Board Bylaws

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

**Regular Meetings**

The regular meeting of the Board of Library Trustees of the Moweaqua Public Library District shall be on the third Monday of each month. The meeting shall be at the library at 6:30 p.m.. The meetings shall be open to the public with notice posted in advance. At the beginning of each fiscal year, the board shall, by ordinance, specify regular meeting dates and times. The secretary of the board and the librarian shall then (1) provide for the local newspaper the schedule of regular meetings of the board for the ensuing fiscal year, and (2) post the schedule of meetings in the library and the offices of the corporate authority, if different, with dates, times, and places of such meetings.

**Special Meetings**

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

**Annual Meeting**

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

**Quorum**

A quorum at any meeting shall consist of four Board members.

**Board of Library Trustees**

The Board of Library Trustees of the Moweaqua Public Library District is charged with the responsibility of the governance of the library. The Board will hire a skilled librarian who will be responsible for the day-to-day operations of the library. The Board will meet at least once per month. These meetings will be open to the public with notice posted in advance. The agenda will be distributed to the board by the board president the week before the meetings. Any board member wishing to have an item placed on the agenda will contact the board president in sufficient time preceding the meeting to have the item placed. Any board member who is unable to attend a meeting will contact the board to indicate that he or she will be absent. Due to the fact that a quorum is required for each meeting, this phone call should be placed as far in advance as possible.

Board members are not to be compensated pursuant to statute but will be reimbursed for necessary and related expenses as trustees. To be effective, board members must attend most meetings, read materials presented for review, and receive occasional training.

Board members are responsible for their own travel to and from any library system (or other library-related) workshop, seminar, or meeting. Board members are not exempt from late fees, fines, or other user fees.

**Officers and Elections**

The officers of the Board shall be a president, a secretary, and a treasurer. Those officers shall be elected by a ballot vote for two-year terms at the regular meeting in the month of June. The president shall not serve more than two consecutive terms unless by unanimous Board consent. In the event of a resignation from an office, an election to fill the unexpired term of that office will be conducted by a ballot vote at the next regular meeting.

*President*The president shall preside at all board meetings, appoint all standing and special committees, serve as ex-officio member of all committees, and perform all other such duties as may be assigned by the Board.

*Secretary*The secretary shall 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 shall perform all other such clerical duties as may be assigned by the Board.

*Treasurer*The treasurer is authorized by the Board to sign checks and shall 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 shall 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 can perform the duties of the treasurer. The treasurer shall be bonded in the amount to be approved by the Board and according to statute requirement. The treasurer is authorized to pay salaries and insurance bills as they come due.

**Standing and Special Committees**

Special committees may be appointed by the president to present reports or recommendations to the Board and shall serve until the completion of the work for which they were appointed.

The standing committees shall be the finance committee, the personnel committee, the policy committee, and the building and grounds committee. The library shall be the depository of all committee reports.

*Finance Committee*The Finance Committee shall consist of the treasurer and the librarian. The Finance Committee’s responsibilities include 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 shall consist of the board president and the librarian. The Personnel Committee’s responsibilities include preparation of the annual review of the librarian for discussion among the full board prior to the formal review, assisting the librarian 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 that cannot be resolved by the librarian. The librarian is responsible for the annual review of all other library employees.

*Policy Committee*The Policy Committee shall consist of two members of the board and the librarian. The primary responsibility of the Policy Committee is to develop library policy, which shall include the division of responsibility between board and staff and a library materials selection policy, and shall adhere to the Library Bill of Rights and the Freedom to Read statements of the American Library Association. The committee shall determine the library regulations governing library use and review sections of existing policy in a systematic fashion to ensure that all policy is reviewed at an interval 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. Library policy must be approved by board vote and made readily available to the public.

