



DECATUR PUBLIC LIBRARY

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BOARD OF TRUSTEES

Personnel, Policy, and Public Relations Committee

AGENDA

Thursday, April 1 2021 4:30 p.m.

Remote Meeting via Zoom

Meeting Video Link: <https://us02web.zoom.us/j/85224460630>

Meeting Phone Number: +1 312 626 6799

Meeting ID: 852 2446 0630

I. Call to Order – Michael Sexton

Remote Attendance. Pursuant to State Executive Orders 2020-07 and 2020-18, which temporarily suspend the in-person presence requirements and eliminate the limitation on remote access of the Illinois Open Meetings Act due to the COVID-19 pandemic, the Board is not requiring physical attendance at the meeting, and will allow all Board members to attend this meeting remotely and fully participate remotely.

II. Approval of agenda

III. Minutes

1. Minutes of March 4, 2021 meeting

IV. **Public comments** – The Decatur Public Library’s Board Room will be not be open to the public during this Library Board Committee Meeting, and the meeting will be held remotely. For those wishing to provide public input, please email your statement to rmeyer@decaturlibrary by 4:00 pm Thursday April 1, 2021. The statement will be read into the record per Library Board public input rules. Anyone can attend virtually via Zoom. Additional instructions are attached.

V. Written Communications from the Public

VI. New Business

1. Personnel Update (Discussion)
2. Meeting Room Policy (Action)
3. Other (Discussion)

VII. Old Business

1. Board of Trustees Bylaws (Action)
2. City Librarian's Professional Goals for 2021 (Action)
3. Sexual Harassment and Retaliation Policy (Action)
4. Workplace Discrimination, Harassment, Violence, and Retaliation Policy (Action)
5. Diversity, Equity, Inclusion (Discussion)
6. Other (Discussion)

VIII. Adjournment

If you have questions please contact:

Rick Meyer, City Librarian

421-9713 rmeyer@decaturlibrary.org



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DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES Personnel, Policy and Public Relations Minutes

Date: March 4, 2021

Time: 4:30 p.m.

Location: Decatur Public Library Board Room

Board President: Samantha Carroll **Board Members:** Sofia Xethalis, Amy Stockwell, Gregg Zientara, Michael Sexton, Susan Avery, Karl Coleman, Kathleen Wrigley

Present: Samantha Carroll

Michael Sexton

Kathleen Wrigley

Karl Coleman

Susan Avery

Staff: Rick Meyer, City Librarian

Robert Edwards, Asst. City Librarian

Michelle Whitehead, Administrative Secretary

Betti Jo Heckwine, Administrative Aide

Absent:

Guests:

Call to Order:

Mr. Sexton called the meeting to order at 4:30 p.m.

Remote Attendance. Pursuant to State Executive Orders 2020-07 and 2020-18, which temporarily suspend the in-person presence requirements and eliminate the limitation on remote access of the Illinois Open Meetings Act due to the COVID-19 pandemic, the Board is not requiring physical attendance at the meeting, and will allow all Board members to attend this meeting remotely and fully participate remotely.

Agenda- Mr. Sexton requested a motion to approve the agenda, Samantha Carroll made the motion, seconded by Kathleen Wrigley. Mr. Sexton requested roll call vote, Ms. Wrigley yes, Ms. Carroll yes, Mr. Coleman yes, and Mr. Sexton yes, Ms. Avery yes.

Minutes- Minutes of February 4, 2021 meeting Mr. Sexton requested a motion to

approve the February 4, 2021 minutes, Susan Avery made the motion, seconded by Samantha Carroll, Mr. Sexton requested roll call vote, Ms. Carroll yes, Ms. Avery yes, Mr. Coleman yes, Ms. Wrigley yes, and Mr. Sexton yes.

Public comments: None

Written Communications from the Public: None.

New Business

Personnel Update (discussion)

Discussion of promotions of current employees and newly hired employee in Administration.

Building Use Policy (Action)

No recommendations on content change. The only addition is to capitalize the letter L in the word "Library". This was recommended to be passed and reviewed again in another 3 years. Ms. Carroll made a motion to leave the content the same with the correction in capitalization. Ms. Avery seconded. Mr. Sexton requested a roll call vote Ms. Carroll yes, Mr. Coleman yes, Ms. Wrigley yes, Ms. Avery yes, and Mr. Sexton yes.

