

# WHITE PINE LIBRARY COOPERATIVE

## Plan of Service October 1, 2021– September 30, 2022

### **I. NAME**

The name of the organization is the White Pine Library Cooperative.

### **II. AUTHORITY**

The White Pine Library Cooperative is formed under the authority of P.A. 89, 1977, as amended.

### **III. HEADQUARTERS**

The headquarters for the White Pine Library Cooperative will be located at: 429 N. State St., Suite #207, Caro, MI 48723, and will be open from 8:00 a.m. to 4:00 pm Monday through Friday.

### **IV. MEMBERSHIP**

#### **A. *Public Library Members***

Membership in the White Pine Library Cooperative shall be open to any legally established library which meets the requirements of PA89 of 1977: See Appendix A for list of members.

1. Maintain a minimum local support equivalent of 3/10 of a mill support (excluding state aid and federal grants) on taxable value, as taxable value is calculated under section 27a of the general property tax act, 1893 PA 206, MCL 211.27a, in the fiscal year before October 1 of the year before distribution.
2. Employs a librarian with a valid Certificate of Library Experience or higher certification from the Library of Michigan.
3. Pay an annual membership fee based on annual State Aid figures and the member's service population.
4. Participates in the development of Cooperative plans.
5. Loans materials to other libraries in the Cooperative.
6. Maintains an open-door policy to the residents of the State, as provided by Section 9 of Article 8 of the State Constitution of 1963.
7. Resolutions  
The board of a local library shall adopt a resolution requesting the local library become a member of the Cooperative. Duplicate copies of the resolution, certified by the secretary of the local board, shall be filed with the Cooperative Board. The Cooperative Board shall accept or show reason for denial of request for membership within sixty (60) days after filing. When the Cooperative Board has accepted the resolution, the resolution and acceptance shall be endorsed by the President and Secretary and a copy filed with the Department of Education.

The Cooperative Board may waive the requirements if the local library can show that failure to meet the requirements is only a temporary condition. The library will then be placed on probation and so notified by the Cooperative Board. If the library does not meet these requirements by February 1 of the next fiscal year, the library will be eligible for associate membership.

### ***B. Associate Library Members***

Associate membership shall be open to any public library that does not qualify for full membership, and to any non-public library provided:

1. The library submits a written request, approved by the governing authority, for associate membership in the Cooperative
2. The Cooperative Board approves the request for membership
3. Pays an annual membership fee at a rate determined by the Cooperative Board
4. Maintains a minimum local support, based on the preceding 3-year average
5. Employs a librarian and meets minimum state requirements for staffing, as applicable
6. Participates in the development of Cooperative plans
7. Loans materials or copies to other libraries in the Cooperative

Associate members are entitled to attend Advisory Council meetings; they shall be allowed to vote in all matters except those concerning Public Act 89 finances.

Associate members are eligible to use services offered to Full members.

### ***C. Membership Withdrawal***

The Board of a public library that wishes to withdraw from membership in the Cooperative must adopt a resolution to do so and file duplicate copies of that resolution with the Cooperative Board and the Library of Michigan at least six months prior to the end of the Cooperative's fiscal year. That library's membership in the Cooperative will terminate at the end of the Cooperative's fiscal year, provided that the library has satisfactorily filled all obligations to the Cooperative.

If the Cooperative Board wishes to end its membership agreement with a public library, it must adopt a resolution to do so and file duplicate copies of that resolution with the local library and the Board of the Library of Michigan at least six months prior to the end of the Cooperative's fiscal year. That library's membership in the Cooperative will terminate at the end of the Cooperative's fiscal year, provided that the Cooperative has satisfactorily filled all obligations to the local library.

At the end of the above six-month period, the local library or the Cooperative may terminate its agreement provided that all fiscal obligations to the local library/libraries and the Cooperative have been satisfactorily fulfilled. Fees are due and payable for the year in which termination takes place and will not be returned.

Associate libraries may withdraw at any time and must adopt a governing board resolution to do so. There will be no refund of dues if paid. A withdrawing library's membership in the Cooperative will terminate immediately, provided that the library has satisfactorily filled all obligations to the Cooperative.

## **V. POLICY ON DISPUTES & GRIEVANCE PROCEDURE**

In the event of a dispute the procedures outlined in Appeal Process in the State Aid Guidelines shall be followed.

