

Bylaws of the North Pike District Library

Board of Trustees

I. Name and Use of Library

The name of this institution is the North Pike District Library, hereafter referred to as the “library district”. In accordance with the statutes of the State of Illinois as they relate to public libraries, the Library is established for the use of residents and taxpayer of the Library District and other Library users as authorized by law, subject to such reasonable rules and regulations as the Board of Library Trustees, hereafter referred to as the “board”, may adopt in order to ensure that the Library District provides library service to the residents and taxpayers of the Library District.

II. Library Mission

(to be added as adopted)

III. Board of Library

The Board has all the powers provided for in applicable statutes, including the Public Library District Act, 75 ILCS 26/1-1 et seq

a. Membership

There shall be seven (7) trustees on the Board elected biennially. Terms of offices are six (6) years unless four (4) year terms are approved by the board. Trustees shall be elected and serve terms as provided by statute (75 ILCA 16\30-10). Vacancies on the Board shall be filled in the manner described by statute, i.e. by appointment by a majority vote of the remaining trustees for the remainder of the term until the next regular library election.

b. Responsibilities of the Board

Subject to the requirements established by applicable statutes, including the Public Library District Act, and in accordance with the standards recommended by the American Library Association and the Illinois State Library, the Board is responsible for the overall governance of the Library, including but not limited to the following; financial oversight of Library District expenditures, gifts and endowments; approval of policies and regulations affecting Library services; and employment and evaluation of an Executive Director.

The Board may adopt such policies, rules and regulations for the conduct of its business deemed advisable and/or necessary and may, in the execution of the its powers, appoint such agents as it may consider necessary.

The Board will declare a vacancy on the Board when a Trustee resigns or is unable to serve; fails, neglects, or refuses to discharge any duty imposed upon them by the Public Library District Act, becomes a non-resident of the Library District; or fails to pay library taxes levied by the Library District. Statute states absences without cause for all regular meetings for a year will also

constitute a vacancy. Vacancies on the Board shall be filled in the manner described by Statute 75 ILCS 16/30-25.

The Executive Director and the President of the Board (or designee) will provide a comprehensive orientation for new Trustees, encompassing tours of Library facilities; review of Library policies, procedures and contracts; responsibilities of Trustees; Board minutes and financial reports; and any other relevant information.

c. Responsibilities of Individual Trustees

To be effective, productive and fully functional members of the Board, Trustees are expected to fulfill their statutory obligations, to attend a majority of board meetings and to participate in Library sponsored events, functions and training sessions.

Trustees receive no compensation, but shall be reimbursed for their actual and necessary expenses incurred in the performance of their duties. 75 ILCS 16/30-30.

d. Board Officers

The officers of the Board will consist of President, Vice President, Treasurer, and Secretary.

e. Duties of Board Officers

The President of the Board presides at Board meetings; appoints all standing and ad hoc committees; serves, at his/her discretion, as an ex-officio member of all committees; signs official documents; functions as the Board spokesperson in official, public capacities; and performs other duties assigned by the Board. The President shall not have or exercise veto power.

The Vice-President assumes the duties of the President in his/her absence and performs other duties as assigned by the President or the Board.

The Treasurer exercises general authority over library funds and reviews the financial procedures and records of the Library. The Treasurer reports the state of the Library's funds and causes an annual Certified Public Audit of the Library's funds. Any officer may perform the duties of the Treasurer in his or her absence; and the Treasurer performs other duties as assigned by the President or the Board.

The Secretary records roll call votes, serves as President in the absence of the President and Vice-President, signs official documents; has the power to administer oaths and affirmances for the purposes of the Library District, and performs other duties assigned by the President or the Board.

IV. Elections and Vacancies of Board Officers

Board Officers are elected at the June Meeting of Trustees for one year terms (or until their successors are elected, not to exceed two years). No Trustee will hold more than one Office at a time. The President will take nominations for Board Officers from the floor. No second to a nomination is needed, although nominees must consent to serve. Officers will be elected by a

majority of Trustees present. Tie votes will be decided by a run-off election. Newly elected Board Officers will begin their terms of service at the regularly scheduled Board meeting following the election of Officers.

