

## **Robert R. Jones Public Library District 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.

### **ARTICLE I – NAME**

This Library is established under the provisions set forth in Illinois Compiled Statutes, Chapter 75, Act 16: The Public Library District Act of 1991 and shall be known as the Robert R. Jones Public Library District. This library shall be forever free and subject to the above named statutes as from time to time amended.

### **ARTICLE II – MEETINGS, QUORUM, VOTING**

#### **Regular Meetings**

The regular meeting of the Board of Library Trustees of the Robert R. Jones Public Library shall be on the fourth Thursday of each month. The meeting shall be at the library at 7:15 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 Director shall post the schedule of meetings in the library and the offices of the corporate authority, if different, with dates, times, and places of such meetings.

#### **Special Meetings**

Special meetings shall be held at any time when called by the president or secretary or by any three 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.

#### **Annual Meeting**

An annual meeting shall be held in June for hearing the annual reports of the librarian and committees. The report should include a summary of the year's work with detailed account of the receipts and expenditures, a budget for the following year, and other information according to statute. A copy should be kept on file in the library.

#### **Quorum**

A quorum at any meeting shall consist of four (4) Board members.

#### **Voting**

All votes on any questions shall be by ayes and nays. Passage or failure of said questions shall be noted in the Secretary's minutes. Ordinances shall be by roll-call vote and the record of the

vote should be noted in the minutes of the Secretary. Absentees and abstentions from voting shall also be noted.

### **ARTICLE III – OFFICERS, TERMS OF OFFICE, VACANIES**

#### **Board of Library Trustees**

The Board of Library Trustees of the Robert R. Jones Public Library 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 eight times a year. 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 prior to meetings. Any Board member wishing to have an item placed on the 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 notify the Director 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. It is the goal of the Board of Library Trustees to have each member attend a minimum of one Library System (or other library-related) workshop, seminar, or meeting during each calendar year. 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.

#### **Officers and Elections**

The officers of the Board shall be a president, a vice-president, a secretary, and a treasurer. Those officers shall be elected by a majority vote for two (2) year terms at the regular meeting in the month of June during even years. The president shall not serve more than two consecutive terms unless by unanimous Board consent. In the event of a resignation from an office, an election to fill the unexpired term of that office will be conducted by a majority vote at the next regular meeting.

#### **President**

The president shall preside at all board meetings, appoint all standing and special committees for a term of one (1) year at annual meeting, serve as ex-officio member of all committees, 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. The president does not have nor exercise veto power. The president shall entertain and vote on motions, and is given authority to determine emergencies. This could involve emergencies caused by weather or presenting a public hazard and/or involving emergency repairs or maintenance. The President would then be able to rectify the situation to the best of

their ability without a poll of the Board in emergencies only. It is recommended that if such emergency action needs to be taken, the President notify the Board.

### **Vice President**

The vice president, in the absence of the president, shall assume all duties of the president, including authorization to sign all official documents in the absence of the President.

### **Secretary**

The secretary shall keep minutes of all board meetings, record attendance, and record a roll call on all votes. The secretary shall perform all other such clerical duties as may be assigned by the Board, have the power to administer oaths and affirmations for the purposes of the Library District Act, and conduct Open Board meetings in the absence of the President and Vice-President and call for the election of a temporary chairperson. The Secretary will have all materials pertinent to the Robert R. Jones Public Library District and shall not dispose of materials without the permission of the majority of the board and the Illinois State Archives.

### **Treasurer**

The treasurer is authorized by the Board to sign checks and shall serve on the finance committee. The treasurer shall keep and maintain accurate accounts and records of the District during their term of office indicating therein a record of all receipts, disbursements, and balance in all funds. Report receipts and disbursements shall be subject to audit by any two other trustees or by a licensed certified public accountant. An audit shall be conducted each fiscal year and a statement of receipts and disbursements shall be published in a local newspaper within 60 days after the close of the fiscal year. Such a statement shall include: cash on hand as of July 1, total cash receipts, total disbursements, discrepancies, any other information deemed pertinent by the auditors. The treasurer shall file a copy of the Budget and Appropriation Ordinance with the Library and make same available to public inspection at all times.

The outgoing treasurer shall work with the incoming treasurer until the end of the fiscal year at which time an audit will be made. The treasurer shall give bond to the District to faithfully discharge the duties of their office and to account to the District for all District funds coming into their hands and which bond shall be in such amount and such sureties as shall be approved by the Board. The minimum amount of the bond shall be approved by the Board and shall be an amount not less than ½ of the total funds collected by the District for the most recent complete fiscal year.