City Librarian's Professional Goals for 2021(Discussion only)

Discussion of the City Librarian's Professional Goals for 2021. Mr. Meyer will proceed with drawing up measurable goals for next month's meeting.

Old Business

Board of Trustees Bylaws (Action)

Reviewed samples of bylaws of other libraries. The discussion was to change the bylaws to resemble Oak Park. Mr. Meyer will make the changes to the bylaws and present next month.

Sexual Harassment and Retaliation Policy (Action)

No new information to share.

Workplace Discrimination, Harassment, Violence, and Retaliation Policy(Action)

Waiting on additional information.

Diversity, Equity, Inclusion (Discussion)

Mr. Edwards updated that there are prospective meeting dates set. Reached out to the boys and girls club, the City of Decatur and Library Strategies. There is a zoom meeting Tuesday. Staff members are currently engaged in conferences.

Ms. Wrigley had to leave the call. 5:16pm.

Adjournment

Mr. Sexton, requested a motion for adjournment at 5:19 pm. Ms. Carroll made the motion seconded by Ms. Avery. Mr. Sexton requested a roll call, Ms. Carroll yes, Ms. Avery yes, Mr. Coleman yes, and Mr. Sexton yes, adjourned at 5:19 p.m.

Scribe,
Michelle Whitehead Administrative Secretary

DRAFT



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STATEMENT OF POLICY FOR USE OF MEETING ROOMS

The Decatur Public Library welcomes the use of its meeting rooms by organizations and individuals in the community. The library will not charge a fee to not-for-profit, community, and government organizations.

For events planned and/or promoted in conjunction with Decatur Public Library, organizations will not be charged a fee.

Meeting rooms are not available for private social functions. There shall be no solicitation for donations or selling of products or services at the meetings, with the exception of library sponsored functions.

Requests for use of a meeting room must be made no later than the Friday before the meeting, **but no earlier than 2 months prior to the meeting date.** Requests should be submitted on the library meeting room **application form provided by the Library.** Meeting rooms can be booked tentatively by phone, email or fax, but the completed application with payment must be returned within 5 business days of the initial booking request, or the booking may be cancelled. Payment may also be made by purchase order with prior approval. After payment is received, a 50% fee will be applied to all cancellations.

With the exception of the Library Board room, meeting rooms are available during regular library hours from the time the library is open until 30 minutes prior to the library closing time. The Library Board room is available Monday through Friday from the time the library opens through 4:30 p.m.

Please see library meeting room fee schedule for current cost of renting various rooms.

Organizations may rent Library meeting rooms as many as twelve times per calendar year.

If food or beverages are served, the organization using the room is responsible for cleanup. A cleaning fee will be assessed if the room is not left clean. Please see fee schedule. Alcoholic beverages and smoking are prohibited in the Library.

The Library is not responsible for personal belongings left in the meeting rooms.

An organization not abiding by the regulations and policies governing the use of the meeting rooms may lose their privilege of use in the future.

Approved by the Decatur Public Library Board of Trustees

March 19, 2015

Amended August 17, 2017

Amended June 18, 2020

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 Illinois Library Act (75 ILCS/5).

Article 1. LIBRARY BOARD

The Library Board shall, subject to the provisions of Chapter 21 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, assist in developing the agenda with the City Librarian, and perform all other usual duties of a presiding officer. The president shall serve as a voting member of all standing committees.

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. The secretary may delegate the recording of the proceedings of the meetings to a library staff member designated by the City Librarian.

These officers are empowered to execute contracts relating to library service for patrons residing 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 related IL Statute or ordinances of the City.

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.

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.

If the office of vice president or secretary becomes vacant for any reason, the Board may fill such vacancy by a majority vote at any meeting.

Article 2. MEETINGS

Regular Meetings

The Board shall meet regularly on a day, time, and place to be determined at the Board's Annual Meeting. This schedule shall be made public in accordance with the Illinois Open Meetings Act. In the event that the meeting date falls on a holiday, the regular meeting shall be held the following week. This meeting day and 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 February meeting of the Board. Reports of the City Librarian, Board of Trustees, and the Illinois Public Library Annual Report (IPLAR) shall be presented for approval. Upon approval, these reports will be transmitted to the City Council or other agencies in accordance with law. Election of officers shall be held at the Annual Meeting.