## **VI. GOVERNING BOARD**

The Governing Board of the Cooperative shall consist of ten (10) members. This Board shall manage the Library Cooperative and make such by-laws, rules and regulations consistent with Public Act 89, 1977 as may be necessary, none of which shall be deemed to deprive any local board of any of its powers or property. Officers elected upon formation of the Governing Board shall serve a term not less than one complete fiscal year.

### ***A. Board Membership***

The governing Board shall consist of ten (10) members, including one (1) from non-public libraries (one member representing school academic or special libraries). Non-public library representatives shall have one vote, but shall abstain from participating in deliberations and roll call votes with respect to issues regarding the State Aid to Public Libraries Act, 1977 PA 89, MCL 397.551 et seq.

Membership on the Board will be filled on a published alphabetical rotation schedule. See Board Bylaws Appendix B.

The Cooperative Director shall be ex-officio, non-voting member of the Cooperative Board.

Terms of service shall be three years and run from October 1st through September 30th. Members can serve no more than 2 consecutive terms.

Representation on the Board will be reviewed annually and may change as conditions change.

### ***Board Vacancies***

The policy for filling vacancies on the Board shall be established by the Board.

If a Board member misses two consecutive meetings or misses three meetings annually, unless excused prior to the meeting, the Board may request the member to either resign or make a commitment to attend meetings.

Prior to the Cooperative's Board meeting in October, the governing Board of each library entitled to new representation on the Cooperative Board shall appoint an official representative and send written notice of its decision to the Cooperative Board by September 1.

Board representatives from non-public libraries will be on a rotating basis.

### ***B. Board Meeting Dates***

The Cooperative Board will normally schedule six to seven meetings each year (October, December, February, April, June, August, September (if needed)) at times and dates to be decided by the Cooperative Board.

The budget and plan of service for the following year will be approved before the start of the new fiscal year.

Meetings will normally follow the Advisory Council meetings so formal action can be taken concerning Advisory Council recommendations.

Meetings can be held at the Cooperative headquarters, a member library, or virtually if allowable based on the current Open Meetings Act, or otherwise stated in the notice of the meeting.

The Cooperative staff shall e-mail to all Cooperative Board members and to all member libraries notices of all meetings and an agenda at least one week prior to each meeting.

The President or the Director may call special meetings. Special meetings must be called by the President upon request of four members of the Cooperative Board.

Five full members will constitute a quorum.

Meetings of the Cooperative Board and its committees will comply with the Open Meetings Act, P.A. 276, of 1976.

### ***C. Board Member Duties***

The Cooperative Board shall:

1. Have powers that relate to the functioning of the Cooperative and have the management and control of the Cooperative's funds and property.
2. Elect officers of the Cooperative Board: President, Vice President, and Treasurer. The Treasurer shall serve with the Director as fiscal signatories.
3. Be a body corporate and may sue and be sued, as defined in Public Act 89, 1977, Section 8, as amended.
4. Establish, maintain, and operate Cooperative services for public libraries in the area served by the Cooperative.
5. Appoint a Director to administer the Cooperative, fix that person's compensation, and delegate those powers to that person that are in the best interest of the Cooperative, including the power to hire, evaluate, and terminate employees.
6. Acquire books, periodicals, library materials, equipment, supplies, or other personal property by purchase, installment purchase contract, or lease with or without an option to purchase or enter into a loan agreement and borrow money for that purpose.
7. Purchase sites, erect buildings, lease suitable quarters, and have supervision and control of property of the Cooperative.
8. Enter into contracts to receive service from or give service to libraries in the state, including public, school, academic, or special libraries, other Cooperative libraries and political subdivisions of the state and other agencies.
9. Have exclusive control of expenditures for the Cooperative, adopt the annual budget and set fees for Cooperative services.
10. Accept gifts and donations of property, real and personal for the benefit of the Cooperative and for the purpose for which donated.
11. Adopt bylaws and rules consistent with P.A. 89, 1977, for its own government and do those things necessary to carry out the purposes of this act. See Appendix B for Board of Trustees Bylaws.
12. All of the following shall apply to an installment purchase contract, land contract, loan agreement, or lease purchase contract entered into pursuant to subsection 2 of P.A. 89, 1977:

