will recommend payment of monthly bills to the full board.
17. Any contracts of \$10,000 or more must be approved by the Library Board before they are signed. All contracts \$50,000 or over will be sent for legal review before

being presented to the library board for approval. Other contracts may be reviewed by an attorney at the board's discretion.

18. Employees will be encouraged to use automatic deposit for payroll purposes.
19. Items over \$2,500 will be added to the library's fixed assets list and depreciated accordingly.

RHPL Board of Trustees Approved: January 10, 2005

Reaffirmed: January 14, 2025

Library Vendors Approved for Single Signature Checks

Andrew Hooper Pavlik (AHP) – the firm used for the RHPL annual audit. The board authorizes the library director to sign the letter of engagement, which stipulates fees on an annual basis.

Applied Imaging – vendor used for photocopy equipment and service

Alliance Health – part of employee benefit program and provides the PPO portion of HAP medical insurance coverage. RHPL provides coverage for the HMO and employees pay the difference if they upgrade to the PPO coverage.

Amerinet – supplies anti-virus software and Palo Alto firewall

Authors in April – Nonprofit organization in the greater Rochester Area that coordinates author visits to local schools and an annual book signing event at the public library

Auto Owners – insurance company that provides liability and property insurance coverage.

Baker & Taylor – vendor used to order most print materials. Library staff verify packing slips against invoices before approving payment/issuing checks.

Book Farm – supplier of youth books.

Center Point Large Print – supplies large print books for the Outreach Department

CHUBB – insurance company that provides worker's compensation insurance coverage.

City of Rochester – supplies water utility to the Main Library

City of Rochester Hills – maintains and provides repair service for two bookmobiles, sells fuel for the bookmobiles, and parking for bookmobiles in their facility on Auburn Road.

Consumers Energy – supplies gas utility to the Main Library

Delta Dental – part of employee benefit program and monthly premiums are paid.

Demco – national library supply vendor and supplier of book jackets, book tape, glue, etc.

DTE – supplies electrical utility to the Main Library building

Dykema – labor attorney (Melvin Muskovitz)

E.L. Electrical Contracting –contractor for routine electrical repairs and replacement of light fixtures.

Farmington Community Library – fiscal agent for Metro Net Consortium. RHPL pays annual dues and subscribes to several databases through Metro Net for cost-sharing purposes.

Fast Signs – interior and exterior signage company

Foster Swift Collins & Smith PC – general attorney (Anne Seuryneck)

Gale Cengage – vendor through which RHPL purchase several licensed databases

RHPL Board of Trustees Approved: January 14, 2025

Health Alliance Plan (HAP) – part of the employee benefit program, this is the health care insurance provided for eligible employees. Premiums are paid monthly.

Innovative Interface, Inc. – provides the Polaris integrated library system (ILS/computer software). RHPL has an annual contract with them and purchase a few pieces of software through them.

Joann Stores – vendor of a premium licensed database, purchased annually

JM Design – general printer for quarterly newsletter and brochures. Their invoice covers the cost of printing and sorting prior to mailing

Kaseya – security network vendor for anti-virus software and Google Workspace maintenance.

Library Design Associates – library furniture and fixtures

McClelland Landscape – snow removal and salting company

MDS Landscaping – lawn mowing, trimming, mulch, and seasonal clean-ups

Metcom – statewide library supply vendor and supplier of barcode labels, tote bags, and library card/fobs

Michigan Library Association – professional association for board members, librarians, and host of multiple workshops and conferences for the library field.

Midwest Collaborative for Library Services (MCLS) – electronic databases

Midwest Tapes – vendor that supplies A/V; also includes the processing and cataloging of DVDs

National Time & Signal – fire monitoring equipment & inspection

Newsbank Database – vendor of premium licensed newspaper database, purchased annually

Niche Academy – vendor for online training tutorials

Overdrive – vendor that supplies ebooks, eAudiobooks, and eMagazines

Playaway – vendor for Playaway audiobooks, youth Launchpads, and Wonder Books (audiobooks designed for multiple literacy levels).

