



Grand Rapids Public Library Board of Library Commissioners Policy Manual

Policy 10-1 Bylaws

ARTICLE I PURPOSE AND AUTHORITY

Section 1. These Bylaws are adopted by the Grand Rapids Board of Library Commissioners (the "Board" herein), an entity organized under the authority of the City Charter of the City of Grand Rapids ("City Charter" herein). The purpose and mission of the Board shall be: "inspiring opportunity, connection, and innovation."

Section 2. The Board shall have the entire management and control of the Public Library of the City of Grand Rapids and of all property and assets belonging thereto devoted to or intended for Library purposes. (City Charter Paragraph 230.)

Section 3. The board may employ in its management of the library, a librarian and such other employees as it may determine, and fix their salaries. It may purchase such books and apparatus for the use of the library as it may find necessary, and may do everything necessary to maintain the library, building and grounds and increase its usefulness. For these purposes it may establish, amend or repeal rules and regulations in any manner not inconsistent with City Charter Title XIII. (City Charter Paragraph 235.)

Section 4. The Board of Library Commissioners (BOLC) of the City of Grand Rapids is comprised of a diverse and varied group of individuals, each holding unique and independent positions on a variety of issues. All Commissioners are encouraged to seek opportunities to champion the library's programs and policies. When appearing at a public forum, attending meetings, or addressing any individual, or group of individuals in any public or private setting, each Commissioner should clearly indicate whether they are speaking only on their own behalf, or as a representative of the BOLC. No Commissioner is authorized to act or speak on behalf the BOLC, or to represent themselves as acting or speaking on behalf of the BOLC, unless they have been specifically authorized to do so by a majority vote of the BOLC.

Section 5. Where directed or deemed appropriate, the director shall develop and maintain procedures and/or guidelines for administering board policies. The director shall be responsible for maintaining an up-to-date procedures manual which shall be reviewed annually and shared with all staff. All procedures should be supported by board polices.

ARTICLE II ELECTION AND ELIGIBILITY OF COMMISSIONERS TO SERVE

Section 1. Election of Library Commissioners. The Board of Library Commissioners of the City of Grand Rapids shall be composed of seven elected members. (City Charter Paragraph 230.) Library Commissioners shall be elected as provided for by law and City Charter for a term of six (6) years and until each Commissioner's successor is elected and qualified. Notice of the election shall be given as provided for by law. (City Charter Paragraph 229.) The election of members of the Board of Library Commissioners shall be at the odd year general election except as otherwise provided for in City Charter. The result of the vote shall be canvassed and declared in the same manner as in the case of other City Officers. (City Charter Paragraph 231.)

Section 2. Eligibility to Serve as Library Commissioner. Any qualified elector meeting the eligibility requirements for elective city office set out in Title II, Section 4 of City Charter shall be eligible for election as a Library Commissioner. Nominations shall be in the same manner as nomination for other city offices and nominating petitions shall be as provided for in Title III, Section 5 of the City Charter. (City Charter Paragraph 232.)

Section 3. Eligibility for Elective City Office, Generally. A candidate for any elective office of the city shall be a resident of the city for six months or more immediately prior to the last day for filing petitions for office and shall be a registered and qualified elector of the city at the time of filing petitions for office. An appointee to any vacancy in any elective office of the city shall be a resident of the city for six months or more immediately prior to the date of appointment, and shall be a registered and qualified elector of the city at the time of appointment. Term limits established by the City of Grand Rapids Charter Amendment for the Mayor and City Commissioners do not extend to the Board of Library Commissioners. (City Charter, Title II, Section 4, Paragraph 9.1)

Section 4. Commitment to Serve Without Compensation. At each January Board meeting or at the first meeting of an appointed term, Board members shall sign the "Voluntary Commitment to Serve" form. No member of the library board shall receive any compensation for his or her services in connection with their office. (City Charter Paragraph 234.)

Section 5. Removal from Office. Any member of the Board of Library Commissioners may be removed by the board for official misconduct or for unfaithful or improper performance of the duties of their office or for ineligibility. (City Charter Title V Paragraph 73 Section 24.a.) A copy of the charges against such commissioner and notice of the time and place of hearing same shall be served on them at least ten days previous to the date assigned for hearing. If personal service cannot be had, the same shall be left at his place of residence within the city, with some suitable person of proper age, or other substituted service may be had. Opportunity shall be given them to make their defense. A majority vote of the board shall be necessary to remove such commissioner. (City Charter Title V Paragraph 73 Section 24.b.)