- a. The contract shall not constitute an indebtedness of any member of the Cooperative library within any constitutional, charter, or statutory limitation.
  - b. Principal and interest are payable solely from the revenues of the Cooperative library.
  - c. No member of the Cooperative library shall pledge its full faith and credit to the payment of principal and interest on the contract.
  - d. Interest on the unpaid principal amount of the contract shall not be treated as excluded from gross income under the internal revenue code.
13. An installment purchase contract, land contract, lease purchase agreement, or loan agreement entered into by the Cooperative Board for a purpose discussed in subsection (2) that occurred prior to the effective date of the 1995 amendatory act that added this subsection is validated and made legal for all purposes.
  14. Provide for an annual financial audit filed within 12 months following the close of the fiscal year. If the annual financial audit report disclosed a deficit or other material deficiency, the Cooperative library shall submit a corrective action plan for review and approval by the department. If a deficit is disclosed, the corrective action plan shall include a deficit elimination plan and proof that the plan has been filed with the department of treasury as required by section 21 of 1971 PA 140, MCL 141.921.
  15. The Cooperative shall maintain current fidelity bond coverage and file annual verification of coverage with the Department of Education.
  16. Conform to investment of surplus funds Public Act 20 of 1943 (as amended).
  17. It is expressly understood that the Cooperative Board has no jurisdiction over the property and management of the local library.

## **VII. ADVISORY COUNCIL**

The Advisory Council shall consist of the director of each member library or other designated representative appointed by the director of each member library. Each full member library is entitled to 1 voting member on the Advisory Council. Directors of associate member libraries or their representatives are encouraged to attend Advisory Council meetings but are not eligible to vote on State Aid financial matters.

The purpose of the Advisory Council shall be advisory only, with responsibility to recommend to the Cooperative Board the programs and services needed by the members.

The Advisory Council will select one (1) member to act as Chair. The Chair's duties will include leading the Advisory Council meetings and acting as liaison to the Board.

The Advisory Council shall meet five to six times per year (October, December, February, April, August, September (if needed)) at times and dates to be decided by the Council. Additional meetings shall be scheduled, as necessary.

There may be ad hoc committees appointed by the Advisory Council to represent the members and suggest service priorities, plan programs, share expertise, and uncover common needs or problems. The Cooperative Director will serve as an ex-officio member of all committees.

The Advisory Council shall advise the Director and Board on all issues pertaining to the Cooperative and shall annually review the proposed budget, membership fees, and Plan of Service, and shall recommend changes to the Cooperative Board.

The Cooperative Board makes the final decision on all matters pertaining to the governance of the Cooperative.

## VIII. FUNDING

All Cooperative library, public and associate, members will be assessed fees for services rendered as authorized and established by the Cooperative Board.

1. The fiscal year of the Cooperative shall be October 1 to September 30.
2. Cooperative State Aid
  - a) State Aid to Public Libraries, granted by the State of Michigan for Cooperative libraries as authorized by Public Act 89, 1977, Section 13, and paid to the Cooperative will be used for any library purpose approved by the Cooperative Board.
  - b) Member libraries, associate members, and other agencies may contract with the Cooperative for services.
  - c) Cooperative library service charges and charges for contracted services may be paid from funds coming to the member library from the State of Michigan as authorized by Public Act 89, 1977, Section 16 (4).
  - d) Fees for new members joining the Cooperative during the fiscal year shall be prorated according to the length of time the new member receives services from the Cooperative.
3. Additional Funding
  - a) When the State Aid grant is insufficient to provide all services, the member libraries may be required to pay for services.
  - b) Non-member libraries and affiliates receiving services from the Cooperative will pay charges to be determined on an individual basis by the Cooperative Board.
  - c) Associate membership will be charged an annual fee determined by the Cooperative Board.
  - d) Participating libraries and non-members will pay for services as billed.
  - e) The Cooperative may receive grants from State, Federal, and private sources as available. The Cooperative may also accept gifts and donations of property, real and personal.
4. The Cooperative shall apply before February 1 of each year for State Aid.
5. Cooperative library service charges are to be determined on a yearly basis. All payments shall be made to the Cooperative.
6. All funds received by the Cooperative will be deposited in a separate fund and will be used only for expenses authorized by the Cooperative Board.
7. Regular financial statements shall be made available to the Board and Advisory Council.
8. The Cooperative financial records will comply with Federal and State regulations, GASB accounting principles, and be organized under the guidelines of the "Uniform Chart of Accounts."