Special Meetings

Special meetings may be called by the President or City Librarian or upon written request of three members of the Board. Calls for special meetings must state the agenda for business to be transacted, 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 news 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 door of the library Board Room except in the case of a bona fide emergency.

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

A majority of the Board members currently seated on the Board shall constitute a quorum for the transaction of business at any regular or annual meeting.

Election of Officers and Term of Office

Officers shall be elected in February of each year and shall serve for one year, said term to end on the last day of February or as soon thereafter as their successor may be qualified. The term of qualified successors shall begin on the first day of March.

Meeting Structure

Meetings shall be conducted following the current edition of Roberts Rules of Order to the extent possible.

Electronic Attendance at Meetings Rules

Section 1. Rules Statement. It is the decision of Decatur Public Library that any member of the Board of Trustees may attend any open or closed meeting of the Board of Trustees via electronic means (such as by telephone, video or internet connection) provided that such attendance is in compliance with these rules and any applicable laws.

Section 2. Prerequisites. A member of the Board of Trustees may attend a meeting electronically if the member meets the following conditions:

- (a) The member should notify the Decatur Public Library Librarian at least one hour before the meeting, unless impractical, so that necessary communications equipment can be arranged. Inability to make the necessary technical arrangements may result in denial of a request for remote attendance.
- (b) The member must assert one of the following three reasons why he or she is unable to physically attend the meeting,
 - 1) The member cannot attend because of personal illness or disability; or
 - 2) The member cannot attend because of employment purposes or the business of the Decatur Public Library; or
 - 3) The member cannot attend because of a family or other emergency.

Section 3. Authorization to Participate.

- (a) The Decatur Public Library Librarian, after receiving the electronic attendance request, shall inform the Board of Trustees of the request for electronic attendance.

(b) After establishing that this a quorum is physically present at meeting where member of the Board of Trustees desires to attend electronically, the presiding officer shall state that (i) a notice was received in accordance with these Rules, and (ii) the member will be deemed authorized to attend the meeting electronically unless a motion objecting to the member's electronic attendance is made, seconded, and approved by two-thirds of the members of the Board of Trustees physically at the meeting. If no such motion is made and seconded or if any such motion fails to achieve the required vote by the members of the Board of Trustees physically present at the meeting, then the request by the Board of Trustees and the presiding officer shall declare the requesting member present. After such declaration by the presiding officer, the question of a member's electronic attendance may not be reconsidered.

Section 4. Adequate Equipment Required. The member participating electronically, and other members of the Board of Trustees must be able to communicate effectively, and members of the audience must be able to hear all communications at the meeting site. Before allowing electronic attendance at any meeting, the Board of Trustees shall provide equipment adequate to accomplish this objective at the meeting site.

Section 5. Minutes. Any member attending electronically shall be considered an offsite attendee and counted as present electronically for that meeting if the member is allowed to attend. The meeting minutes shall also reflect and state specifically whether each member is physically present or present by electronic means.

Section 6. Rights to Remote Member. A member permitted to attend electronically will be able to express his or her comments during the meeting and participate in the same capacity as those members physically present, subject to all general meeting guidelines and procedures previously adopted and adhered to. The member attending electronically shall be heard, considered, and counted as to any vote taken. Accordingly, the name of any member attending electronically shall be called during any vote taken, and his or her vote counted and recorded and placed in the minutes for the corresponding meeting. A member attending electronically may leave a meeting and return as in the case of any member, provided the member attending electronically shall announce his or her leaving and returning.

Section 7. Committees. Boards and Commissions. These rules shall apply to all committees, boards and commissions established by authority of the Board of Trustees.

Article 3. 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 | Reports of Committees |
| Approval of Minutes | Old Business |
| Communications | New Business |
| City Librarian's Report | Public Comments |
| Adjournment | |

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

Article 4. COMMITTEES/REPRESENTATIVES

The following standing committees shall be appointed by the President to serve for one year and shall each consist of five Board members to include a chairman, three other Board members, and the President:

Committee on Finance and Properties
Committee on Personnel, Policy, and Public Relations

Each of these committees shall meet regularly at a day time, and place to be determined at the Board's Annual Meeting. This schedule shall be made public in accordance with the Illinois Open Meetings Act. The meeting day and time may be changed by majority agreement of the Committee, provided written notice is given seven days prior to the meeting. If no agenda items have been identified or if a quorum of the members will not be present, the meeting will be cancelled and notification of the cancellation will be given.

