

Heyworth Public Library District Board of Trustees 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 Heyworth Public Library District shall be on the second Tuesday of each month, except the month of December. The meeting shall be at the library at 6:30 p.m. The meetings shall be open to the public and noticed 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 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 with dates, times, and places of such meetings.

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

Special Meetings

Special meetings shall be held at any time when called by the President or Secretary or by any four 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 which 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 front door of the library except in the case of a bona fide emergency.

Quorum

A quorum at any meeting shall consist of four Board members. A majority of those present shall determine the vote taken on any question.

Board of Library Trustees

The Board of Library Trustees of the Heyworth Public Library District is charged with the responsibility of the governance of the library. The Board will hire a skilled Library Director who will be responsible for the day-to-day operations of the library. The Board will meet at least once per month, except December. These meetings will be open to the public and noticed in advance. The agenda and/or information packet for the meetings will be distributed to the Board by the Library Director on or before the Friday before each meeting. Any Board member wishing to have an item placed on the

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agenda will call the Library Director in sufficient time preceding the meeting to have the item placed. Any Board member who is unable to attend a meeting will call the library 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 attend an occasional Library System (or other library-related) workshop, seminar, or meeting. The Library Director will make the dates of these workshops known to the Board in a timely manner. Board members using their own vehicle will be reimbursed at the rate allowed by the IRS for 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.

Membership

There shall be seven members of the Board of Trustees, elected biennially, each serving a six-year term. The election of Trustees shall be in the manner described by The Illinois Compiled Statutes. The term of each member shall begin as provided by statute. In the case of a vacancy on the Board, the vacancy shall be appointed by the remaining trustees for the duration of the vacant position's term.

Officers and Elections

The officers shall consist of President, Vice-President, Secretary, and Treasurer. Trustee officers shall be elected as provided by statute. The election will be conducted by the District in accordance with provisions of the Library District Act.

The current President or Secretary shall preside and take nominations from the assembled trustees. Consent must be obtained from the potential nominee before placing that person in nomination. No second to a nomination is needed. Officers shall be elected by a majority of all trustees present. In the event of a tie, the office will be determined by seniority of service on the Board. Those elected will begin serving at once. Election by ballot must occur, if requested, however it must comply with the Open Meetings Act. Ballots shall be furnished by the Library Director. A teller to read the ballots will be appointed by the President.

No trustee will hold more than one office at a time. The term of office shall be two years or until successors are elected and qualified. A vacancy in any office shall be filled by the Board for the unexpired term. Any trustee may resign at any time by giving written notice to the President or Secretary. Such resignation shall be effective when the notice is delivered unless the notice specifies a future date; and, unless

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otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective. Upon receipt of such resignation, the President will notify the full Board of the vacancy.

The Board may declare a vacancy when the elected or appointed trustee declines or is unable to serve; or becomes a nonresident of the district; or is absent from Board meetings for a period of one calendar year. A vacancy is also declared when the trustee fails or neglects to pay the library tax levied by the district.

Any conflict of interest on the part of any trustee shall be disclosed to the Board when the interest becomes a matter of Board action. Any trustee having a conflict of interest shall not vote or use his personal influence on the matter and shall not be counted in determining the quorum for the meeting for that vote. The minutes of the meeting shall reflect that a disclosure was made, the abstention from voting, and the quorum situation. Trustees will not engage in economic activity that involves the use or sale of information gained in the course of official duties in addition to any applicable provisions of the State Officials and Employees Ethics Act.

President

The President shall preside at all Board meetings, appoint all standing and special committees, serve as ex-officio member of all committees, sign official documents, and perform all other such duties as may be assigned by the Board. The President shall be the only spokesperson for the Board of Library Trustees in all advisory or disciplinary action directed to the staff.

Vice-President

The Vice-President, in the absence of the President, shall assume all duties of the President and perform 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 is taken). 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, and perform all other such duties as may be assigned by the Board.

Treasurer

The Treasurer shall direct the maintenance of financial accounts and records of the library, subject to audit every four years. The Treasurer shall report at each meeting

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the state of the funds. In the absence of the Treasurer or when he or she is unable to serve, the President or Vice-President may perform the duties of the Treasurer. The Treasurer shall be bonded in the amount approved by the Board and according to statute requirement and perform all other such duties as may be assigned by the Board.

Order of Business

The following Order of Business shall be followed at regular meetings:

- Call to order
- Roll call, recording both present and absent members
- Correspondence, communications, and public comments
- Secretary's report, approval of minutes as received or corrected
- Treasurer's report, approval of payables and transfers
- President's report
- Committee reports
- Librarian's report
- Unfinished business
- New business
- Other
- Adjournment

Parliamentary Procedure

Robert's Rules of Order, Revised, when not in conflict with these bylaws or the Illinois Compiled Statutes, shall govern the parliamentary procedure of the Board.

New Trustees

The Library Director shall meet with new trustees to examine the property and review services and shall present to new trustees a packet which includes the Library Policy and other procedural material, a list of trustees and committees, minutes and financial reports for the previous twelve months, and other pertinent information.

Duties of the Library Director

The Library Director shall administer the policies adopted by the Board. Among the duties and responsibilities of the Library Director shall be that of hiring personnel; directing, supervising, and disciplining of all staff members; providing monthly and annual reports as required by the Board; and recommending such policies and procedures as will promote the efficiency and service of the library.

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Amendments

Amendments to these bylaws, the Library Policy, 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.

Administrative Records

Administrative records of the library shall be kept in the library 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 of Library Director shall file there.

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

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

Circulation Records

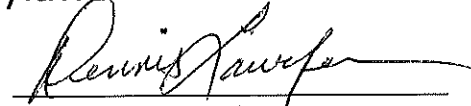
Circulation records and other records identifying the names of library users with specific materials hereby are recognized as confidential in nature, and access thereto is hereby restricted to library staff and those members of the public with a legitimate interest therein, as hereafter provided for.

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.

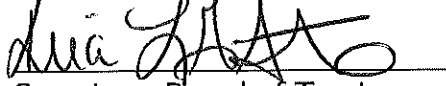
Library staff shall observe the following procedures: On receipt of any legal process, order, or subpoena, the library staff member in charge will immediately consult with the Library Director and/or President of the Board and the Library Attorney to ensure that (a) the document is in proper legal form, 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.

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Reviewed: February 14, 2023



President, Board of Trustees



Secretary, Board of Trustees

Adopted 08/11/15
Reviewed and Amended 07/10/18
Reviewed 07/09/19
Reviewed 07/14/20
Reviewed 07/13/21
Reviewed and Amended 02/14/23