Postmaster – US post office, which RHPL uses to send out bulk mailing

Tech Mechanical –contractor for routine repairs of the HVAC system.

The Library Network (TLN) – RHPL purchases internet connectivity through Merit network

TOG Development (DBA Local Hop) – scheduling calendar for events and website hosting/maintenance

Vanguard Cleaning Systems – custodial services firm, supply vendor, and building firm for carpet cleaning (annually) and window washing (bi-annually)

WT Cox – vendor that supplies print periodical subscriptions. The bill is generally paid once a year

Zoobean – vendor for the summer and winter reading logging challenges, purchased annually

RHPL Board of Trustees Approved: January 14, 2025

**BYLAWS FOR THE BOARD OF TRUSTEES
ROCHESTER HILLS PUBLIC LIBRARY**

**ARTICLE I
NAMES AND RIGHTS OF AUTHORITY**

Section 1. NAME – This organization shall be called “The Board of Trustees of the Rochester Hills Public Library, “ hereinafter referred to as the Board, existing by virtue of the provisions of Public Act 164, as amended, of the laws of the State of Michigan, 1877, and exercising the powers and authority and assuming the responsibilities delegated to it under the statute.

Section 2. MEMBERSHIP - The Board shall consist of six Trustees who are voting residents of Rochester Hills, Oakland County, Michigan. Trustees shall be elected as provided by the laws of the State of Michigan (MCL 397.211). The term of office shall be six years.

Section 3. VACANCIES - In the event of a vacancy, the Board shall appoint a person to hold the vacant office until the next general city election. This appointment must be made by majority vote of the Board, as soon as possible, but no later than the second regular meeting after the vacancy occurs.

**ARTICLE II
OFFICERS**

Section 1. ENUMERATION AND TITLES - The officers of the Board shall be a President, a Vice President, a Secretary, and a Treasurer.

Section 2. NOMINATION AND ELECTION - At the regular November meeting the President shall appoint a nominating committee, who will present a slate of officers at the annual meeting. Additional nominations may be made from the floor. The officers shall be elected by a majority vote of the Board at their annual meeting.

Section 3. TERM - Officers shall serve a term of one year from the annual meeting at which they are elected and until their successors are duly elected. No officer shall serve longer than three consecutive years in the same office, except that annual extensions may be approved by a two-thirds vote of the Board.

Section 4. VACANCIES - in office shall be filled no later than the next regular meeting after the vacancy occurs.

Section 5. DUTIES

- A. The **President** shall prepare the agenda with the Library Director and shall preside at all meetings of the Board, authorize calls for any special meetings and, subject to confirmation by the Board, appoint members of all standing committees and establish special committees as deemed necessary.

The President may execute documents authorized by the Board, and generally perform all duties associated with that office.

The President is a voting member of the Board.

- B. The **Vice President**, in the event of the absence or disability of the President, or of a vacancy in that office, shall assume and perform the duties and functions of the President.
- C. The **Secretary** shall be responsible for certifying a true and accurate record of all meetings of the Board, and shall perform such other duties as are generally associated with that office. The Board will designate a recording secretary, such as the Library Director or other member present at the meeting, to keep a true and accurate account of the proceedings of the board meeting.
- D. The **Treasurer** shall be responsible for keeping permanent accounts, according to accepted standards, of all income and expenditures of the Board. 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. The Finance Committee shall be responsible for investment of library funds as prescribed by the laws of the State of Michigan. The Treasurer shall notify the President in the event that he or she is unable to perform the duties of the Treasurer. In the event of the absence or disability of the Treasurer, or of a vacancy in that office, the President shall assume and perform the duties and functions of the Treasurer until the vacancy is filled.

**ARTICLE III
MEETINGS**

Section 1. OPEN MEETINGS/NOTICES - All meetings of the Board shall be open to the public and notice of meetings shall be given in accordance with the provisions of P.A. 267 of 1976, as amended.

Section 2. REGULAR MEETINGS/NOTICES - The regular meetings shall be held each month, the date and hour to be set by the Board at its annual meeting.

