

Henderson County Public Library District Library Board Bylaws

The name of this organization will be Henderson County Public Library District of Illinois being organized in April 1959.

The purpose of the Henderson County Public Library District is to provide free library service to enrich the quality of life for citizens of the library district in areas of cultural, recreational, educational, and economic fulfillment within the financial capabilities of the District.

These rules are supplementary to the provisions of the statutes of the State of Illinois as they relate to the of Boards of Library Trustees procedures.

Regular Meetings

The regular meeting of the Board of Library Trustees of the Henderson County Public Library District will be on the first Monday of each month. The meeting will be at the library at five o'clock. The meetings will be open to the public and notice given in advance. At the beginning of each fiscal year, the board will, by ordinance, specify regular meeting dates and times. The Board secretary will provide the local newspaper a schedule of the regular Board meetings for the fiscal year, and post the Board meeting schedule with dates, times and meeting location in the library (and the offices of the corporate authority, if different).

Special Meetings

Special meetings can be held when called by the president, secretary or by any three trustees of the board. Notice with the special meeting agenda is to be posted on the front door of the library at least 48 hours in advance, except in the case of an emergency, to board members and any new medium which has filed an annual request for notice under the Open Meetings Act. No business except that stated in the notice and agenda can be transacted.

Annual Meeting

An annual meeting will be held in July for the purpose of hearing the annual reports of the librarian and committees. The report will include a summary of the year's work with detailed account of the receipts and expenditures; the following year budget, and other information according to statute. A copy will be kept on file in the library.

Public Comment

As part of its agenda, the Board shall provide a period at the designated place on the agenda for citizens' comments. Interested citizens may be required to sign in to indicate their desire to speak. By majority vote at any meeting, the Board (or a Committee) may set a common limit on the amount of time each citizen will be given to complete his/her comments.

Quorum

A quorum at any meeting consists of 4 Board members.

Board of Library Trustees

The Board of Library Trustees will consist of seven members of the Henderson County Public Library District and charged with the governance of the library. Members of the Board will be appointed by the Henderson County Board as their term expires or as vacancies occur, as per election held April 14, 1970 (Illinois District Library Law, Article 4, Paragraph 1004-2). The Board will hire a skilled Library Director who is responsible for the day-to-day operations of the library. The Board will meet at least eight times per year. These meetings are open to the public and notice given in advance. The agenda and/or information packet for the meetings will be distributed to the Board by the Library Director one week prior to the meetings. Any Board member wishing to have an item placed on the agenda will call the Library Director in sufficient time preceding the meeting. Any Board member unable to attend a meeting will call the library to indicate he or she will be absent.

Board members are not compensated pursuant to statute but will be reimbursed for necessary and related expenses as trustees. Board members must attend most meetings; read materials presented for review and attend an occasional Library System (or other library-related) workshop, seminar, or meeting.

It is a goal of the Board of Library Trustees that each member attend a minimum of one Library System (or other library-related) workshop, seminar, or meeting during each calendar year. Board members using their own vehicle will be reimbursed at the rate allowed by the IRS following these educational meetings. Board members are not exempt from late fees, fines, or other user fees.

Officers and Appointments

The officers of the Board are president, vice-president, secretary, and treasurer. Their office term is two years and their election at the regular April meeting. The president cannot serve more than two consecutive terms unless by unanimous Board consent. In the event of a resignation, an election by ballot vote, for the unexpired term, will be conducted at the next regular meeting.

President

The president will preside at all board meetings; appoint all standing and special committees; serve as ex-officio member of all committees, and perform other duties assigned by the Board. .

Vice President

The vice president, in the absence of the president, shall assume all duties of the president.

Secretary

The secretary will keep minutes of all board meetings; record attendance and record a roll call on all votes (except when a ballot vote is taken). The secretary will perform other clerical duties assigned by the Board.

Treasurer

The treasurer is authorized by the Board to sign checks, will serve on the finance committee, and/or the accounting clerk draw up checks. The treasurer shall keep all financial records of the Board. The normal depository of all financial records shall be the library. The treasurer and/or the accounting clerk will have charge of the library funds and income, sign all the checks on the authorization of the Board, and report at each meeting the state of the funds. In the absence of the treasurer or when he or she is unable to serve, the president or vice president may perform the duties of the treasurer. The treasurer will be bonded in the amount to be approved by the Board and according to statute requirement. The treasurer and/or the accounting clerk is authorized to pay salaries and bills as they come due.

Standing and Special Committees

The standing committees will be appointed annually in the month of April and consist of three members including the Library Director. The standing committees will be finance, personnel, policy and building and grounds. The standing committees at their first meeting will elect a chairperson.

Special committees can be appointed by the president to present reports or recommendations to the Board. The committee will serve until the completion of the work for which they were appointed.

The library will be the depository of all committee reports.