Section 6. Announcement of Intent to Seek Additional Term. At each January Board meeting in a year when new Board members will be elected, Board members whose terms are expiring should, as a courtesy, indicate to the Board whether they will be seeking an additional Term. Should a Library Commissioner be unable to fulfill the responsibilities of office, including attendance at board meetings, he or she should send a letter of resignation to the president of the Grand Rapids Board of Library Commissioners as soon as possible. This will allow for a smooth transition in filling the vacancy with minimal disruption.

Section 7. Vacancies. In case of the death, resignation, removal, or relocation from the city of any Library Commissioner, his or her position shall become vacant and the vacancy shall be filled by election by the remainder of the board for a term continuing for the remainder of the unexpired term and until his successor is elected and qualifies; provided, that if a regular non-partisan primary election occurs in the interim, 12 months or more after the happening of the vacancy, an officer shall be elected to fill the unexpired term. (City Charter Paragraph 233.) The Director shall publicize in each election year the number of seats up for election, the deadline date for filing petitions and information on contacting the City Clerk. Publicity shall be widely circulated.

Section 8. Employment of Commissioners by the Library. No currently seated Board member may apply for or be hired to fill a position at the Grand Rapids Public Library. A Board member who wishes to apply for a position with the library must first resign from the Board.

Section 9. Orientation. Orientation for new Board Members will be arranged by the president of the board.

ARTICLE III MEETINGS

Section 1. Open Meetings. Except as permitted by law, meetings of the Board (including committee meetings) shall be open to the public, shall be held in a place available to the general public, and shall otherwise be conducted in compliance with the Michigan Open Meetings Act, being MCL 15.261 et. seq.

Section 2. Regular Meetings. The Board shall meet in regular session on the last Tuesday of each Month at a time and location to be determined by the Board. The Board shall, at least annually, adopt by resolution a schedule of its regular meetings showing the dates, times and locations of such meetings.

Section 3. Special Meetings. The president of the board may call a special meeting as deemed necessary by the president. Special meetings shall be conducted in compliance with the Michigan Open Meetings Act, being MCL 15.261 et. seq.

Section 4. Conduct of Meetings. Meetings shall be conducted in accordance with the Standing Rules adopted by the Board.

Section 5. Official Board Business. No official board business will be conducted via email; only at Board Meetings.

ARTICLE IV OFFICERS

Section 1. Officers. Annually on the first Monday after their election, the board shall organize by electing one of its members President and one of its members Vice-President/Secretary. (City Charter Paragraph 234.) For purposes of this Section, "the first Monday after their election" shall mean the first regularly scheduled meeting of the Board following certification of the election by the Kent County Board of Canvassers. This interpretation is necessary because the Board does not regularly meet on Mondays, and the election results are not finalized until so determined by the Board of Canvassers.

The officers shall serve a term of one year beginning at the regular meeting of the Board held in January, and shall continue to serve until the following December meeting. Should either the office of President or Vice-President/Secretary become vacant during the officer's term, the Board shall elect a successor for the remainder of the unexpired term at the next regular meeting of the Board following the occurrence of such vacancy.

Section 2. President. The president shall preside at all meetings of the Board, authorize calls for any special meetings, appoint all committees, execute all documents authorized by the Board, serve as ex-officio member of all committees, and generally perform all duties associated with the office of president.

Section 3. Vice-President/Secretary. The Vice-President/Secretary will assume and perform the duties of the president in the event of absence or disability of the president.

Section 4. Recording Secretary. Except as provided herein, the Library Director or his or her designee shall serve as the Board's Recording Secretary, and shall keep minutes of all meetings of the Board, consistent with the Michigan Open Meetings Act. For closed sessions of the Board conducted under authority of the Michigan Open Meetings Act, the City Attorney or his or her designee shall serve as Recording Secretary.

ARTICLE V FINANCES

Section 1. Custodian of Funds. The City Treasurer shall be the custodian of the funds of the Board and all bills incurred by it shall be allowed by the Board and certified to the City Comptroller to be audited and paid from the Library Fund. (City Charter Title XIII, Paragraph 234.)

Section 2. Fines and Penalties. All fines and penalties which by law are devoted to Library purposes shall hereafter be paid into the City Treasury for the purposes of the Board. (City Charter Paragraph 236.)

Section 3. Gifts. On behalf of the library, the board is hereby authorized to receive gifts, devises or bequests of real or personal estate, for the library or any matters connected therewith. The Board is hereby authorized to carry out in connection with any such gifts any trust or trust conditions that may be attached thereto in like manner as any other trustee. All gifts, devises or bequests for the benefit of the library, shall be subject to the same control and management by the Board of Library Commissioners as the original library committed to its care, provided however, that trust funds shall be paid to and invested by the Trustees of the Sinking Fund. (City Charter Paragraph 237). Absent sufficient appointees to constitute a quorum of the Trustees of the Sinking Fund, funds shall be invested in accordance with the Michigan statutes relative to the investment of funds of public corporations, the City Commission ordinance on investments, and the City Commission policy governing the investment of city funds.