Rochester Hills Public Library Board Bylaws

Within ten days following the annual meeting, a notice shall be posted in the library setting forth the dates, times and places of all regular meetings scheduled for the ensuing year.

- A.** Order of Business - The order of business for regular meetings shall include, but not be limited to, the following items which shall be covered in the sequence shown so far as circumstances will permit:
 - 1. Call to order
 - 2. Public Comments
 - 3. Approval of the agenda (or approval of a consent agenda, comprised of routine business)
 - 4. Minutes
 - 5. Treasurer's Report
 - 6. Monthly Bills
 - 7. Communications
 - 8. Director's Reports
 - 9. Committee Reports
 - 10. Other Business
 - 11. Questions and comments from the Liaisons
- B.** Public comment is limited to three (3) minutes per person. Comments should be directed to the presiding officer, not toward other individual board members, the library director, staff, or other public person(s) in attendance. Board members shall not respond to public comments or question commenters. Signs are not permitted at any time during a meeting. Individuals participating in public comment shall clearly state their name and municipality of residence. The meeting's presiding officer, in concurrence with the Board, may extend the length of individual public comments.
- C.** The President may cancel a regular meeting if there is insufficient business, an anticipated lack of a quorum, or a facility issue. The Board may also cancel a meeting by a majority vote of the board in accordance with the provisions of P.A. 267 of 1976, as amended.
- D.** Rescheduled or Recessed Meeting Notice - The Board may reschedule or recess a regular meeting by majority vote. If a regular meeting is rescheduled, or if the schedule of the regular meetings is changed, the notice of such change must be posted in accordance with the provisions of P.A. 267 of 1976, as amended.

Section 3. SPECIAL MEETINGS/NOTICE – The President may call a special meeting with notification given to all Board members. The Board may also call a special meeting by request of a majority. Notice of a special meeting shall include the purpose for which the meeting has been called and also state whether

the meeting may include consideration of other library matters in accordance with the provisions of P.A. 267 of 1976, as amended. The Board may recess a special meeting by majority vote.

Section 4. CLOSED MEETINGS - The Board may call a closed meeting by a two-thirds (2/3^{rds}) roll call vote of the members of the Board present at the meeting. Presence at the meeting can be in person or by conference telephone or any similar communications equipment through which all persons participating at the meeting can communicate with each other. Closed meetings may be called only for the purposes set forth in P.A. 267 of 1976, as amended.

Section 5. ANNUAL MEETINGS - The annual meeting shall be held immediately prior to the time of the regular meeting in January. The purpose of the annual meeting shall be for election of officers; set the dates, times and places for all regular meetings; and the designation of depositories for library funds in the ensuing year.

Section 6. QUORUM - A quorum for the transaction of business at any meeting shall consist of a majority of the members serving on the board.

Section 7. VOTING - An affirmative vote of the majority of all members of the Board present at the time shall be necessary to approve any action before the Board. The President may not move or second a proposal before the Board. Unless a vote is unanimous, those who voted yes or no will be recorded.

Section 8. MINUTES - Minutes of all meetings of the Board are required to be kept and must contain at least the following information: date, time, place, members present, members absent, decisions made, purposes for which a closed meeting is called and all roll call votes taken.

Minutes of the public meetings are subject to the following rules regarding public inspection:

- A. Proposed minutes must be available for public inspection not more than eight (8) business days following the meeting.
- B. Approved minutes must be available for public inspection not later than five (5) business days following the meeting at which they are approved.

ARTICLE IV LIBRARY DIRECTOR

Section I. APPOINTMENT - The Library Director shall be appointed by the Board and shall be considered the executive officer of the library.

Section 2. DUTIES The Library Director shall have sole charge of the administration of the library under the direction and review of the Board. Among other things the Library Director shall be responsible for:

1. the care of the building and equipment;
2. the employment and direction of the staff;
3. efficient library service to the community;
4. support of Board and its committees;
5. representation of the library in community organizations; and
6. the operation of the library under the financial conditions set forth in the annual budget.