### **New Trustees**

The Director shall meet with new trustees to tour the property and review services and shall present to new trustees a packet which includes Library Policy and other procedural material, a list of trustees and committees, minutes and financial reports for the previous 12 months shall be available, and other pertinent information.

### **Vacancies**

A vacancy shall be declared by the Board when the elected or appointed Trustee declines or is unable to serve, the Trustee becomes a non-resident of the District, the Trustee is convicted of a misdemeanor by failing, neglecting, or refusing to discharge any duty imposed upon them by this act, the Trustee shall have failed to pay the Library taxes levied by the District, or the Trustee has been absent without notification for two consecutive meetings.

## **ARTICLE IV – COMMITTEES**

### **Programming Committee**

The Programming Committee is responsible for setting the principles for the selection, acquisition, and disposal of books and other materials of the library. It shall work to seek ways to extend service to the unserved and underserved members of the District, to plan for growth, inter-agency cooperation and in general promote the Library in the community.

### **Building Committee**

The Building Committee shall be in charge of all matters relating to the repair, alteration, furnishing, heating, lighting and sanitation, including overseeing computer equipment. It shall provide leadership in the design, development and construction of any new facility.

### **Employee Committee**

The Employee Committee shall be comprised of at least three members of the Board of Library Trustees including the President and the Library Director. The Employee Committee's responsibilities include, but are not limited to, preparation of the annual review of the Library Director for discussion among the full Board prior to the formal review, assisting the Library Director in the preparation of his or her annual statement of goals and objectives for the coming year, and assuming a leadership role in the resolution of any personnel conflict that cannot be resolved by the Library Director. The Library Director is responsible for the annual review of all other library employees.

### **Finance Committee**

The Finance Committee shall be comprised of at least three members of the Board of Library Trustees including the Treasurer and the Library Director. The Treasurer shall serve as chairperson of this committee. The Library Director's responsibilities include, but are not limited to, drafting a preliminary Budget or Budget and Appropriations Ordinance for full board approval, drafting a Levy for full Board approval, drafting a working budget for full Board approval, monitoring library investments, and implementing the library's investment policy.

### **Standing and Special Committees**

The standing committees shall be appointed annually in the month of June if necessary and shall consist of at least three members including the Library Director. The standing committees at their first meeting shall elect a chairperson. Special committees may be appointed by the president to present reports or recommendations to the Board and shall serve until the

completion of the work for which they were appointed. The standing committees shall be the finance committee, the employee committee, the policy committee, and the building and grounds committee. The library shall be the depository of all committee reports.

### **Committee Decisions**

No committee shall have the power to make decisions binding upon the Board without approval by the Board.

## **ARTICLE V – DUTIES OF TRUSTEES**

Each Board of Trustees of a district established pursuant to the Library District Act shall carry out the spirit and intent of the Act in establishing, supporting and maintaining a public library or libraries within the District and for providing library service and in addition to but without limiting other powers conferred by the Library District Act, shall have the following powers:

To enact ordinances and to make and adopt such by-laws, rules and regulations for their guidance and for the government of the Library as may be expedient and not inconsistent with the Library District Act.

To have the exclusive control of the expenditure of all money collected for the Library and deposited to the credit of all Library funds.

To have exclusive control of the construction of any library building and the supervision, care and custody of the grounds, rooms, or buildings constructed, leased or set apart for that purpose, in accordance with the joint agreement with the Village of Coal Valley for the operation of the Coal Valley Municipal Center building & grounds.

To purchase or lease real or personal property and to construct appropriate building or buildings for the use of the Library or libraries established using, at the Board's option, contracts providing for all or part of the consideration to be paid through installments at stated intervals at competitive interest rates for a term not to exceed twenty years.

To remodel or reconstruct a building erected or purchased by the Board when such building is in need thereof or is not adapted to its purposes and needs.

To sell or otherwise dispose of real or personal property that it deems no longer necessary or useful for Library purposes and to lease to others any real property not immediately useful to the District, but for which plans for ultimate use have been adopted.

To appoint a competent Director and authorize necessary assistants and custodial employees, to fix their compensations and to remove such appointees and to retain the counsel of professional consultants as needed.

To contract with any tax-supported or privately endowed public library or library boards, or school library or school boards, for the furnishing or receiving of library service and to participate in interstate library compacts and library systems.

To join with the board or boards of one or more public libraries within this state in maintaining libraries or for the maintenance of a common library or common library service for the participants upon such terms and conditions as may be agreed upon by and between the participating library boards.

To enter into contracts and to take title to any property acquired by it for library purposes.

To exclude from the use of the Library any person who willfully violates the rules prescribed by the Board.