Section 4. Funds for Support of Library. There shall be placed in the budget annually for the maintenance and running expenses of the library, two-fifths of a mill of the assessed value of the property of the city, and such further sum as may be determined by the City Commission in making up its budget from year to year. The City Commission may provide from time to time such temporary funds for the purposes of the Board as it deems necessary. (City Charter Paragraph 238). Additional dedicated mills authorized by a vote of the people of the City of Grand Rapids shall also be placed in the budget annually for the purposes for which the mills are authorized.

Section 5. Report to City Commission. Annually the Board or its designee shall present to the City Commission its report containing a full detailed statement of all monies received and expended and such facts and recommendations regarding the library as the board shall deem proper. (City Charter Paragraph 239).

ARTICLE VI COMMITTEES

Standing Committees. Standing Committees of the board shall be comprised of no more than three (3) Board members, and shall be appointed by the president. The Library Director shall be represented at all Committee meetings. Reports of the standing committees shall be advisory, and shall be presented to the board upon request of the president.

Ad Hoc Committees. The president of the board may establish and appoint ad hoc committees of the Board, as deemed necessary by the president. Membership on advisory committees may include no more than three (3) members of the Board, and may also include others who possess particular knowledge, expertise or interest in the subject matter for which the committee is formed.

ARTICLE VII LEGAL ACTIONS

Whenever necessary for the enforcement of the powers, rights and privileges conferred upon the Board, or for the protection of the property placed in its charge, the Board may, in the name of the City of Grand Rapids, institute in any court of competent jurisdiction, an action at law or in equity. In all suits on behalf of the Board it shall be represented by the City Attorney. (City Charter Paragraph 240).

ARTICLE VIII AMENDMENT OF BYLAWS

These bylaws may be amended at any regular meeting by a majority vote of the Board, provided that the amendment has been submitted in writing at least thirty (30) days prior to the date of any such meeting, or at the previous regular meeting.

Adopted: November 20, 2012
Amended: November 26, 2019



Grand Rapids Public Library Board of Library Commissioners Policy Manual

Policy 10-2 Rules of Procedure

SECTION I – COMMISSION AND DUTIES

Rule 1 – The regular meetings of the Board shall be as established by the By-laws of the Board in compliance with Title XIII of the City Charter. Special meetings shall be held as permitted by the By-Laws of the Board.

Rule 2 – The president of the board shall open the meeting at the time as provided in the calendar approved by the Board, and as required by the By-laws by taking the chair and calling the members to order; by announcing the business before the assembly in the order in which it is to be acted upon; by recognizing members entitled to the floor; by stating and putting to a vote all questions which are regularly moved, or necessarily arise in the course of the proceedings, and by announcing the results of the vote. He or she shall preserve order and decorum, decide on all questions of order and conduct of proceedings. The president shall appoint all committees subject to the approval of the Board.

Rule 3 – Any request for work product from staff shall be made through or authorized by a majority vote of the Board and conveyed to the Director.

Rule 4 – Email and other communications issued by Board members are public records, and may be subject to disclosure according to the Michigan Freedom of Information Act, being MCL 15.231 et. seq.

SECTION II – ORDER OF BUSINESS

Rule 1 – The regular order of business shall be as follows: (Agenda items requiring action will be noted by use of an A)

- A. Roll Call
- B. Public Comments on Agenda Items
- C. Minutes – approval
- D. Board Comments
- E. Committee Reports
- F. Other Reports
- G. Staff & Foundation Reports
- H. Old Business
- I. New Business
- J. Information Items
- K. GREIU
- L. Agenda Items for Next Regular Board Meeting
- M. Public Comments

Rule 2 – No items should be considered unless presented to the Library Director prior to two weeks prior to the meeting at which they are to be presented.

Rule 3 – The Library Director and Board President shall prepare the agenda including the Agenda Calendar. The board packet, including the agenda, will be sent to each board member at least one week before a regular meeting.

SECTION III – DECORUM AND DEBATE

Rule 1 – Speaking – When a member wishes to speak, he or she shall address himself or herself to the president and shall wait to speak until he or she has been recognized by the president.

Rule 2 – Precedence in speaking – When two or more members address the president at or about the same time, the president shall designate by recognition, the first speaker.