A majority of Trustees present may remove a Board Officer if, in the judgement of the Board, the removal serves the best interests of the Library District.

In the event of a vacancy in a Board Office, the remaining unexpired term will be filled by the majority vote of the Trustees.

V. Board Committees

Following the Board Officer election, the President will appoint a minimum of three Trustees, assigning one as a chairperson, to serve with the Executive Director on each of the following standing committees: Building and Grounds Committee, Finance Committee and Personnel Committee.

The President may appoint special committees, which will serve until the completion of their work, on an ad hoc basis.

a. Building and Grounds Committee

In collaboration with the Executive Director, the Building and Grounds Committee will regularly review various physical plant and building needs to ensure that they meet the requirements of the Library and the community.

b. Finance Committee

The responsibility of the Finance Committee is to consult with the Executive Director on the preparation of budgets, financial ordinances, financial policies, and the performance of audits.

c. Personnel Committee

In collaboration with the Executive Director, the Personnel Committee facilitates the review of Personnel Policies and presents possible policies for Board approval. The Committee serves as the Board liaison with the Executive Director to address personnel policies and issues, and to assist, as necessary and appropriate, with the resolution of Library user conflicts and complaints. The Committee prepares, administers, analyzes, and reviews the Executive Director. Unless a special committee is appointed by the President, this Committee serves as the Search Committee when a vacancy occurs in the position of the Executive Director, recommending an interim Executive Director to the Board and managing the search process for the replacement of the Executive Director.

VI. Board Meetings, Quorum and Voting

The regular meeting of the Board will generally be held on the second Monday of each month at 6:00 p.m. At the beginning of each year, the Board will establish regular meeting dates, times and locations; and notice will be given in accordance with the Open Meetings Act. The Board may

change the date or location of any regular meeting to accommodate special situations. Special meetings may be called by the President or the Secretary or by any four (4) Trustees. 5 ILCS 16/30-50.

The Board may adjourn to Executive Session (closed session) for the purpose of considering matters in accordance with the Open Meetings Act. No final action may be taken in Executive Session. 5 ILCS 120/2.

All meetings are open to the public, with the exception of Executive Sessions. Public notice for all meetings and all changes in meeting date/time/place will be posted in accordance with the Open Meetings Act.

A quorum shall consist of four (4) Trustees and a majority of those present shall determine the vote taken on any question. All votes on any questions shall be by ayes and nays and recorded by the secretary. Absentees and abstentions shall be noted. 75-ILCS 16/30-50.

VII. Conduct of Board Meetings

The President is empowered to preserve order and decorum and decide questions of order. In the case of disturbance or disorderly conduct, the President is authorized to take all action necessary to allow the Board to conduct business.

VIII. Board Meeting Agenda

Beginning the meeting, the President verifies that a quorum is present and calls the meeting to order. The order of business includes, but is not limited to the following items:

Additions to the Agenda

Approval of Previous Meeting Minutes

Public Comments

Bookkeeper/Treasurer's Report

Executive Director Report

Committee Reports

Continuing Projects

Unfinished Business

New Business

Trustee Comments

Adjournment

The President may vary the order of business.

IX. Parliamentary Procedure

The board will follow *Parliamentary Procedure; a Basic Guide to Meeting Procedures for Boards and Groups* when conducting meetings. A copy of these procedures are found in the Board of Trustees document Drop Box.

X. Public Comment

Comments from the public are limited to three (3) minutes per person, with an overall limit of thirty (30) minutes of public comment allowed at each Board meeting. Members of the public wishing to address the Board are asked to register on the form provided prior to the meeting or to notify the Library of intent to comment in the manner otherwise suggested. Commenters are asked to limit their comments to Library District Business.

XI. Amendment of the Bylaws

Amendments to these Bylaws maybe presented at any Board meeting. One week advance written notice of any proposed amendment should be submitted to each Trustee, prior to the meeting where the Bylaw amendment will be presented. A vote on the Bylaw Amendment shall be taken at the next scheduled meeting after presentation. Compliance with these Bylaws may be waived or suspended by a majority vote of Trustees in attendance at a meeting.

Approved by the North Pike Library Board of Trustees on _____.

Signature of Board Secretary