9. There shall be an annual independent CPA audit of the Cooperative with a formal report to the Board for acceptance. A copy of the annual audit will be filed with the Library of Michigan and the Michigan Department of Treasury, Local Audit Division.

Budget process:

1. Director prepares budget
  - a. Based on past financial data analysis
  - b. Based on specific goals or projects for upcoming year as determined by the Advisory Council
  - c. Based on discussions with staff of Cooperative needs
2. Budget is presented to the Advisory Council
  - i. Advisory Council discusses and makes recommendations
  - ii. Recommends to the Board
3. Board discusses and may make additional recommendations
  - i. Approves
4. Income and expenditures are reported at each board meeting.
  - a. Amendments are made as needed based on conditions and circumstances that change during the year
5. The process must be completed by the end of the preceding fiscal year
6. The Board has final authority on all budgetary decisions

## **IX. SERVICES AND FEES**

### **A. Introduction**

All Cooperative library, public, and associate members will be assessed fees for services rendered as authorized and established by the Cooperative Board. Some items that may be subject to a fee include but are not limited to a non-member OCLC ILL request, an original cataloging request, additional MCLS delivery stops, workshops and trainings, or billing for coordination of services (OverDrive, movie licensure, etc.). These items may also be subject to a 15% administrative fee.

### **B. Detailed Core Services Descriptions**

Services listed are in order of importance based on annual survey results from members.

#### **1. State-wide services**

- a. RIDES delivery for MeLCat participants based on budget parameters.
- b. Resource sharing of Interlibrary Loan service from both within and outside the Cooperative via MeL and OCLC. Materials not in collections regionally will be requested via OCLC by Cooperative staff. This is a free service for White Pine members. Libraries participating in requesting materials also need to loan materials. Libraries will be responsible for postage for items sent and returned. Libraries in other Cooperatives will be responsible for paying any fees assessed by lending libraries when borrowing materials via OCLC or any other lending agency.
- c. Work with state agencies to help improve services such as MeL and delivery.
- d. Participation in state-wide activities to bring awareness and provide information to the members which would allow White Pine to be visible on a state-wide basis.
- e. To further/assist the goals of state-wide activities including MeL, Michigan Library Association, Michigan Cooperative Directors Association, as well as other state agencies.

#### **2. Economy of Scale/Group discounts**

- a. Group purchase
  - i. Negotiating discounts with vendors for products and services for the membership
- b. Publicity initiatives

### **3. Leadership**

- a. Administration including
  - i. Preparation and follow-up for Board and Advisory Council meetings
  - ii. Day-to-day administration of personnel policy
  - iii. Preparing annual budget
  - iv. Processing bills for payment
  - v. Preparing financial and statistical reports
  - vi. Disseminating information pertaining to public policy
  - vii. Provide information on emerging technologies and grant opportunities
  - viii. Negotiating contracts for services
  - ix. Visits to member libraries
  - x. Sponsoring regular membership meetings
  - xi. Conducting surveys and publishing results
  - xii. Writing grants for improving library services
  - xiii. Compile and distribute statistics monthly, annually, and as needed
- b. Professional consultation in all aspects of librarianship including advocacy, continuing education, personnel issues, etc.
- c. Communication via e-mail, phone calls and meetings held virtually or in person
- d. Representation at federal, state, and local legislative meetings and in statewide initiatives focused on improving library funding and services
- e. Provide opportunities for sharing expertise and networking at Cooperative meetings
- f. Attend local library meetings
- g. Daily administration of the Cooperative
- h. Seek out new services libraries can provide

### **4. Continuing Education/Training**

- a. Continuing Education
  - i. Library staff and Board members
    1. Face to face
    2. On-line
    3. In collaboration with other Cooperatives and agencies
    4. Topics as needed and advised by membership
- b. Workshops/Webinars
  - i. Each workshop for directors and/or support staff will offer Continuing Education Units (CEUs) for interested participants.
  - ii. Trustee training will be provided on a “on demand” basis and formally with outside speakers.
- c. The Cooperative will participate with other Cooperatives and agencies to provide CEU opportunities whenever it is beneficial to both agencies.
- d. The Cooperative will provide, as appropriate, electronic delivery of workshop content.