The Library Director shall attend all regular and annual meetings of the Board and other meetings as the Board shall direct. The Library Director shall submit to the Board a written annual report of the state of the library no later than March of each year.

ARTICLE V COMMITTEES

Section 1. APPOINTMENT AND TERM – At the February board meeting the President shall appoint one or more members to all standing committees. The President may be appointed to committees.

The President may also create special committees and appoint one or more members each for such specific purposes as the business of the Board shall require from time to time. A special committee shall be considered to be discharged upon the completion of the purpose for which it was created after the final report is made to the Board.

The creation of committees and the appointment and removal of members thereto are subject to Board confirmation.

Section 2. DUTIES - All committees shall make a progress report to the library board.

Section 3. POWERS - A committee shall have only advisory powers unless, by majority vote of the Board, it is granted specific power to act.

ARTICLE VI FINANCE

Rochester Hills Public Library Board Bylaws

Section 1. FISCAL YEAR - The fiscal year of the library shall be January 1 through December 31.

Section 2. DEPOSITORIES - All funds of the library shall be deposited in financial institutions which are members of the Federal Deposit Insurance Corporation or Securities Investor Protection Corporation. The library may maintain a safe deposit drawer for the purpose of safeguarding library documents.

Section 3. APPROVED SIGNATURES - The Library Director and all board members may be authorized to sign on all library accounts.

Section 4. REQUIRED SIGNATURES - Two approved signatures shall be required on all checks exceeding \$1,000, unless the vendor is approved for single-singer checks or the check is needed to correct a payroll error, and written withdrawals from library accounts.

Section 5. BONDING - All persons having access to or major responsibilities for the handling of library funds shall be bonded.

Section 6. DISBURSEMENTS – Prior to disbursement, the Board, by majority vote, shall approve all disbursements of library funds in accordance with Board adopted financial procedures.

Section 7. BUDGET - The Director shall be responsible for the presentation to the Board no later than July of each year of a preliminary budget for the maintenance and operation of the library for the ensuing fiscal year. The Board shall adopt a preliminary budget for presentation to the electorate at a public hearing. Following the public hearing, the Board shall adopt by resolution a final operating budget for the ensuing fiscal year.

Section 8. TAX CERTIFICATION - The Board shall certify to the Clerk and Mayor of the City of Rochester Hills, on or before the first Monday of September in each year, the amount of money necessary for the support and maintenance of the library for the ensuing year.

Section 9. AUDIT - The Board shall authorize the annual or special audit of all library accounts by an independent certified public accountant.

Section 10. INDEMNIFICATION - In the event of civil or criminal action brought against the Board as a whole, a Board member, or the library director, acting within the scope of the Board or library director's authority, the cost of legal representation will be paid by the Library. In the event of a judgment for damages being awarded in a civil or criminal suit, the Library shall provide indemnification for Board members and the library director.

**ARTICLE VII
STATUTORY AND PARLIAMENTARY AUTHORITY AND AMENDMENTS**

Section 1. STATUTORY AUTHORITY

Statutory authority is provided through the provisions of Public Act 164 of 1877, as amended, and by the laws of the State of Michigan.

Section 2. PARLIAMENTARY AUTHORITY - The rules contained in Robert's Rules of Order Newly Revised shall be the parliamentary authority governing all meetings of the Board in all cases to which they are applicable and in which they are not inconsistent with these Bylaws or procedural rules adopted by the Board.

Section 3. SUSPENSION OF RULES - Any rule or resolution of the Board, whether contained in these Bylaws or otherwise, may be suspended temporarily in connection with business at hand, but such suspension, to be valid, may be taken only at a meeting at which a quorum of the Board shall be present and two-thirds of those present shall so approve.

Section 4. AMENDMENTS - The Bylaws may be amended by a two-thirds (2/3rds) vote of the members of the Board provided written notice of the proposed amendment shall have been provided to all members at least ten days prior to the meeting at which such action is proposed to be taken. Amendments shall become effective immediately following the approval of the Board.

Approved: December 10, 2024
Rochester Hills Library Board of Trustees