*Building and Grounds Committee*The Building and Grounds Committee shall consist of one board member and the librarian. The Building and Grounds Committee’s responsibilities include, but are not limited to, conducting an annual inspection of the library’s physical facility to identify areas which are in need of repair and making recommendations to the full Board regarding any and all repairs deemed necessary either as a result of the annual inspection or throughout the year as the need arises.

*Librarian Search Committee*When the position of librarian falls vacant, the board shall immediately select an acting librarian for the interim and establish a Librarian Search Committee, which shall consist of the president and two board members. Applications for the position of librarian shall be filed at the library and available to all board members. The Search Committee shall report the results of applications and interviews to the board. 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 shall be followed at regular meetings:

• Call to order  
• Public comments  
• Secretary’s report, approval of minutes as received or corrected  
• Financial report, approval of bills payable  
• Librarian’s report and any correspondence or communications  
• President’s report  
• Committee reports  
• Unfinished business  
• New business  
• Other  
• Adjournment

**New Trustees**

The librarian shall meet with new trustees to examine the property and review services and shall present to new trustees a packet that includes library policy, board bylaws, and other procedural material, a list of trustees, minutes for the previous 12 months, and other pertinent information.

**Duties of the Librarian**

The librarian shall administer the policies adopted by the board. Among duties and responsibilities of the librarian shall be that of hiring personnel, directing, supervising and disciplining of all staff members, monthly and annual reports as required by the Board, and recommending such policy and procedure as 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 board meeting and will become effective as adopted by a majority of those members present, providing they represent a quorum.

**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 shall be kept in the library or on its website and shall be available to the general public upon request. These shall 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 shall file there.

Staff personnel records are confidential and shall be kept in a secure place, and only the librarian or authorized persons shall have access to these records.

Confidential records of the board, such as personnel records concerning the librarian, shall be kept in the library, and only members of the board shall have access to these records.

**Circulation Records**

Circulation records and other records identifying the names of library users with specific materials hereby are recognized as confidential in nature, and access thereto is hereby restricted to library staff and those members of the public with a legitimate interest therein, as hereafter provided for.

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

In the case of patrons who are minors (those between the ages of 5 and 18 who own a library card), the above protections apply, but library staff may provide such information upon request to parents or legal guardians in regard to payment of and responsibility for fines or missing or damaged materials.

Neither the library nor the board can assume the role of parents or the functions of parental authority in the private relationship between parent and child. The library and the board shall ensure that only parents and guardians have the right and the responsibility to determine their children’s—and only their children’s—access to library resources. Parents and guardians who do not want their children to have access to specific library services, materials, or facilities should so advise their own children; neither the library nor the board shall impose or enforce any restrictions on access.

Library staff shall observe the following procedures: On receipt of any legal process, order, or subpoena, the librarian will immediately consult with the board president 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 until any such defects have been cured.

Board Protections Under State Law

The board shall carry out the spirit and intent of state law in establishing, supporting, and maintaining the library for providing library service and shall have the following powers:

1. To make and adopt such bylaws, rules and regulations, for their own guidance and for the government of the library as may be expedient, not inconsistent with this Act.

2. To have the exclusive control of the expenditure of all moneys collected for the library and deposited to the credit of the library fund.

3. To have the exclusive control of the construction of any library building and of the supervision, care and custody of the grounds, rooms or buildings constructed, leased or set apart for that purpose.

4. To purchase or lease real or personal property, and to construct an appropriate building or buildings for the use of a library established hereunder, using, at the board's option, contracts providing for all or part of the consideration to be paid through installments at stated intervals during a certain period not to exceed 20 years with interest on the unpaid balance at any lawful rate for municipal corporations in this State, except that contracts for installment purchases of real estate shall provide for not more than 75% of the total consideration to be repaid by installments, and to refund at any time any installment contract entered into pursuant to this paragraph by means of a refunding loan agreement, which may provide for installment payments of principal and interest to be made at stated intervals during a certain period not to exceed 20 years from the date of such refunding loan agreement, with interest on the unpaid principal balance at any lawful rate for municipal corporations in this State, except that no installment contract or refunding loan agreement for the same property or construction project may exceed an aggregate of 20 years.

