

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



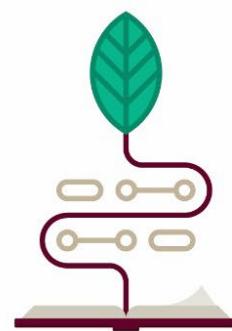
READ



LEARN



SHARE



GROW

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Article 1: Establishment

1. The official name of the organization is "CHILLICOTHE PUBLIC LIBRARY DISTRICT" (CPLD).
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. Chillicothe Public Library District is a member of the Reaching Across Illinois Library System (RAILS).

Article 2: Compliance with the Law

The following Bylaws are directed specifically toward governing the operation of Chillicothe Public Library District. These rules are supplementary to the provisions of the statutes of the State of Illinois as they relate to the governance of Boards of Library Trustees. For questions not addressed within these bylaws, the current Illinois statutes (Illinois Public Library District Act 75 ILCS 16/1-16/50-20) shall apply. Chillicothe Public Library District shall comply with all provisions of the Illinois Revised Statutes pertaining to library districts and trustees

Article 3: Library Board Trustees

Responsibility

1. It is the Board of Trustees' responsibility to determine policies, goals, and long-range plans and to monitor that these are carried out by the Director. The Board is also responsible for procuring adequate funding for the library to function well. (See standing Rules of Order)
2. The Board of Library Trustees of CPLD is charged with the responsibility of the governance of the library.
3. The Board will hire a skilled Library Director who will be responsible for the day-to-day operations of the library.
4. The Board will generally meet once per month. These meetings will be open to the public and notification will be given in advance.
5. Each Trustee shall file a Statement of Economic Interest with Peoria County.
6. The agenda and/or information packet for the meetings will be distributed to the Board by the Library Director prior to meetings. Any Board member wishing to have an item placed on the agenda will contact the President and Library Director in sufficient time preceding the meeting to have the item placed.
7. Any Board member who is unable to attend a meeting will contact the library to indicate that he or she will be absent. Due to the fact that a quorum is required for each meeting, this contact should be made as far in advance as possible.
8. To be effective, 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. A Trustee may be asked to resign for failure to attend regular board meetings. Though 75 ILCS 16/30-25 allows for absence without cause from all regular board meetings for one year before a vacancy is declared, Trustees of CPLD hold themselves to a higher standard of participation. Attendance at meetings via telephone conferencing shall not constitute an absence

Powers

The Board shall have such powers as are set forth in the Public Library District Act of 1991 and other relevant statutes. In carrying out its duties, the Board shall always act as a whole, no individual member

or committee having power to act unless such power is specifically granted by the Board. Further clarification of Board powers can be found in Policy 1025 Authority of Library Trustees.

Constitution of the Board

The Board of Trustees shall consist of seven (7) members duly elected at the non-partisan election in odd numbered years.

Term of Office

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 (3), 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.

New Trustees and Trustee Orientation

1. The Executive Director shall meet with new Trustees to tour CPLD property and review Library services.
2. The Board of Trustees and the Executive Director shall organize and maintain resources for Trustee Orientation. These materials educate new Trustees on the duties and responsibilities of Board members and provide documents that are essential to the Board's work. Information on today's libraries and trends in library service is also included. New Trustees receive copies of Board and Staff Policy Manuals.

Article 4: Organization of the Board

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 CPLD has in existence or shall enter into in the future. The President, Vice President, Treasurer, and/or Library Director shall be signatory on the corporate checking account.

Officers

PRESIDENT:

The President shall:

- a. Preside at all Board meetings.
- b. Appoint all standing and special ad hoc groups.
- c. Be authorized by the Board to co-sign checks.
- d. Assist Director with agenda.
- e. Provide orientation sessions and materials for new Board members.
- f. Encourage Board development.
- g. Act as spokesperson for the Board when necessary.
- h. Perform the duties of the Treasurer in his/her absence.
- i. Work closely with the Vice President.
- j. Perform all other duties as may be assigned by the Board.

VICE PRESIDENT:

The Vice President shall:

- a. Assume all duties of the President in his/her absence.
- b. Be authorized by the Board to co-sign checks.
- c. Participate in new Board member orientation.
- d. Chair Grievance ad hoc group.
- e. Perform the duties of the Treasurer in his/her absence.
- f. Work closely with the President.