The duties of each of these committees shall be such as are associated with its name and related policies or shall be committed to it by action of the President with the advice and consent of the Board.

The duties of the Personnel, Policy, and Public Relations committee will also include the evaluation of the City Librarian, the formulation of goals, and the recommendation to the Board of such goals and/or evaluation.

Trustees will also be appointed by the President to serve for one year on other required boards, including but not limited to the Friends of the Decatur Public Library and the Decatur Public Library Foundation.

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.

Article 5. RECORDS OF THE BOARD

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 6. CITY LIBRARIAN

The City Librarian shall:

1. Serve at the pleasure of the Board of Trustees.

2. Be considered the executive officer of the Board and shall have sole charge of the administration of the library under the direction and review of the Board.
3. Attend all Board and committee meetings, except where the City Librarian's salary, performance, or continued employment is under discussion.
4. Be held responsible for carrying out the policies of the Board, for recommending needed policies for Board action, and acting as technical advisor to the Board.
5. Appoint or hire members of the staff in accordance with Decatur Civil Service Commission regulations.
6. Be responsible for the care of library property and the general management of library services, for suggesting plans for extending the library services, and preparing reports showing the library's current progress and future needs.
7. Prepare an annual budget request for the library in consultation with the Board.
8. Oversee the selection and ordering of all books and library materials within the framework of book selection policies approved by the Board.
9. Be expected, when practicable, to represent the library in the community and in state, regional, and national professional organizations and meetings.
10. Make statistical and evaluative reports to the Board, subject to the review and approval of the Board, and control expenditures of library funds under regulations established by the City of Decatur.
11. Maintain close liaison with the City of Decatur administrative staff in order that library policies will be in the closest possible accord with those practiced by the City.
12. Use any services which can be provided by the City, its advisory groups, or other governmental agencies and approved by the Library Board, especially in the areas of procurement, fiscal accounting, maintenance, programming of capital improvements, planning, and special studies.
13. Fulfill other duties as directed by the Board.

Article 7. DUTIES AND RESPONSIBILITIES OF TRUSTEES

1. Attend all Board meetings. If a Trustee misses more than 3 consecutive regularly scheduled committee meetings or 3 consecutive full Board meetings, the Board President or designee will contact the absent member and consult about their possible resignation.
2. Hire a competent and qualified City Librarian.
3. Determine and adopt written policies to govern the operation and programs of the library,

including contracting for necessary expenses.

4. Excuse himself or herself from any voting where a conflict of interest might be determined.
5. Comply with all applicable statutes regarding bids.
6. 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.
7. 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.
8. Establish, support, and participate in a planned public relations program.
9. Review the program and operation of the library and make policy decisions regarding its management.
10. Attend regional, state, and national trustee meetings and workshops when practicable and affiliate with appropriate professional organizations.

Article 8. 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 of this Board, in his discretion, may permit public comment at any other time during the meeting. The President's allowance of public comments at other times during the meeting shall be discretionary and non-precedential in character.
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, 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.
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 discretion, may appoint members of the public to act as representatives or spokespersons for purposes of making public comments.

Article 9. 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 3 years by the President and at least one additional Trustee and amended as needed.

Article 10. PRIOR BYLAWS

All prior bylaws are hereby repealed.

As adopted December 16, 1966 and subsequently amended November 15, 1974, August 21, 1980, August 15, 1985, January 21, 1988, November 17, 1988, July 24, 1995, May 28, 1998, May 23, 2002, September 18, 2008, December 17, 2009, January 17, 2013, September 17, 2015, November 16, 2017, June 27, 2019, and June 18, 2020.

Bylaws of the Board of Trustees of Decatur Public Library

ARTICLE I – DEFINITION

The name of this body shall be Decatur Public Library (hereinafter referred to as the “Library”).

ARTICLE II -PURPOSE

The Board of Trustees of Decatur Public Library is responsible for governance and overseeing the provision of library service to meet the needs of the Decatur community. To this end, the Board shall:

1. Determine Library policies.
2. Employ a capable library administrator.
3. Secure adequate funds for library operations.
4. Approve expenditure of library funds.
5. Provide and maintain adequate facilities.
6. ~~Insure a representative selection of library materials.~~
7. Promote use of the Library within the community.
8. Perform other duties as outlined in Illinois Compiled Statutes.