5. To remodel or reconstruct a building erected or purchased by the board, when such building is not adapted to its purposes or needs.

6. To sell or otherwise dispose of any real or personal property that it deems no longer necessary or useful for library purposes, and to lease to others any real property not immediately useful but for which plans for ultimate use have been or will be adopted but the corporate authorities shall have the first right to purchase or lease.

7. To appoint and to fix the compensation of a qualified librarian, who shall have the authority to hire such other employees as may be necessary, to fix their compensation, and to remove such appointees, subject to the approval of the board, but these powers are subject to Division 1 of Article 10 of the Illinois Municipal Code in municipalities in which that Division is in force. The board may also retain counsel and professional consultants as needed.

8. To contract with any public or private corporation or entity for the purpose of providing or receiving library service or of performing any and all other acts necessary and proper to carry out the responsibilities, the spirit, and the provisions of this Act. This contractual power includes participating in interstate library compacts and library systems, contracting to supply library services, and expending of any federal or State funds made available to any county, municipality, township or to the State of Illinois for library purposes.

9. To join with the board or boards of any one or more libraries in this State in maintaining libraries, or for the maintenance of a common library or common library services for participants, upon such terms as may be agreed upon by and between the boards;

10. To enter into contracts and to take title to any property acquired by it for library purposes by the name and style of "The Board of Library Trustees of the Moweaqua Public Library District" and by that name to sue and be sued.

11. To exclude from the use of the library any person who wilfully violates the rules prescribed by the board.

12. To extend the privileges and use of the library, including the borrowing of materials on an individual basis by persons residing outside of the city, incorporated town, village or township. If the board exercises this power, the privilege of library use shall be upon such terms and conditions as the board shall from time to time by its regulations prescribe, and for such privileges and use, the board shall charge a nonresident fee at least equal to the cost paid by residents of the city, incorporated town, village or township, with the cost to be determined according to the formula established by the Illinois State Library. A person residing outside of a public library service area must apply for a non-resident library card at the public library located closest to the person's principal residence. The nonresident cards shall allow for borrowing privileges at all participating public libraries in the regional library system. The nonresident fee shall not apply to privilege and use provided under the terms of the library's membership in a library system operating under the provisions of the Illinois Library System Act, under the terms of any reciprocal agreement with a public or private corporation or entity providing a library service, or to a nonresident who as an individual or as a partner, principal stockholder, or other joint owner owns or leases property that is taxed for library service or is a senior administrative officer of a firm, business, or other corporation owning taxable property within the city, incorporated town, village or township upon the presentation of the most recent tax bill upon that taxable property or a copy of the commercial lease of that taxable property.

13. To exercise the power of eminent domain subject to the prior approval of the corporate authorities under state law.

14. To join the public library as a member and to join the library trustees as members in the Illinois Library Association and the American Library Association, nonprofit, nonpolitical, 501(c)(3) associations, as designated by the federal Internal Revenue Service, having the purpose of library development and librarianship; to provide for the payment of annual membership dues, fees and assessments and act by, through and in the name of such instrumentality by providing and disseminating information and research services, employing personnel and doing any and all other acts for the purpose of improving library development.

15. To invest funds pursuant to the Public Funds Investment Act.

16. To accumulate and set apart as reserve funds portions of the unexpended balances of the proceeds received annually from taxes or other sources, for the purpose of providing self-insurance against liabilities relating to the public library.

The board of library trustees shall establish, and review at least biennially, a written policy for the selection of library materials and the use of library materials and facilities. No employee may be disciplined or dismissed for the selection of library materials when the selection is made in good faith and in accordance with the written policy required to be established pursuant to this Section.

Board Mission Statement

The Board is responsible for establishing policy, authorizing services, establishing the budget, hiring the librarian, and authorizing the collection of the designated millage. Board members do not receive compensation for their services.