SECRETARY:

The Secretary shall:

- a. Keep minutes of all Board meetings.
- b. Record attendance.
- c. Be authorized by the Board to co-sign checks.
- d. Oversee election process.
- e. Administer New Trustee Oath of Office

TREASURER:

The Treasurer shall:

- a. Be authorized by the Board to co-sign checks.
- b. Chair the Finance ad hoc group.
- c. Make deposits and monitor investment funds.
- d. Have charge of Library funds and income.
- e. Report at each meeting the state of the funds.
- f. Draw up ordinances according to the statute and put in newspapers as required.
- g. Be bonded in the amount to be approved by the Board and according to statute requirements.

Vacancies

1. **Removal:** Any officer elected as provided in the bylaws may be removed by a majority vote of the Trustees when, in their judgment, the best interest of the Board will be served by such a removal.
 2. **Resignation:** Any officer may, at any time, resign his or her office by writing to the President or Vice President of the Board of trustees. Such resignation shall be effective upon receipt unless it states another date.
 3. 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.
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Ad Hoc Groups

The President may appoint Ad Hoc Committees for specific purposes as the business of the Board may require from time to time. Each committee shall be considered to be discharged upon the completion of the purpose for which it was appointed and after the final report is made to the Board.

Committees/Representatives

Special committees for the study and investigation of special problems may be appointed by the President and will serve until completion of the work for which they were established.

Signatories

The designees with signatory powers shall be the Director and four Trustees designated by the Board biannually. All signatories may also be bonded.

1. Withdrawals from the regular checking and saving accounts shall require two signatures.
 2. Withdrawals from all other special funds shall require two signatures.
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Legal Counsel

The Board shall retain legal counsel and other professional consultants as needed.

Records

All records of the Library Board shall be kept in the library and any other locations designated by the Board of Trustees. All such records, except those of closed sessions, shall be open to public inspection during regular hours of operation of the Library Administrative Office. All Board minutes shall also be available on the library website within 5 business days after approval by the Board.

Article 5: Meetings

Meetings shall be held monthly according to the Meeting Date Ordinance.

Order of Business

The order of business at the regular meetings shall be presented in writing to each board member and shall be as follows:

- Call to Order
- Approval of Minutes
- Treasures Report
- Directors Report
- Unfinished Business
- New Business
- Trustee Training (optional)
- Public Comments
- Announcements
- Adjournment

Vote on all matters involving the expenditure of funds will be by roll call.

Executive Session

Executive session may be used when deemed necessary by the Board and in accordance with the Open Meetings Act. A roll call vote shall be required to convene an executive session.

Special Meetings

Special meetings may be called by the President, the Secretary or upon request of four trustees [75 ILCS 16/30-50(a)] arranged at a mutually agreed upon time. Except in the case of a bona fide emergency, notice and agenda shall be posted at least 48 hours in advance at the library and at least one (1) other public place in the District. All Trustees shall be notified by email with a reply requested. If no reply is received, notification by phone will be attempted.

Closed Meetings

1. A closed meeting must always be authorized by a motion passed by the library board at an open meeting at which at least a quorum of the board is present. The motion must be passed by a majority of the library board members present at the open meeting in a recorded roll-call vote.
 2. Further, the motion authorizing the closed meeting must identify the specific exception to the Act under which the closed meeting will be held.
 3. The board may, within reason, determine who it wishes to have present at the meeting. Anyone who can aid the board in its deliberations, like the administrative librarian, the finance director, or other staff person, may be a part of an authorized closed meeting. Similarly, a non-staff person may be a part of a closed meeting if that person's expertise can assist the board.
 4. A board must return to the open session to vote on a motion, resolution, or ordinance constituting final action.
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Annual Report

Each August, the Director shall provide the Board with a copy of the Illinois Public Library Annual Report (IPLAR), an annual report that includes a summary of the year's work with a detailed account of the receipts and expenditures, a budget for the following year, and an audit of the Secretary's records, as well as other information required by statute [75 ILCS 16/30-65]. A copy of this report shall be on file in the Library, and a copy shall be forwarded to the Illinois State Library in accordance with the law.