### **5. MARC Service**

- a. MARC record matching service via OCLC
- b. Bibliographic access and maintenance
- c. White Pine will contract with an outside agency to provide original cataloging for member libraries. Members will be charge cost plus a 15% administrative fee per item for this service.

### **6. Grants**

- a. The Cooperative will be provided opportunities for members to apply for grants. These grants may be used for technology purchases, programming, continuing education, staff training, or other ideas that further library services.

### **7. Advocacy/Marketing**

- a. The Cooperative will take an active role in supporting a marketing campaign for member libraries and the Cooperative
  - i. Share materials
  - ii. Coordination of their use
- b. The Cooperative will work with other agencies to support a marketing campaign



- c. The Cooperative will take an active role in advocating with legislative bodies and officials for the improvement of libraries
  - i. Be aware of legislative actions
  - ii. Notification of legislative action alerts
  - iii. Write talking points for action alerts
  - iv. Contact legislators on legislative issues
  - v. Inform legislators of Cooperative-wide activities
  - vi. Attend legislative open houses and round tables
  - vii. Participate in MLA Advocacy Day

**8. Collaboration**

- a. Resource Sharing of materials and expertise
- b. Joint planning sessions
- c. Assist with joint projects
- d. Subscription to the White Pine electronic discussion list
- e. Participate in Cooperative Advisory Council and various committees
- f. Opportunities to participate in collaborative grants and purchasing arrangements
- g. Participate in state-wide initiatives

**X. PLAN APPROVAL and Revisions**

Copies of the proposed Plan of Service (as determined by the Cooperative's membership) and revisions will be distributed to all member libraries. The Plan of Service and revisions will be approved by a majority of members and the Cooperative Board.

The Cooperative Board shall submit to the Library of Michigan and the Department of Education the original Plan of Service and any substantial modification of its Plan within 60 days of approval.

If the Library of Michigan, or Department of Education, holds a hearing about the original Plan of Service or substantial modifications to the Plan, the Cooperative will inform member libraries about the hearings. The original Plan and substantial modifications shall be approved by the Department of Education.

**XI. POLICY ON DISPUTES**

The authority for this policy is contained in Section 22 of the State Aid to Public Libraries Act, P.A. 89, of 1977. (MLC 397.572)  
See Appendix E.

**XII. ADOPTION**

This Plan of Service and revisions are officially adopted by the Governing Board of the Cooperative on August 25, 2021.