Rule 3 – Voting

- A. All members of the board present shall vote on a question when his or her name is called, unless excused by consent of a majority of the remaining members present; however,
- B. No member of the board shall vote on any question in which he or she has a conflict of interest, or on any question concerning his or her conduct.
- C. Any member of the board may demand a roll call vote on any question before the decision is announced by the president.
- D. Except as otherwise provided, an affirmative vote of the majority of all members of the board present and constituting a quorum is necessary to approve any action before the board. Approval of board policies; contractual agreements, exceeding amounts delegated to Executive staff; salary changes; hiring of a library director; and approval of the annual budget, requires four affirmative votes for passage.
- E. A roll call vote is required to enter into closed session.

Rule 4 – Motions and Resolutions

- A. The president of the board, at his or her discretion, shall determine whether any motion or resolution must be presented in writing; except that motions to adjourn, postpone, table, remove from table, commit or take from Committee shall not require a written motion.
- B. Non-agenda matters shall not be discussed without the consent of a majority of the board elect.
- C. When a motion has been made, the president shall immediately state the question or shall have such question read by the Recording Secretary.
- D. A second shall be requested by the president, or any member of the board, on any motion.

Rule 5 – Debating a Motion

- A. In the debate, each member has a right to speak twice on the same question on the same day (except on an appeal), but cannot make a second speech on the same day (except on an appeal), on the same question so long as any other member who has not

spoken on the question desires the floor. No one shall speak longer than five minutes without permission of the board.

- B. While a question is under debate, no motion shall be received unless to postpone, table, amend, substitute, commit or adjourn, which motion shall require a second.

Rule 6 – Question – When the debate appears to have closed, the president shall ask, "Are you ready for the question?" In all such cases, the president shall state the question.

Rule 7 – Division of a Question – On demand of any member before the question is put, a question may be divided if it includes propositions so distinct in substance that on being taken away a proposition shall remain. The motion may be amended, or a subsidiary motion applied to it, but such amendment or subsidiary motions are not debatable.

Rule 8 – Reconsidering a Question – When a question has been taken, it shall be in order for any member who voted with the prevailing side to move for reconsideration thereof at the same or succeeding meeting, but no question shall be reconsidered without the consent of two-thirds of the members of the board.

Rule 9 – Adjournment – A motion to adjourn takes precedence over all others; it is not debatable, nor can it be amended or have any other subsidiary motion applied to it, nor can a vote on it be reconsidered. It may be withdrawn.

Rule 10 – Suspension of the Rules – A motion to suspend the rules may be made at any time when no question is pending, or while a question is pending, provided it is for a purpose connected with the question. Suspension of the rules may be accomplished by a majority vote of the board present. A motion to suspend shall require a second.

Rule 11 – Speaking from the Floor

- A. No person shall address the board without the recognition and approval of the president or presiding officer.
- B. Each person receiving permission to address the board shall clearly give his or her name and if appropriate, group affiliation. Any recognized speaker who refuses to so identify himself or herself shall be denied the opportunity to address the board by the president or presiding officer.
- C. All persons addressing the board shall limit their remarks to a duration of three minutes; provided, however, that in the judgment of the president or presiding officer the time period may be extended if the person speaking is representing several other persons in attendance who, therefore, do not intend to speak themselves; or may be shortened to not less than two minutes if, in the judgment of the president or presiding officer, the number of persons desiring to speak and the constraints of time make it impracticable for all persons to speak if each is given three minutes.
- D. Any person making impertinent, slanderous, or profane remarks or who engages in threatening or abusive language or conduct shall be in breach of proper decorum. If such person continues to breach decorum after being warned by the president or presiding officer, he or she may be removed from the meeting.

SECTION IV – SUSPENSION, AMENDMENT, OR RESCISSION OF THE RULES

Rule 1 – At any legal meeting, these rules may be suspended by a majority vote of members present or they may be amended or rescinded by a majority of the members elect.

Rule 2 – The Roberts Rules of Order, revised, may be consulted and considered rules of the board on matters not specifically covered by these rules.

SECTION V – ANNUAL REVIEW OF BYLAWS, POLICIES, AND PROCEDURES

Rule 1 – The board shall review the bylaws and policies annually and reaffirm by vote at the January meeting.

Rule 2 – The Library Director shall maintain an up-to-date procedures manual compliant with board policies. This manual will be reviewed by staff at least once a year and follow the Board's reaffirmation of its Policy Manual.

Adopted: November 20, 2012
Amended: November 26, 2019



Grand Rapids Public Library Board of Library Commissioners Policy Manual

Policy 10-3 Library Director: Hiring, Evaluation, and Compensation

The Board of Library Commissioners has the sole authority and responsibility for establishing and maintaining the job description for the Library Director, hiring the Library Director, establishing compensation for the Library Director, evaluating the Library Director and disciplining the Library Director, including firing.

The Board of Library Commissioners in consultation with appropriate counsel will have the responsibility for maintaining a current contract with the Library Director.

Compensation for the Library Director's position will be established at the time of hiring and at stated interval(s) provided by contract. Special consideration of circumstances arising during the term of the contract may be requested by either the Library Director or the Board of Library Commissioners.

The evaluation of the Library Director will be conducted annually by the Board of Library Commissioners at a time established by the board. Procedures for this evaluation will be provided by the board in consultation with the Library Director and maintained by the board. The evaluation will be the basis for continued review of the job description and contract between the board and the Library Director. (See Exhibit A)

*Cross Reference: Rescinded Policy 91-4
Adopted: November 20, 2012
Amended: September 24, 2019*

Library Director Evaluation

The Grand Rapids Public Library Board of Library Commissioners will conduct an annual formal, written evaluation of the Library Director. The Director will meet with the Evaluation Committee after six months for an informal check-in, subject to more frequent check-ins at the request of the Director or Committee.

Purposes of the Evaluation

- To assess the Director's satisfaction of their annual goals.
- To provide the Director with clear understanding of the Board's expectations.
- To ensure the Director and the Board are aware of how well the expectations are being met.
- To identify the Board's concerns, if any, so that appropriate action can be taken.
- To demonstrate sound management practices and accountability to the Library staff and the community.

Ratings and Definitions:

- 5 Outstanding:** The Director's performance consistently exceeds performance expectations.
 - 4 Highly Effective:** The Director meets and frequently exceeds performance expectations.
 - 3 Effective:** The Director consistently meets performance expectations and performs in a professional and competent manner.
 - 2 Needs Improvement:** The Director meets only minimally acceptable levels of performance; the Director requires additional direction from the Board.
 - 1 Unacceptable:** The Director does not meet performance expectations; the Director requires significant additional direction and/or constant supervision from the Board; immediate attention and improvement required.
- N/A** Not applicable to this situation.

Please rate the Library Director in the following areas using the above scale 5 (highest) to 1 (lowest) or N/A (Not Applicable) where appropriate:

1. Relationships with Board of Library Commissioners

- Keeps the Board informed on issues, needs, and operations of library.
- Reports to the Board regularly on library operations, activities, opportunities, and problems.
- Offers professional advice to the Board on items requiring Board action, with appropriate recommendations based on thorough study and analysis.
- Recommends to the Board plans, policies and technological improvements relating to library operations.
- Supports and executes Board policy and communicates it to public and staff.
- Seeks and accepts constructive criticism of work.
- Seriously considers and/or acts on Board's suggestions.

Comments:

2. Implementation of Board Decisions

- Board decisions are implemented on a timely basis.
- Director displays initiative.
- Director is objective in making necessary decisions.
- Director is consistent in decisions that affect the staff and/or public.
- Director fully supports Board decisions.
- Director sets an example for the staff through professional conduct, high principles, and a business-like approach.

Comments:

3. Establishing and Implementing Our Priorities

- Provides leadership in developing long- and short-term goals to carry out the library's strategic framework.
- Director's recommended priorities are in concert with the library's strategic framework.
- Priorities appropriately reflect community needs.
- Priorities reflect advanced planning.
- Director implements the long- and short-term goals of the library's strategic framework.
- Director's accomplishments reflect and relate to the long- and short-term goals of the library's strategic framework.
- Provides adequate information to the Board on the implementation and revision of short- and long-term planning.

Comments:

4. Administrative Duties

- Oversees and administers the activities of the library.
- Proposes and helps staff initiate new programs and services.
- Develops and carries out library procedures.
- Develops and presents an appropriate budget to the Board.
- Alternative funding sources are explored and applied for as appropriate.
- Negotiates and oversees contracts held by the library, including regional and state service contracts.
- Oversees the application for and implementation of grants with the participation of staff.
- Effectively communicates library services to the public.

Comments:

5. Professional Development

- Attends relevant conferences, meetings, workshops, and seminars.
- Shares knowledge gained with the Board and other appropriate individuals.
- Demonstrates to the staff and to the Board an awareness of new services, programs, resource materials, and technological developments, and their potential impact on Library.

Comments:

6. Managing Library Staff

- Maintains positive management/staff relations.
- Fairly and equitably administers Board and library policies.
- Appropriately and timely addresses grievances when they are filed.
- Encourage staff to maintain an awareness of technological advances in the profession.
- Adequately justifies the need for staff development funds, actively campaigns for such funds, and adequately accounts for the use of such funds.

Comments:

7. Community Development

- ___ The Director develops and maintains relations with governmental officials.
- ___ The Director develops and maintains relations with community members and organizations.
- ___ The Director develops and maintains relations with the Library Foundation and Friends of the Library.
- ___ The Director is visible to large segments of the population.
- ___ The Director is available for speaking engagements in the community.

Comments:

8. Director's Goals

- ___ The Director achieved their annual goals.

Comments:

Board Relationship	Implementation	Priorities	Duties	Professional Development	Management	Community Development	Goals
___ / 35	___ / 30	___ / 35	___ / 40	___ / 15	___ / 25	___ / 25	___ / 5

Approved by the Board of Library Commissioners on: _____



Grand Rapids Public Library Board of Library Commissioners Policy Manual

Policy 10-4 Library Director: Expenditure Authority

In addition to the purchasing authority granted to the Library Director in Purchasing Policy 30-3, the Board of Library Commissioners authorizes the Library Director to expend funds within the library's approved budget for all board expenses for meetings which may include refreshments, meals, board recognition and appreciation, and other miscellaneous expenses as appropriate to conduct the business of the board, and that these expenditures will be budgeted annually and paid for by the Comptroller's office.

The board authorizes the Library Director to expend funds for staff functions including, but not limited to, meetings with staff, retirements, awards, staff recognition and appreciation, and special events, and that these expenditures will be budgeted annually and paid for by the Comptroller's office.

The board authorizes the Library Director to expend funds for meetings and other functions as required to promote the library and its services, within the community, and that these expenditures will be budgeted annually and paid for by the Comptroller's office.

The board authorizes the Library Director to send a floral or similar tribute upon the death of a staff or board member or immediate family member (defined here as spouse or significant other, mother, father, or child).

In the event of any conflict between this policy and any policy promulgated by the City of Grand Rapids, it is the intent of the Board of Library Commissioners that this policy shall control.

*Cross Reference: Rescinded Policy 97-3
Adopted: November 20, 2012
Amended: November 26, 2019*



**Grand Rapids Public Library
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**Policy 10-5
Non-Discrimination**

The Grand Rapids Public Library shall provide an open and welcoming environment for all regardless of race, creed, color, national origin, sex, disability, age, marital status, sexual orientation, veteran status, or gender expression/identity.

*Cross Reference: Rescinded Policy 12-6
Adopted: November 20, 2012
Amended: August 27, 2019*



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**Policy 10-6
Advertising**

Advertising conducted by the Grand Rapids Public Library is will be produced in the most prudent manner possible.

The Library Director will develop guidelines and procedures to implement this policy.

*Cross Reference: Rescinded Policy 02-03
Adopted: November 26, 2019*



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**Policy 10-7
Posting and Distribution of Literature by Outside
Organizations or Individuals**

The Grand Rapids Public Library may display posters, flyers, etc. to publicize events sponsored by or for the benefit of non-profit organizations (formal or informal). All proposed postings must be approved by the Communications department. Obscene material, defamatory material, or material that is otherwise illegal may not be posted.

The Library Director shall develop guidelines to implement this policy.

Cross Reference: Rescinded Policy 90-2

Adopted: November 20, 2012

Amended: November 26, 2019



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**Policy 10-8
Volunteer Program**

Staff will maintain procedures for addressing volunteer opportunities. A roster of all volunteers will be maintained with emergency contact information. All rules of conduct for staff shall also apply to volunteers.

*Cross Reference: Rescinded Policy 91-2
Adopted: November 26, 2019*



Grand Rapids Public Library Board of Library Commissioners Policy Manual

Policy 10-9 Confidentiality Agreements Prohibited

In keeping with the mission statement of the Grand Rapids Public Library, and consistent with the trust placed in each Library Commissioner by the voters, it is the policy of the Board of Library Commissioners to conduct its business in a manner of openness and transparency, and to maintain such transparency consistent with the laws of the state of Michigan, including the Michigan Freedom of Information Act (FOIA) and Open Meetings Act (OMA). Accordingly, no Library Commissioner acting in his or her official capacity shall enter into a confidentiality agreement. In addition, no Library Commissioner acting in his or her official capacity shall offer to accept or review any written information provided by any person, organization, or business entity under a promise of confidentiality.

The response to any written request for information submitted to the Board of Library Commissioners under the Michigan Freedom of Information Act shall be issued in a manner consistent with the FOIA, being Public Act 442 of 1976, as amended.

The business of the Board of Library Commissioners shall be conducted in a manner consistent with the Michigan Open Meetings Act, being Public Act 267 of 1976, as amended.

Adopted: November 20, 2012



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Policy 10-10 Collaboration with Other Organizations

The Board of Library Commissioners may enter into cooperative agreements with non-profit organizations and governmental agencies whose primary purpose is compatible with the mission of the Grand Rapids Public Library, and who provide a direct service to the citizens of Grand Rapids. The purpose of such agreements would be to form partnerships with such non-profits or governmental agencies in order to deliver quality library-related services to the citizens of Grand Rapids. The Library may contribute the following services under such an agreement:

1. Staff consulting and assistance.
2. Books and other library materials.
3. Equipment and technology support.
4. The temporary use of library facilities.
5. Operating support not to exceed the value of services received excluding salaries and benefits.

Non-profit organizations or governmental agencies seeking to collaborate with the library must contact the Library Director in writing and submit a proposal. The Director may bring such application to the attention of the board and provide a recommendation. No cooperative agreement contemplated by this policy shall be valid unless presented to the board with the recommendation of the Director, and approved by a majority vote of the board.

Any proposal submitted under this policy must:

1. Be submitted by an eligible entity having an organizational purpose compatible with the mission of the library.
2. Demonstrate that such collaborative effort will inure an obvious benefit to the taxpayers of Grand Rapids, and patrons of the library.
3. Demonstrate that the service provided via such agreement would be one that could appropriately be provided as a direct library service.
4. Demonstrate that the service will benefit the community as a whole and be open to all citizens of the City of Grand Rapids.
5. Demonstrate that the service shall not be provided as a grant or gift of public resources by the library.
6. Demonstrate that the organization is a governmental unit or a tax-exempt non-profit organization under the Internal Revenue Code and must be authorized by law to operate in the State of Michigan.



Grand Rapids Public Library Board of Library Commissioners Policy Manual

Policy 10-11 Conflicts of Interest and Ethical Standards of Conduct for Elected and Appointed Commissioners of Grand Rapids Public Library

Section 1. Fair and Equal Treatment. No elected or appointed Library Commissioner shall request, use or permit the use of any consideration, treatment, advantage, or favor beyond that which is the general practice to grant or make available to the public at large. All elected and appointed Library Commissioners shall treat all citizens of the city with courtesy, impartiality, fairness, and equality under the law.

Section 2. Use of Public Property. No elected or appointed Library Commissioner shall request, use or permit the use of any publicly owned or publicly supported property, vehicle, equipment, material, money, labor, or service for the personal convenience or the private advantage of self or any other person or entity including his or her employer. This requirement shall not be deemed to prevent any elected or appointed Library Commissioner from requesting, using or permitting the use of such publicly owned or publicly supplied property, vehicle, equipment, material, labor, or service which is made available by general practice to the public at large, or which is provided, as a matter of public policy for the use of the elected and appointed Library Commissioners in the conduct of official business, as approved consideration for their services to the city.

Section 3. Matters Requiring Disclosure of Conflicts of Interest, Actual and Potential. The following disclosure requirements are established to avoid both actual and potential conflict between the private self-interest and the public interest of elected and appointed Library Commissioners:

- A. Self Interest. No elected or appointed Library Commissioner, either on his or her behalf or on behalf of any other person, shall have an interest in any business transaction with any public body of the city, unless the person shall first make full disclosure of the nature of such interest.
- B. Rule of Necessity. When the performance of official duties shall require, pursuant to the Rule of Necessity*, an elected or appointed Library Commissioner to deliberate and vote on any matter involving his or her financial or personal interest or that of his or her employer, that person shall publicly disclose the nature and extent of such interest.
- C. Dual Employment. No elected or appointed Library Commissioner shall engage in employment with, or render services for, any person or entity which has business transactions with any public body of the city, without first making full disclosure of the nature and extent of the employment or services.
- D. When a conflict of interest is determined to exist following disclosure, an elected or appointed Library Commissioner shall be disqualified from participating in the deliberations and voting on the matter.

