

Chillicothe Public Library District

Board of Trustees

Bylaws

Mission: The library enriches lives, builds community, and encourages success by bringing people, information, and ideas together.

Vision: Read, Learn, Share, Grow

Revised, April 22, 2019

Approved by Board on: 3/17/15

BYLAWS

- 1) The official name of the organization is the "CHILICOTHE PUBLIC LIBRARY DISTRICT".
- 2) The purpose of this organization is to provide books and other library resources for the interest, information and enlightenment of all the people of the community it serves.
- 3) The Board of Trustees shall consist of seven (7) members duly elected at the non-partisan election in odd numbered years. Each shall serve for four (4) years unless a resignation or other vacancy would result in more than four (4) openings. In that case, a shorter term shall be specified for one or more candidates to result in four (4) year and three, two (2) year remaining terms. Trustees duly elected shall be further qualified by executing the Conflict of Interest statement required by law and by affirming the oath of office.
A vacancy on the Board of Trustees shall be declared for any of the following reasons: when an elected or appointed Trustee declines, or is unable to serve, or is absent without just cause from more than three (3) regular Board Meetings throughout the fiscal year; becomes a non-resident of the Library District; fails to pay the library tax levied by the corporate authorities; or, is convicted of a misdemeanor for failing, neglecting, or refusing to discharge any duty imposed upon a Trustee by law. Vacancies shall be filled by vote of the remaining Trustees until the next regular library election.
- 4) The officers of the Board of Trustees shall consist of a President, a Vice-President, a Secretary, and a Treasurer. They shall be elected by the Board of Trustees at the first regular meeting following the election of new Trustees. The Board will reorganize after the Old/Unfinished Business portion of the meeting. Vacancies in any office may be filled by vote of the Board at any regular meeting. The President, Vice President, Treasurer and Secretary shall be the authorized signatories of official certificates of deposit, savings, money market accounts and designated checking accounts that the Chillicothe Public Library District has in existence or shall enter into in the future. The President, Vice-President, Treasurer, and/or Library Director, and/or Adult Services Director and/or Youth Services Director shall be signatory on the corporate checking account.
- 5) Meetings shall be held monthly according to the Meeting Date Ordinance. Special meetings may be called by any three (3) Trustees with a notice specifying date, time, and reason and posted at the library and at least one (1) other public place in the District forty-eight (48) hours before the meeting is to take place.
All Trustees shall be notified by email with a reply requested. If no reply is received, notification by phone will be attempted.
- 6) Four (4) Trustees shall constitute a quorum for conducting the business of the Board of Trustees.
- 7) Ad hoc groups shall be appointed by the Presiding Officer.
- 8) The rules contained in "Robert's Rules of Order Revised" shall apply where applicable and not in conflict with these Bylaws.
- 9) The Bylaws can be amended by a majority of the Board of Trustees concurring at two (2) successive regular meetings.
- 10) The written Policy of the Chillicothe Public Library District is hereby incorporated in the Bylaws in its entirety, and shall serve as the direction for its operation.
- 11) It is the Board of Trustees responsibility to determine policy, goals and long- range plans and to monitor that these are carried out by the Director. It is also responsible for procuring adequate funding for the library to function well. (See standing Rules of Order)

STANDING RULES OF ORDER

It is the Board of Trustees responsibility to:

- 1) Set policy and monitor its effectiveness, renewing annually.
- 2) Plan for the future, with a 2-5 year plan in place, and monitor its progress.
- 3) Evaluate the Mission and Vision statements annually.

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- 4) Adopt an annual budget adequate for the support of the library; work actively for public and official support of the budget.
- 5) Review the annual audit.
- 6) Select and hire a qualified Library Director, who is then responsible for the management of the library.
- 7) Evaluate the Director annually, or more often if necessary.
- 8) Terminate the Director's employment if necessary.
- 9) Inform the Director of agenda items as needed.
- 10) Provide the Director with Board packet materials in a timely manner.
- 11) Participate in library programs and activities.
- 12) Promote and advocate the library in the community.
- 13) Attend most meetings in order to be effective.
- 14) Read Board meeting minutes and other materials obtained before the Board meeting and participate in Board meetings.
- 15) Strive to attain consensus when possible, however majority will rule.
- 16) Serve on ad hoc groups as requested by Presiding Officer.

Ad hoc group Chairpersons shall:

- 1) Be informed on their subject, recruiting non- board members with expertise if necessary.
- 2) Research and report to the Board when requested.
- 3) Set meeting times and venues and inform ad hoc group members of these.
- 4) Include the Director in meetings.
- 5) Include a written report in the Board packet.
- 6) Have an ad hoc group member prepared to make a motion when a recommendation is made for the Board.

BOARD OFFICER DUTIES

PRESIDENT:

The President shall:

1. Preside at all Board meetings.
2. Appoint all standing and special ad hoc groups
3. Be authorized by the Board to co-sign checks.
4. Assist Director with agenda.
5. Provide orientation sessions and materials for new Board members.
6. Encourage Board development.
7. Act as spokesperson for the Board when necessary.
8. Perform the duties of the Treasurer in his/her absence.
9. Work closely with the Vice-President.
10. Perform all other duties as may be assigned by the Board.

VICE-PRESIDENT:

The Vice-President shall:

1. Assume all duties of the President in his/her absence.
2. Be authorized by the Board to co-sign checks.
3. Participate in new Board member orientation.
4. Chair Grievance ad hoc group.
5. Perform the duties of the Treasurer in his/her absence.
6. Work closely with the President.

SECRETARY:

The Secretary shall:

1. Keep minutes of all Board meetings.
2. Record attendance.
3. Be authorized by the Board to co-sign checks.
4. Oversee election process.

TREASURER:

The Treasurer shall:

1. Be authorized by the Board to co-sign checks.
2. Chair the Finance ad hoc group.
3. Make deposits and monitor investment funds.
4. Have charge of Library funds and income.
5. Report at each meeting the state of the funds.
6. Draw up ordinances according to the statute and put in newspapers as required.
7. Be bonded in the amount to be approved by the Board and according to statute requirements.

MEMBERSHIP – LIBRARY SYSTEM

Chillicothe Public Library District is a member of the Reaching Across Illinois Library System (RAILS).