



BOARD OF TRUSTEES BYLAWS

ARTICLE 1: NAME

The name of this organization shall be the Board of Trustees of the Ella Johnson Memorial Public Library District.

ARTICLE 2: PURPOSE AND DUTIES

The purpose of the Board of Trustees shall be to maintain Ella Johnson Memorial Public Library District and to provide quality library service to the residents of Ella Johnson Memorial Public Library District in harmony with the spirit and intent of the current Illinois Public Library District Act. [75 ILCS 5-70]

Specific, but not exclusive, duties of the Board shall be the establishment of necessary policies; enactment of necessary ordinances; employment of necessary personnel; supervision of the expenditure of library funds; and to discharge legal responsibilities as determined by law.

ARTICLE 3: MEMBERSHIP

Section 1. There shall be seven members of the Board of Trustees, elected at consolidated elections, each serving a six year term.

Section 2. The election of Trustees shall be in the manner described by The Illinois Compiled Statutes 75ILCS 16/30-10. The term of each member shall begin as provided by statute.

Section 3. In the case of a vacancy on the Board, the vacancy shall be filled in the manner described by the Illinois Compiled Statutes, 75ILCS 16/30-25.

Section 4: Trustees will not be charged late fees on materials. Copies/faxes and replacement fees for materials will be charged at the regular rate.

ARTICLE 4: OFFICERS AND DUTIES

Section 1: Officers of the Board shall be chosen at the first meeting following a regular election and shall be as follows: President, Vice-president, Secretary, and Treasurer.

Section 2: The President shall preside over all meetings; appoint all committees; sign official documents; sign checks for monthly payment of Library's bills; and assume duties and responsibilities deemed necessary by the Board. The President shall act as the primary Board contact for the Library Director.

The President will act as the primary Board contact in times of extreme conflict between the Library Director and staff. In this situation, the President will act as mediator or may decide to involve the full Board.

Section 3: The Vice-President shall assume the duties and responsibilities of the President in the absence of the President and perform other such duties as the board may direct.

Section 4: The Secretary shall sign official documents; preside over meetings in the absence of both the President and Vice President; direct the maintenance of appropriate records; have the power to administer oaths and affirmations for the purpose of the Library Act; maintain Executive Session minutes; sign checks for monthly payment of Library's bills; and perform other such duties as the Board may direct.

Section 5: The Treasurer shall direct the maintenance of financial accounts and records of the Library, subject to yearly audit; shall give bond in such amount and by a surety firm approved by the Board; sign checks for monthly payment of Library's bills; and perform other such duties as the Board may direct. If the Treasurer is absent or unable to serve, the President or Vice-president may perform the duties of the Treasurer.

ARTICLE 5: MEETINGS AND QUORUM

Section 1. Regular meetings of the library district board will be held on the fourth Monday of every month at 7:00 pm unless such day is a recognized holiday. In that case the regular meeting shall be held on the following Tuesday of that month, or other such time as the President may designate.

Section 2. A quorum shall consist of four Trustees and a majority of those present shall determine the vote taken on any question.

Section 3. Special meetings for a stated purpose may be called by the President or the Secretary or by any four Trustees provided that reasonable prior notice be given Board members in accordance with the Illinois Compiled Statutes.

Section 4. The Board may adjourn to Executive Session for the purpose of considering matters of personnel, land acquisition, and other matters as authorized by The Illinois Compiled Statutes and in accordance with the Open Meetings Act. Matters decided in Executive Session shall not be binding unless put into motion and passed at an open meeting.

Section 5. Special (AdHoc) Committees may be determined by the Board. The Board President shall appoint Trustees to serve.

Section 6: The Library Director will provide an agenda for all meetings prior to the meeting. The customary order of business at a regular Board meeting shall be:

Call to Order

Changes/Corrections to the Agenda

Public Comment

Minutes

Treasurer's Report and Payment of Bills

Director's Report
President's Report
Unfinished Business
New Business
Discussion
Adjournment

Changes to the order of business may be made when necessary depending on library business.

Section 7: Public Comment is limited to 3 minutes per speaker, for a maximum of 15 minutes total for Public Comment, unless waived by the Presiding officer of the Board.

ARTICLE 6: PARLIAMENTARY PROCEDURE

Robert's Rules of Order, Newly Revised shall govern the parliamentary procedure of the board unless otherwise specified. Rules for small boards shall apply.

ARTICLE 7: EXECUTIVE DIRECTOR DUTIES

The Executive Director/Librarian shall administer the policies adopted by the Board. Duties and responsibilities shall be that of making recommendations for 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.

ARTICLE 7: AMENDMENTS

Amendments to these bylaws, library policies, or any other policy or procedural document may be proposed at any regular meeting of the Board and will become effective if and as adopted by a majority of those members present, providing they represent a quorum.