Voting

Each Trustee, including the President of the Board of Library Trustees, shall be entitled to one vote upon each matter submitted to vote at a meeting of the Board of Library Trustees. All votes in any question shall be ayes, nays, and abstains and the spread of record recorded by the Secretary. Roll call votes shall be required for all ordinances, resolutions, and expenditures from all funds.

Absences

In the absence of both the President and the Vice President, the meeting shall be presided over by one of the trustees present who shall be chosen by the members for that purpose.

Quorum

Four (4) Trustees shall constitute a quorum for conducting the business of the Board of Trustees.

Public Participation

The Library Board of Trustees acknowledges that public participation at Board meetings provides necessary input on various matters of concern to the public and contributes to the effective operation of the library. Members of the public are encouraged to participate at Board meetings in accordance with this policy. The Library Board of Trustees hereby states its intention to comply with the laws of Illinois concerning provisions for public comments at open meetings.

1. Public participation shall be permitted at any regular or special meeting of the Library Board of Trustees or any committee thereof which is required to be open to the public under the provisions of the Illinois Open Meetings Act (Illinois Rev. Statutes, 5 ILCS 120 et. seq.). The Board shall not, however, permit public participation during any meetings or portions of meetings that are deemed closed sessions under the Open Meetings Act.
2. A portion of each meeting required to be open to the public shall be reserved and set aside for purposes of public comment and participation. In addition to that portion of the meeting set aside for public participation, the President, in his or her discretion, may permit public comment at any other time during the meeting.
3. The Board shall permit any member of the public, including non-residents and employees of the library, to comment to or ask questions of the Board during that portion of the meeting designated for public participation. The Board has no obligation, however, to respond to any comments or answer any questions raised by members of the public.
4. Members of the public shall be permitted to comment on any subjects or issues of public concern, with the exception of matters discussed and acted upon at a prior meeting. If the subject falls within the statutory exceptions to the Open Meetings Act, however, the Board reserves the right to immediately adjourn the meeting to closed session to discuss such matters. If the President of the Board, in his or her discretion, decides that circumstances merit reconsideration of a matter discussed and acted upon at a prior meeting, the Board may permit public comment on such a matter. The President's allowance of public comment on such matters shall be non-precedential in character.
5. Members of the public shall be permitted to make comments or ask questions of the board at each meeting, subject to the following time limitations:
 - a. 3 minutes per speaker
 - b. 15 minutes per meeting

The President of the Board, upon the request of any member of the public seeking to make comments to or ask questions, may reasonably extend either or both of the foregoing time limitations. Any such extension of the time limitations shall be discretionary and non-precedential in character.

In his or her discretion, the President may recognize such persons in any sequence or order.

If a substantial number of members of the public desire to comment at any meeting, the President of the Board, in his or her discretion, may appoint members of the public to act as representatives or spokespersons for purposes of making public comments.

Article 6: Amendments

These bylaws may be amended or repealed at any regular meeting of the Board by a two-thirds vote of the entire Board, provided the amendment was stated in the call for the meeting. Bylaws in their entirety will be reviewed every three (3) years by the President and at least one additional Trustee and amended as needed.

Notice

Written notice of the text of proposed changes must be distributed to all trustees a minimum of 10 days prior to such meeting. All non-substantive changes such as misspelling, punctuation and formatting shall be excluded from the 10 day notice provision.

Article 7: Indemnification of Trustees, Employees and Volunteers

If any claim or action not covered by insurance is instituted against a Trustee of CPLD, out of an act or omission by a Trustee acting in good faith for a purpose believed to be in the best interest of CPLD; or if any claim or action not covered by insurance is instituted against an employee or volunteer of CPLD allegedly arising out of an act or omission occurring within the scope of his or her duties as employee or volunteer; CPLD shall, at the request of the Trustee, employee, or volunteer:

1. Appear and defend against the claim of action; and
2. Pay or indemnify the Trustee for a judgment and court costs, based on such claim or action; and
3. Pay or indemnify the Trustee for a compromise or settlement of such claim or action, providing the settlement is approved by the Board of Trustees.

For the purpose of this Section, the term Trustee, employee, and volunteer shall include a former Trustee, employee, and volunteer of the Library District. Article VIII shall not apply if the Board of Trustees finds that the claim or action is based on malicious, willful, or criminal misconduct. In such cases, indemnification will be determined after an investigation of the facts.