**Appendix A**

**XII. MEMBER LIBRARIES**

<i>City</i>	<i>Library</i>	<i>County</i>	<i>Population</i>	<i>Class Size...</i>
Alma	Alma Public Library	Gratiot	11,902	III
Ashley	Ashley District Library	Gratiot	3,248	I
Bad Axe	Bad Axe District Library	Huron	6,621	II
Birch Run	Fleschner Memorial Library	Saginaw	6,033	II
Breckenridge	Howe Memorial Library	Gratiot	5,531	II
Bridgeport	Bridgeport Public Library	Saginaw	12,667	IV
Brown City	Brown City Public Library	Sanilac	4,005	II
Burt	Taymouth Township Library	Saginaw	6,680	II
Caro	Caro Area District Library	Tuscola	11,833	III
Cass City	Rawson Memorial Library	Tuscola	8,891	III
Chesaning	River Rapids District Library	Saginaw	4,659	II
Croswell	Aitkin Memorial Library	Sanilac	7,410	III
Deckerville	Deckerville Public Library	Sanilac	4,514	II
East Tawas	Iosco-Arenac District Library	Iosco, Arenac	41,786	V
Elsie	Elsie Public Library	Clinton	3,738	I
Fairgrove	Fairgrove District Library	Tuscola	3,112	I
Fostoria	Watertown Township Library	Tuscola	2,202	I
Frankenmuth	Frankenmuth Wickson District Library	Saginaw	7,824	III
Gladwin	Gladwin County District Library	Gladwin	25,692	IV
Harbor Beach	Harbor Beach Area District Library	Huron	6,119	II
Hemlock	Rauchholz Memorial Library	Saginaw	6,240	II
Houghton Lake	Houghton Lake Public Library	Roscommon, Missaukee	15,322	IV
Ithaca	Thompson Home Public Library	Gratiot	8,147	III
Kingston	Opperman Memorial Library	Tuscola	4,080	II
Lexington	Moore Public Library	Sanilac	5,072	II
Maple Rapids	Maple Rapids Public Library	Clinton	3,115	I
Marlette	Marlette District Library	Sanilac	5,241	II
Mayville	Mayville District Library	Tuscola	5,160	II
Merrill	Merrill District Library	Saginaw	3,433	I
Millington	Millington Arbela District Library	Tuscola	7,424	III
Ovid	Ovid Public Library	Clinton	5,305	II
Peck	Elk Township Library	Sanilac	2,769	I
Pigeon	Pigeon District Library	Huron	6,654	II
Port Austin	Port Austin Township Library	Huron	5,033	II
Port Sanilac	Sanilac District Library	Sanilac	4,375	II
Reese	Reese Unity District Library	Tuscola	5,523	II
Rose City	Ogemaw District Library	Ogemaw	12,561	IV
Saginaw	Thomas Township Library	Saginaw	11,985	III
Sandusky	Sandusky District Library	Sanilac	7,103	III
Sebewaing	Sebewaing Township Library	Huron	4,038	II
St Charles	St. Charles District Library	Saginaw	7,798	III
St Johns	Briggs Public Library	Clinton	19,336	IV
St Louis	T. A. Cutler memorial Library	Gratiot	10,662	III
Ubly	Sleeper Public Library	Huron	3,428	I
Unionville	Columbia Township Library	Tuscola	2,373	I
Vassar	Bullard Sanford Library	Tuscola	9,705	III
West Branch	West Branch Public Library	Ogemaw	9,138	III
Weidman	Sherman Township Library	Isabella	5,635	II

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*Total population:* 381,122

*The population figures are based on the 2010 Census and the Library of Michigan's certified library service areas.*

**Associate Members**

<i>City</i>	<i>Organization</i>	<i>County</i>	<i>Type</i>
Harrison	Mid-Michigan Community College	Clare	Academic Library
Freeland	Saginaw Correctional Facility	Saginaw	Correctional Facility Library
Saginaw	Valley Library Consortium	Saginaw	ILS Consortium

## **Appendix B**

### **WHITE PINE LIBRARY COOPERATIVE BOARD BYLAWS**

#### **I. NAME**

This library cooperative shall be known as the White Pine Library Cooperative.

#### **II. AUTHORITY**

The White Pine Library Cooperative is formed under the authority of P.A. 89, 1977 as amended.

#### **III. BOARD MEMBERSHIP**

The governing board shall consist of ten members, including 1 from non-public libraries (one member representing school, academic, or special libraries). Non-public members shall have one vote, but shall abstain from participating in deliberations and roll call votes with respect to issues regarding the State Aid to Public Libraries Act, 1977 PA 89, MCL 397.551 et seq.

See Addendum A for the public library rotation schedule for White Pine Library Cooperative members and associate members

The cooperative director shall be ex-officio, a non-voting member of the cooperative board.

Terms of service shall be three years and run from October 1st through September 30th. Members can serve no more than 2 consecutive terms.

Representation on the board will be reviewed annually and may change as conditions change.

Prior to the cooperative's board meeting in October, the governing board of each library entitled to new representation on the cooperative board shall appoint an official representative and send written notice of its decision to the cooperative board.

If a library is unable to appoint an official representative, that board position will pass to the next library on the rotation list for a three year term. The declining library loses its representation until its next turn in the rotation.

A person may only represent one library on the board at the same time.

Staff members and trustees from all member libraries will be encouraged to attend cooperative board meetings and will be entitled to speak to any issue but will not be eligible to vote.

#### **Election of Officers**

The cooperative board shall nominate candidates for the offices of President, Vice-President, and Secretary/Treasurer. Officers shall be elected by the board at their first meeting immediately following the annual meeting in October.

#### **Absence and Replacement of Board Members**

The absence of a cooperative board member from three consecutive cooperative board meetings will be cause for contacting the absent member to inquire if he/she is still interested in being on the White Pine Board. If the representative chooses to resign, the next library in line on the rotation list will fill the position until the beginning of the next fiscal year and then start its full three-year term.

