

INDIAN RIVER AREA LIBRARY

Administration Policy

1. STATEMENT of PURPOSE

The Library Board is the legal governing body of the Library. It is established by the virtue of provisions of the City, Village, and Township Libraries Act, 1877 PA 164, (“PA 164”). The Library Board employs all personnel, oversees the annual budget, and is responsible for the policies and operations of the Library.

2. POWERS

- A. Establish, maintain, and operate a public library for Tuscarora Township.
- B. Appoint and remove officers from among its members.
- C. Appoint and remove the Library Director and set their compensation.
- D. Set staff wage scale.
- E. Purchase, sell, convey, lease, or otherwise acquire or dispose of real or personal property, including, but not limited to, land contracts and installment purchase contracts.
- F. Erect buildings.
- G. Supervise and control Library property.
- H. Enter into a contract to receive library-related service from or give library-related service to a library or a municipality within or outside of Tuscarora Township.
- I. Adopt bylaws and regulations, not inconsistent with Act PA 164, governing the Board and Library.
- J. Propose and levy upon approval of the electors a tax for support of the Township library.
- K. Accept gifts and grants for the Township library.
- L. Do any other thing necessary for conducting the Township library service, the cost of which shall be charged against the Township library fund.

Because the Library Board is a public body, its meetings are subject to the provisions of the Open Meeting Act (Act 267 of 1976). The parameters of public participation at a Board meeting shall be set within the Library Board bylaws. Further limitations or special rules may be made at the beginning of a Board meeting if the President deems it necessary.

3. ETHICS STATEMENT

Indian River Area Library Trustees are accountable for the resources of the Library as well as to see that the Library provides the best possible service to its community. Every Trustee makes a personal commitment to contribute the time and energy to faithfully carry out their duties and responsibilities effectively and with absolute truth, honor, and integrity.

The Library Board ascribes to the ethics statement for public library Trustees adopted by United for Libraries January 2012, with minor additions:

- A. Trustees shall respect the opinions of their colleagues and not be critical or disrespectful when they disagree or oppose a viewpoint different from their own.
- B. Trustees shall comply with all the laws, rules, and regulations that apply to them and to their Library.
- C. Trustees, in fulfilling their responsibilities, shall not be swayed by partisan interests, public pressure, or fear of criticism.
- D. Trustees must distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of the Library, acknowledging and supporting the formal position of the Board even if they disagree.
- E. Trustees shall not engage in discrimination of any kind and shall uphold Library patrons' rights to privacy in the use of Library resources.
- F. Trustees uphold the value of the Library belonging to all the people in the community. The Trustees support a library where innovation thrives, and views, beliefs, and values are integrated by engaging all individuals in the community.
- G. Trustees must be aware of and comply with the Freedom of Information laws. Trustees must respect the confidential nature of Library business, specifically in regards to the Michigan Library Privacy Act, and not disclose such information to anyone. They must also comply with the Open Meetings Act, providing access to meetings and minutes.
- H. Trustees must avoid situations in which personal interests might be served or financial benefits gained because of their position or access to privileged Library information, for either themselves or others.
- I. A Trustee shall immediately disqualify themselves whenever the appearance of or a conflict of interest exists.
- J. Trustees shall not use their position to gain unwarranted privileges or advantages for themselves or others from the Library or from those who do business with the Library.
- K. Trustees shall not interfere with the management responsibilities of the Director or the supervision of Library staff.
- L. Trustees shall support the efforts of librarians in resisting censorship of Library materials by groups or individuals. Recognizing that free communication is essential to the preservation of a free society and a creative culture and is guaranteed by the Constitution, the Library endorses the ALA's *Freedom to Read Statement* and *Freedom to View Statement*.

4. THE LIBRARY DIRECTOR

The Library Director shall be the administrative employee of the Board of Trustees and shall be charged with executing the Board's policies. By virtue of delegated authority, the Director shall be held accountable to the Board for the proper management of the Library, for preservation and care of all the Library's property, and for the efficiency and effectiveness of the Library's services.

The Director shall assign the duties of all staff members and shall delegate to the staff members such authority as is appropriate for the execution of their duties.