

DUTIES AND RESPONSIBILITIES OF TRUSTEES

- ◆ Attend all Board meetings.
- ◆ Hire a competent and qualified City Librarian.
- ◆ Determine and adopt written policies to govern the operation and programs of the library.
- ◆ Determine the needs of the library and secure adequate funds for the library's programs. Review and submit an annual budget request to the City Council.
- ◆ Know the program and needs of the library in relation to the community, know the local and state laws, keep abreast of standards and library trends and support action to improve the library program.
- ◆ Establish, support, and participate in a planned public relations program.
- ◆ Review the program and operation of the library and make policy decisions regarding its management.
- ◆ Attend regional, state, and national trustee meetings and workshops when practicable and affiliate with appropriate professional organizations.
- ◆ Consider gifts, donations, endowment funds, or any other monies for the library and deposit all funds so received with the City Finance Treasurer's Department on the same day in which it is received. Money shall be drawn from such account only for public purposes in relation to the maintenance of the library and its services and only upon approval and order of the Board of Trustees. Such expenditures shall not exceed the amount appropriated by the City Council or for the purpose designated.

BOARD OF TRUSTEES
DECATUR PUBLIC LIBRARY
DECATUR, ILLINOIS

BYLAWS

ADOPTED DECEMBER 16, 1966

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

Responsibility and Authority

The responsibility and authority of the Library Board of the Decatur Public Library is derived from the Municipal Code of Decatur, Illinois, 1960, Chapter 19, Sections 1 to 5 which read as follows:

PUBLIC LIBRARY

1. There is hereby created a Board of Trustees for the Public Library and Reading Rooms heretofore established by the City, consisting of nine trustees to be appointed by the Mayor and approved by the Council.
2. The members of the Board of Trustees in office at the effective date of this code shall continue pending the expiration of their respective terms. On or before the first day of July in each year, the Mayor shall appoint three trustees to take the place of retiring trustees, who shall hold office for three years and until their successors are appointed. Any director may be removed by the Mayor for misconduct or neglect of duty, only with the approval of the Council. Said trustees shall be chosen from the citizens at large of the City with reference to their fitness for such office and not more than one member of the Council shall, at any time, be a member of said Board of Trustees.
3. Vacancies in the Board of Trustees, occasioned by removals, resignation, or otherwise, shall be reported to the Council, and be filled in like manner as original appointments, and no trustee shall receive compensation as such.
4. The Board of Trustees shall have such powers and exercise such duties as are provided for by Statute.
5. The Board of Trustees shall make such reports to the Council as required by Statute.

Article 1. LIBRARY BOARD

The Library Board shall, subject to the provisions of Chapter 19 of the City Code, have power to make and enforce all rules and regulations necessary for the administration and government of the library, and to exercise and administer any trust declared or created for such library.

Officers

The officers of the Board shall be President, Vice-President, and Secretary.

Duties

The President shall preside at all meetings of the Board and shall appoint all committees, issue calls for special meetings, approve the agenda and perform all other usual duties of a presiding officer.

The Vice-President shall assume the duties of the President in the absence or incapacity of that officer.

The Secretary shall keep a true and accurate account of all proceedings of the board meetings; shall issue notices of all meetings, and shall provide for safekeeping of all minutes and records of the board.

These officers are empowered to execute contracts relating to library service outside of the City upon such terms and conditions as the Library board shall deem best; provided that the contract is not in conflict with the Statute or ordinances of the City.

Article 2. Meetings

The Board shall meet regularly on the third Thursday of each month, except May, at 4:30 p.m. in the Main Library Building. In the month of May the Board shall meet on the fourth Thursday at 4:30 p.m. In the event that the Thursday falls on a holiday, the regular meeting will be held on the next Thursday. This meeting time may be changed by majority agreement of the Board, provided written notice is given seven days prior to the meeting. The Board, by majority agreement, may waive a monthly meeting, but in no event shall more than two successive months pass without a regular meeting of the Board. Meetings shall be open to the public as provided by Statute.

Annual Meeting

The Annual Meeting shall be held on the same day as the regular May meeting of the Board. Reports of the City Librarian, Secretary, and Board of Trustees shall be presented for approval.