The governing board of a library entitled to representation on the cooperative board may replace its representative by notifying the cooperative board in writing prior to the start of any cooperative board meeting.

#### **IV. VOTE**

Each board member shall be entitled to one vote. Motions will be carried by a majority of those present. In case of a tie, the Board President will cast the deciding vote.

#### **V. DUTIES AND POWERS**

The cooperative board shall:

- a. Have powers that relate to the functioning of the cooperative and have the management and control of the cooperative's funds and property.
- b. Select officers.
- c. Be a body corporate and a juristic entity for social security and legal purposes.
- d. Establish, maintain, and operate cooperative services for public libraries in the area served by the cooperative.
- e. Appoint a director to administer the cooperative, fix that person's compensation, and delegate those powers to that person that are in the best interest of the cooperative, including the power to hire, evaluate, and terminate necessary employees.
- f. Purchase sites, erect buildings, and lease suitable quarters, and have supervision and control of property of the cooperative.
- g. Enter into contracts to receive service from or give service to libraries in the state, including public, school, academic, or special libraries, other cooperative libraries, political subdivisions of the state and other agencies.
- h. Have exclusive control of expenditures for the cooperative.
- i. Accept gifts and donations of property, real and personal for the benefit of the cooperative and for the purpose for which donated.
- j. Adopt bylaws and rules consistent with P.A. 89, 1977, for its own government and do those things necessary to carry out the purposes of this act.

It is expressly understood that the cooperative board has no jurisdiction over the property and management of the local library.

#### **VI. OFFICERS AND DIRECTOR OF THE COOPERATIVE**

The **President** shall preside at all meetings, call special meetings, appoint committees with the approval of the cooperative board, sign contracts as directed by the cooperative board, co-sign checks in the absence of the Treasurer, and generally perform the duties of a presiding officer.

The **Vice-President/President-Elect** will assume temporarily the office and duties of the President in case of the absence or incapacity of that officer. In the event of the resignation or permanent incapacity of the President, the Vice-President/President-Elect will assume the office of the President for the remainder of the unfilled term.

The **Secretary/Treasurer** shall keep a true and accurate account of the proceedings of the cooperative board, co-sign all checks as directed by the cooperative board, see that official and financial records of the cooperative are maintained at the cooperative headquarters and that regular financial reports are given to the board.

The cooperative director shall prepare an agenda for each cooperative board meeting and distribute it to all cooperative board members at least one week prior to each cooperative board meeting, present a director's report of the cooperative at each cooperative board meeting, submit regular monthly financial reports and recommend adjustments, submit a preliminary budget request for the next fiscal year no later than the August meeting, provide a draft Plan of Service and annual budget to the board and membership for review, shall co-sign checks at the direction of the cooperative board, and may call special meetings of the cooperative board.

## **VII. SELECTION OF OFFICERS**

Officers shall be elected by majority vote at the first board meeting of the fiscal year. Officer terms shall be for one year. An individual may hold the same office for not more than two consecutive terms.

Officers shall assume office immediately following their election and shall serve until their successor is elected unless removed from office for nonperformance of duty.

If the office of Vice-President/President-Elect or Treasurer falls vacant in the middle of a term, the President shall appoint a successor to serve for the remainder of the unfilled term with the approval of the cooperative board.

If the office of the President becomes vacant, the Vice-President/President-Elect shall assume the office of President for the remainder of the unfilled presidential term and shall appoint a Vice-President/President-Elect for the remainder of that unfilled vice-presidential term with approval of the cooperative board.

## **VIII. INDEMNIFICATION OF OFFICERS AND EMPLOYEES**

If any claim or action not covered by insurance is instituted against an officer or employee of the White Pine Library Cooperative allegedly arising out of an act or omission occurring within the scope of his or her duties as such officer or employee, the White Pine Library Cooperative shall at the request of the officer or employee:

- a. Appear and defend against the claim or action; and
- b. Pay or indemnify the officer or employee for a judgment and court costs based on such claim or action, provided there shall be no indemnification for any portion of a judgment representing an award of punitive or exemplary damages; and
- c. Pay or indemnify the officer or employee for a compromise or settlement of such claim or action provided the settlement is approved by the White Pine Library Cooperative Board of Trustees.