Finance Committee

The Finance Committee will be comprised of two members of the Board of Library Trustees, the Treasurer and the Library Director. The Finance Committee's responsibilities include, but are not limited to, drafting a preliminary Budget or Budget and Appropriations Ordinance for full board approval; drafting a Levy for full Board approval; drafting a working budget for full Board approval; monitoring library investments, and implementing the library's investment policy.

Personnel Committee

The Personnel Committee will be comprised of two members of the Board of Library Trustees, the President and the Library Director. The Personnel Committee's responsibilities include, but are not limited to, preparation of the Library Directors' annual review for Board discussion prior to the formal review; assisting the Library Director in the preparation of his or her annual statement of goals and objectives for the coming year; and assuming a leadership role in the resolution of any personnel conflict not resolved by the Library Director.

The Library Director is responsible for the annual review of all other library employees.

Policy Committee

The Policy Committee will be comprised of two members of the Board of Library Trustees and the Library Director. The responsibility of the Policy Committee is to develop the Library Policy. This policy shall include the division of responsibility between Board and staff and a Library Materials Selection Policy, and will adhere to the "Library Bill of Rights" and the "Freedom to Read" statements of the American Library Association. The committee will review existing policy not to exceed three years. As a result of such policy reviews, the Policy Committee will make recommendations regarding additions or changes to existing policy as well as deleting policies which are no longer appropriate or of value. The entire Library Policy must be approved by Board vote and made readily available to the public.

Building and Grounds Committee

The Building and Grounds Committee will be comprised of two members of the Board of Library Trustees and the Library Director. The Building and Grounds Committee's responsibilities include, but are not limited to, conducting an annual inspection of the library's property to identify areas which are in need of repair and making recommendations to the Board.

Librarian Search Committee

When the position of Librarian falls vacant, the Board will immediately select an acting librarian for the interim and establish a Librarian Search Committee. It will consist of the President and two Board members. Applications for the position of Librarian will be filed at the library and available to all Board members. Five votes shall be required for the Board to hire a Librarian, after which the Search Committee is dissolved.

Order of Business

The following Order of Business will be followed at regular meetings:

- Call to order
- Roll call, recording both present and absent members
- President's report
- Secretary's report, approval of minutes as received or corrected
- Correspondence, communications, and public comments
- Financial report, approval of bills payable
- Librarian's report
- Committee reports, in order of their appearance in the bylaws
- Unfinished business
- New business
- Other
- Adjournment

Parliamentary Procedure

Robert's Rules of Order, Revised will govern the parliamentary procedure of the Board.

New Trustees

The librarian will meet with new trustees to examine the property; review services, Library Policy and other procedural material; give a list of trustees and committees, and other pertinent information.

Duties of the Librarian

The librarian will administer the policies adopted by the Board. The librarian will hire personnel, direct, supervise and discipline staff members; prepare monthly and annual reports as required by the Board, and recommend policy and procedures which will promote the efficiency and service of the library.

Amendments

Amendments to these bylaws, Library Policy, or any other policy or procedural document may be proposed at any regular meeting of the Board and become effective if adopted by a majority of those members present.

Copyright and Copying

The Library may copy for its own collection material that has been lost or deteriorated only if such material is not available at a fair cost. It will post prominently all required notices regarding the copying of any materials in the library.

Administrative Records

Administrative records of the library will be kept in the library and available to the general public upon request. These will include the monthly and annual reports of the library; all financial reports; minutes of the public Board meetings, and actions and other such items as the Board or Librarian will file there.

Staff personnel records are confidential and will be kept in a secure place. Only the Library Director or authorized persons will have access to these records.

Confidential records of the Board, such as personnel records concerning the Librarian, will be kept in the library. Only members of the Board will have access.

Circulation Records

Circulation records and other records identifying the names of library users with specific materials are recognized as confidential in nature. Access is restricted to library staff and those members of the public with a legitimate interest.

All library staff and employees are advised that such records will not be made available to casual members of the public, the press, or any agency of State, Federal, or Local government, except pursuant to such process, order, or subpoena as authorized under the authority of and pursuant to Federal or State law relating to civil, criminal, or administrative discovery procedures or legislative investigative power.

Library staff will observe the following procedures: On receipt of any legal process, order, or subpoena, the library staff member in charge will immediately consult with the President of the Board and the Library Attorney to ensure that (a) the document is in proper legal form, and (b) there has been a proper showing of good cause for its issuance in a court or administrative body of competent jurisdiction. Until the legality of such process, order, or subpoena has been affirmatively shown to the satisfaction of the Library Attorney, the Library will resist its issuance or enforcement.

Approved

Date _____

Board of Trustees President _____

Yes _____

No _____

REWORK

The Treasurer is authorized by the Board to sign checks; serve on the Finance committee and keep all financial Board records at the library. The Treasurer is in charge of the library funds and income.

The accounting clerk is authorized by the Board to prepare checks for signing and prepare and report financial activities at each Board meeting.