Section 4. Prohibited Conduct & Conflicts of Interest. All elected and appointed Library Commissioners are prohibited from engaging in the following conduct:

- A. Divulging confidential information to any person not authorized to obtain such information.
- B. Benefiting financially from confidential information.
- C. Representing his or her individual opinion as that of the library or the Commission as a whole.
- D. Misusing library personnel, resources, property, funds, or assets for personal gain or private employment purposes.
- E. Soliciting or accepting a gift or loan of money, goods, services, or other things of value which tend to influence the manner in which the elected or appointed Library Commissioner performs his or her official duties.
- F. Engaging in a business transaction which may cause the elected or appointed Library Commissioner or his or her employer to derive a personal profit or gain or benefit directly or indirectly as a result of his or her official position.
- G. Engaging in employment or rendering services that are incompatible or in conflict with the discharge of his or her official duties or that tend to impair his or her independence of judgment.
- H. Participating in policy making, the result of which potentially benefits him or her or his or her employer.
- I. Participating in contracts, loans, grants, rate-fixing, or issuing permits involving a business entity or non-profit in which he or she has a substantial interest unless:
 - (a) The contract is awarded pursuant to sealed bids, and;
 - (b) The elected or appointed Library Commissioner is not involved directly or indirectly or otherwise refrains from participation in the decision on the award of the contract, and;
 - (c) The Board of Library Commissioners, after reviewing the circumstances, determines the award of the contact would be in the best interest of the library.

Section 5. Disclosure, Contents. Whenever a disclosure is required by this policy, it shall be made in a writing filed with the Library Director on the form attached as Attachment A, entitled *Conflict of Interest and Potential Conflict of Interest Disclosure Statement*. Each elected and appointed Library Commissioner will be required to sign the *Conflict of Interest and Potential Conflict of Interest Disclosure Statement* upon assuming office, or for current elected and appointed Library Commissioners, as soon as this policy is in effect, as well as annually. A copy of the *Conflict of Interest and Potential Conflict of Interest Disclosure Statement* shall be sent to all elected and appointed Library Commissioners no less than annually. In all cases, disclosures shall include:

- A. The identity of all persons involved in the interest. This includes family members, organizations in which elected and appointed Library Commissioners or family members are officers, directors, or either directly or indirectly, stockholders or partners, and trusts and estates in which elected and appointed Library Commissioners or family members have a beneficial interest, or for which they act in a fiduciary capacity. Family members include spouses, parents, brothers, sisters, children, nieces, nephews, spouses of brothers, sisters, and children, and spouses' parents, brothers, and sisters.

- B. The source and amount of income or benefit, direct or indirectly derived from the interest that may be considered as resulting from employment, investment or gift. The person required to file a disclosure statement in accordance with the provisions of this policy must verify, in writing, under penalty of perjury, the information in the statement is true and complete as far as he or she knows.
- C. If it is determined that a conflict exists, the affected elected or appointed Library Commissioner shall disclose the conflict on the record at an open meeting, shall recuse himself or herself from participating in the discussion and vote relating to the issue, and shall leave the room while the discussion and vote take place.

Section 6. Duties of the City Attorney. The City Attorney shall examine all disclosure statements filed pursuant to this policy and report to the Library Director any concerns or irregularities that may, in the judgment of the City Attorney require further review. Acceptance of a disclosure statement by the City Attorney shall not constitute approval of the statement.

Section 7. Request for Opinion from the City Attorney. Any elected or appointed Library Commissioner may request that the City Attorney provide an advisory privileged legal opinion addressed to the entire Board of Library Commissioners interpreting the effect or application of this policy generally, on conflicts or potential conflicts, disclosed or undisclosed, or on questions directly relating to the propriety of their conduct or the conduct or possible conflicts of another elected or appointed Library Commissioner in a particular situation. The City Attorney may also identify and make a determination relating to a conflict, disclosed or undisclosed, on his or her own initiative.

Section 8. Policy Enforcement. Following the issuance of an opinion pursuant to Section 7, any request seeking enforcement of this policy shall be presented to the Board of Library Commissioners and Library Director. The Board of Library Commissioners shall have the authority to render a final decision, including but not limited to censure of the Commissioner found to be in violation of this policy.

**The Rule of Necessity applies only in situations where the conflict is acknowledged, and there is no possibility of waiting for a quorum without conflicts to decide the issue at a later date because the matter is an emergency. This doctrine may not be invoked when a non-conflicted quorum is present.*

Adopted: March 28, 2017

Attachment A

Conflict of Interest and Potential Conflict of Interest Disclosure Statement

I have read and understand this Conflict of Interest Statement. There are no present or potential conflicts of interest other than those listed below. I have and will continue to observe the Conflicts of Interest & Ethical Standards Policy. If in the future, circumstances warrant a disclosure of a conflict of interest or potential conflict of interest situation, I will submit an amended Statement within 10 days of my knowledge of the situation.

Signature

Date

Printed Name

DISCLOSURES: Please provide a brief explanation of any conflicts, and potential conflicts, and list all boards and commissions you are involved with or upon which you serve, as well as the names of all current employers, business interests including business ownership interests, and business ventures