To extend privileges and use of the Library to persons residing outside of the District, upon such terms and conditions as the Board may from time to time by its regulations prescribe and to impose a non-resident fee for such services comparable to the cost paid by residents of the District.

To provide for suitable civil or criminal penalties for persons committing injury upon the Library or the grounds or other property thereof and for injury to or failure to return any book or material or property belonging to the Library.

To invest funds pursuant to "An Act Relating To Certain Investments of Public Funds By Public Agencies" approved by the Illinois General Assembly as amended.

To exercise the power of eminent domain.

To negotiate and contract for goods and services without advertising for bids in the following circumstances; any purchases of goods and / or services less than \$20,000, where goods or services are economically procurable from only one source, professional, technical or artistic skill services, in emergency situations, by affidavit from two Trustees, personnel services (salaries of employees), good faith single purchases of less than \$20,000, maintenance or service contracts for equipment by the manufacturer, or it's authorized agent, where the work would be best performed, by such an agent.

Nothing herein shall relieve the Board of Trustees of its obligation to advertise in a public local newspaper notice of ten days or more for bids in those situations where the Illinois Compiled Statutes specifically require it.

It is the responsibility of all Trustees and the Library Director to file a Statement of Economic Interest by April 1 of each year.

## **ARTICLE VI – ELECTION AND QUALIFICATIONS OF TRUSTEES**

Elections shall be in accordance with Chapter 75, Illinois Compiled Statutes. Any resident of the District who is a registered voter and interested in the Library may seek election to the Board of Trustees. A nominating petition bearing the names of at least fifty (50) registered voters residing within the District shall be filed with the Secretary in accordance with the election dates as determined by the Rock Island County Clerk. Upon approval by the Board, candidates seeking election may alternatively use the number of 5% of the total number of those who voted in the last Library Board Election for their nominating petitions. Candidates must also file a

Statement of Candidacy and a Statement of Economic Interest. Petitions cannot be accepted without a receipt from the Rock Island County Clerk certifying that the Statement of Economic Interest has been filed. A candidate may withdraw by written, signed and notarized statement filed with the Secretary in accordance with Illinois Compiled Statutes. Names shall appear on the ballot in the order of their filing. Terms shall be for six (6) years commencing on the first Monday of the month following the election and ending six (6) year hence.

## **ARTICLE VII – ORDER OF BUSINESS**

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

- Call to order, welcome, and establishment of quorum
- President's report
- Secretary's report, approval of minutes as received or corrected
- Treasurer's report, approval of bills payable
- New business
- Director's report
- Committee reports, in order of their appearance in the bylaws
- Public Comment
- Old business
- Adjournment

## **ARTICLE VIII – PARLIAMENTARY PROCEDURE**

Robert's Rules of Order, Revised shall govern the parliamentary procedure of the Board, unless otherwise specified in the bylaws. Meetings and operations will be conducted in accordance with the Freedom of Information Act and the Open Meetings Act and shall be consistent with the laws of Illinois and the bylaws and statements of policy of the Board.

## **ARTICLE IX – SYSTEM REPRESENTATION**

The Board may appoint one of its members to serve on the Prairie Area Library System board if a public library vacancy exists and a Trustee is willing to serve.

## **ARTICLE X – DUTIES OF THE LIBRARY DIRECTOR**

The library director shall administer the policies adopted by the Board. Among duties and responsibilities of the library director shall be that of 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.

File on or before the first Tuesday of December a certified copy of the Levy Ordinance with the county clerk of each county involved.

Post copy of notice in the library stating regular dates, times and places of meetings.

## **ARTICLE XI – COPYRIGHT AND RECORD RETENTION**

### **Copyright and Copying**

The Library may copy for its own collection material that has been lost or deteriorated only if such material is not available at a fair cost. It will post prominently all required notices regarding the copying of any materials in the library.

### **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 or 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 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 Director's will immediately consult with the 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.

## **ARTICLE XII – FISCAL YEAR**



The fiscal year of the Library shall commence July 1st and end June 30th. All reports pertaining to this fiscal year shall be filed in accordance with the Library Act.

### **ARTICLE XIII – AMENDMENTS**

These by-laws may be amended at any regular meeting providing previous notice of amendment has been given either at a previous meeting or a majority vote of those present and voting.

No section of these by-laws may be in conflict with the provisions of the Public Library District Act. The provisions for adopting a revised set of by-laws shall be the same for those of adopting an amendment. An amendment of the Library Act shall automatically become an amendment to these by-laws and need not be voted upon.

Revised: September 2010

Ratified: October 2010

Revised: August 2022

Ratified: