

The Library Commission

*"A Library outranks any other one thing that a community can do to benefit its people."
---Andrew Carnegie*

COMMISSION MEMBERS

Mary Glassco, Chairman
Denise Giordano, Vice-Chairman
David Michalski
Margaret Torp, Secretary
Wendy Richardson, City Council Representative

Commission meetings are open to the public and are held on the third Tuesday of each month at 4:15 p.m. in the Library Community Room

BYLAWS OF THE EASTPOINTE MEMORIAL LIBRARY COMMISSION

ESTABLISHMENT

The Eastpointe Memorial Library was established pursuant to Public Act 164 of 1877, as amended. A Library Commission is provided for by the City Ordinance No. 56 and is governed by the following principles:

1. The Library Commission shall be concerned with general policies whereas the Library Director shall be concerned with the administrative duties of the library, including library personnel.
2. The Commission shall receive from the Director a detailed monthly report of the library's activities.
3. The Commission shall receive the Director's recommendations concerning purchases of equipment amounting to \$200.00 or more.
4. The Library Director shall secure from the City Treasurer a financial report which will include the budget, expenditures, and the balance. This report shall be presented to the Library Commission at the monthly meetings.

The Library Commission shall determine what portion of the library's budget shall be spent on books, equipment, salaries, etc. The fiscal year for the business of the library shall be from July 1st to June 30th.

MEMBERSHIP

The Eastpointe Library Commission consists of five members, four of them shall be appointed for a five year term by the Mayor with the approval of the City Council. Not more than one member of the Council shall at any time be a member of the Commission.

OFFICERS

The following officers are elected at the first regular meeting of the fiscal year:

1. **Chairman:** The Chairman presides at all meetings of the Library Commission, enforces all policies of the Commission and, in general, serves as the Commission's chief executive officer.
2. **Vice-Chairman:** The Vice-Chairman serves as Chairman in the absence of the Chairman.
3. **Secretary:** The Secretary keeps a record of the minutes of all meetings and carries on all correspondence for the Library Commission. The minutes are mailed to each member. One copy is sent to the City Council and one copy is retained by the Library Director for the library staff.

MEETINGS

1. Regular meetings of the Library Commission shall be held once a month at the Eastpointe Memorial Library. A quorum of three members shall be required to transact business.
2. Any Commission member anticipating absence from a regular meeting shall give advance notice of his or her intended absence to the Chairman, Secretary or Library Director.
3. A member can be removed from office for misconduct or neglect of duty, upon the discretion of the City Council. Members who miss three or more meetings during the calendar year may be asked to resign.
4. All meetings shall be held in accordance with the Open Meetings Act. Each agenda shall contain "Hearing of the Public" as a standard item. Any public statements made during this "Hearing" are subject to the following rules:
 - Public participants must first state their name and place of residence.
 - Public participants may speak for a maximum of three minutes.
 - Public participants may only speak once per meeting.
 - Public participants must address all remarks to the Chair.
 - There shall be a maximum of 30 minutes allotted per meeting to public participation.
 - Commission members shall not respond during public participation.

Eastpointe Memorial Library Commission

Meeting Dates 2010

All meeting dates are on Tuesday at 4:15 p.m.

In the Library Community Room.

(Approved by the Library Commission at its meeting of
December 16, 2008)

MEMORIAL LIBRARY TRUST FUND

The Library Commission encourages, receives and administers bequests, gifts and endowments to the Memorial Library Trust Fund. All such monies shall be deposited in the Fund, and shall remain in the Fund to be spent at the discretion of the Library Commission for the sole purposes of the Eastpointe Memorial Library.

REVISION

Policy may be revised at any regular meeting by resolution and a supporting vote of no fewer than three members. The Commission shall appraise existing policy once every year, in the month of January, in order to make necessary revisions in accordance with changing conditions.

Reviewed and revised February 20, 2001.

Please direct questions or comments to:

*The Library Commission
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