For the purpose of this section, the term officer shall include all members of the White Pine Library Cooperative Board. The term "officer" and "employee" shall include both present and former officers and employees. This indemnification clause shall not apply if the cooperative board finds that the alleged act or omission is malicious, willful, or criminal misconduct. In such case the action to be taken by the cooperative board will be determined after an investigation of the facts.

## **IX. MEETINGS AND QUORUM**

The cooperative board will normally meet the fourth Wednesday of scheduled meeting months at times and dates to be decided by the cooperative board at the annual meeting.

The cooperative board will normally schedule five to six meetings each year (October, December, February, April, June, and August, with September being optional) at times and dates to be decided by the cooperative board.

The budget, plan of service, and fee schedule for the following year will be approved before the start of the new fiscal year.

Meetings may be held at the cooperative headquarters, at member libraries, or at other locations as stated in the notice of the meeting.

The cooperative director shall distribute to all cooperative board members and to all member libraries notices of all meetings and an agenda at least one week prior to each meeting. This information may be communicated by mail, e-mail, or posted to the White Pine Library Cooperative website.

The President or the cooperative director may call special meetings. Special meetings must be called by the President upon request of four members of the cooperative board or upon the request of 10 percent of the membership.

Five members will constitute a quorum.

Meetings of the cooperative board and its committees will comply with the Open Meetings Act, PA 627, of 1976.

## **X. COMMITTEES**

The President shall appoint committees as directed by the cooperative board. Each committee will have a charge, a timeframe for completing that task, and will make a report back to the board.

## **XI. GENERAL**

### **A. Parliamentary Authority**

Robert's Rules of Order (revised) shall be the parliamentary authority for conducting cooperative board meetings.

### **B. Order of Business**

The order of business to be followed at each cooperative meeting is as follows:

- a. Call to Order
- b. Approval of the agenda
- c. Minutes
- d. Ratification of bills
- e. Director's report
- f. Communications
- g. Old business
- h. New business
- i. Public comment
- j. Adjournment

### **C. Policy on Disputes**

The board shall follow the Appeal Process as set forth in the most current version of the State Aid Guidelines of the Library of Michigan.

## **XII. AMENDING THE BYLAWS**

The bylaws may be amended at any meeting of the cooperative board, provided at least six cooperative board members vote for the amendment and that the proposed amendment has been presented by a cooperative board member in writing at the previous board meeting. Member libraries of the cooperative may present amendments for consideration of the cooperative board at any board meeting, with the understanding they will be voted on at the next board meeting.

Amended bylaws that significantly change the board structure outlined in the Plan of Service must also be reviewed and approved by the Library of Michigan board.

Unless otherwise decided, amendments to these bylaws will take effect immediately.

## **XIII. DISSOLUTION AND DISBURSEMENT OF THE ORGANIZATION**

The White Pine Library Cooperative will be dissolved by board vote. After paying off any outstanding liabilities of the organization, the remainder of the organization's assets will be distributed to the membership on a per capita distribution formula.

Approved by the White Pine Library Cooperative Board: February 12, 2020.

Amended and approved by the White Pine Library Cooperative Board: October 21, 2020.



## **Addendum A**

### **Non-Public Library Rotation Schedule**

The non-public libraries will rotate their service on the Board.

### **Public Library Rotation Schedule**

There will be representation of two (2) members from Class 1, three (3) from Class 2, three (3) from Class 3 and one (1) from Class 4 & 5 on the Board.

<u><b>Class 1 (2)</b></u>	<u><b>Class 2 (3)</b></u>	<u><b>Class 3 (3)</b></u>	<u><b>Class 4 &amp; 5 (1)</b></u>
Ashley	Bad Axe	Alma	Bridgeport
Elsie	Birch Run	Caro	Gladwin
Fairgrove	Breckenridge	Cass City	Houghton Lake
Fostoria	Brown City	Croswell	Iosco-Arenac
Maple Rapids	Burt	Frankenmuth	Rose City
Merrill	Chesaning	Ithaca	St. Johns
Peck	Deckerville	Millington	
Ubly	Harbor Beach	St. Charles	
Unioville	Hemlock	St. Louis	
	Kingston	Sandusky	
	Lexington	Saginaw	
	Marlette	Vassar	
	Mayville	West Branch	
	Ovid		
	Pigeon		
	Port Austin		
	Port Sanilac		
	Reese		
	Sebewaing		
	Weidman		