Trustees serve without compensation but may be compensated for expenses. In their position of public trust, Trustees shall avoid conflicts between private interests and official responsibilities. Prior to **May 1st** of each calendar year, all Trustees shall file a Statement of Economic Interest with the County Clerk, pursuant to the Illinois Governmental Ethics Act.

ARTICLE III – MEMBERSHIP

The Board of Trustees shall consist of nine (9) members appointed by the Mayor of Decatur. The term of each member shall be for three (3) with new Trustees being sworn in at the July meeting. ~~Trustees are elected in odd numbered years and the terms are staggered, with four expiring one year, and three in the next odd numbered year.~~ Vacancies are filled according to the process laid out in 75 ILCS 5/4-4.

ARTICLE IV – OFFICERS

The officers of the Board Trustees shall be a President, Vice---President, and Secretary, ~~and Finance Officer~~, each to be elected at the annual meeting by a majority vote of the Trustees present. Each term of office shall be for one year, or until a successor has been elected and qualified. If a vacancy occurs in an Officer position, an election is held among the remaining Trustees.

ARTICLE V -DUTIES OF THE OFFICERS

President: The President shall preside at all meetings of the Board of Trustees, appoint committees and committee chairs, act as ~~ex-officio~~ member of all committees, and perform such other duties as are normally associated with the office or may be assigned to him or her by the Board.

Vice-President: The Vice-President shall, in the absence of the President, perform all duties of that office and shall have such other duties and responsibilities as the Board may determine.

Secretary: The Secretary shall have charge of such correspondence as is delegated by the President of the Board of Trustees. **The Secretary shall be responsible for distribution, collection and tabulation of forms used in the annual Executive Director's evaluation.**

Commented [RM1]: PPPR Chair?

The Secretary shall preside in the absence of both the President and Vice-President. In the event that the President, Vice-President and Secretary are absent from a meeting, the members present shall elect a President *pro tem* from among themselves to conduct that meeting only.

~~The Village Treasurer of the Village of Oak Park shall be ex-officio Treasurer of the Board of Library Trustees and shall post bond as required by statute.~~

~~The Finance Officer is the board's chief liaison with the Executive Director to develop the budget.~~

ARTICLE VI – COMMITTEES

Committees are advisory groups. They present non-binding recommendations to the Board which the Board then decides to accept, reject or modify. There are two standing committees, all other committees are considered *ad-hoc* committees or committees-of-the-whole unless otherwise determined by a vote of the majority of the Board.

Standing Committees

The following standing committees shall be appointed by the President to serve for one year and shall each consist of five Board members to include a chairman, three other Board members, and the President:

- Committee on Finance and Properties
- Committee on Personnel, Policy, and Public Relations

Each of these committees shall meet regularly at a day time, and place to be determined at the Board's Annual Meeting. This schedule shall be made public in accordance with the Illinois Open Meetings Act. The meeting day and time may be changed by majority agreement of the Committee, provided written notice is given seven days prior to the meeting. If no agenda items have been identified or if a quorum of the members will not be present, the meeting will be

cancelled and notification of the cancellation will be given.

The duties of each of these committees shall be such as are associated with its name and related policies or shall be committed to it by action of the President with the advice and consent of the Board.

The duties of the Personnel, Policy, and Public Relations committee will also include the evaluation of the City Librarian, the formulation of goals, and the recommendation to the Board of such goals and/or evaluation.

Trustees will also be appointed by the President to serve for one year on other required boards, including but not limited to the Friends of the Decatur Public Library and the Decatur Public Library Foundation. The President will make monthly liaison assignments to the Friends of the Library Board meetings. The President may appoint members of the Board to act as liaison agents between the Library and other institutions in the community.

Ad hoc Committees

The Board of Trustees may from time to time appoint special committees for selected tasks and shall define the size, composition, purposes and duration of such special committees pursuant to a resolution of the Board. *Ad hoc* committees shall review matters within the scope of their assigned work shall advise the Board of Trustees and the City Librarian thereon. All *ad hoc* committees shall abide by the general committee procedures described previously and shall disband when they have completed the work for which they were appointed.

The Nominating Committee is an *ad hoc* committee and will consist of two (2) Trustees appointed by the President at least 30 days in advance of the Annual Meeting each year. The Committee shall recommend a slate of officers to the Board.

ARTICLE VII – MEETINGS

The rules contained in the most recent edition of Robert's Rules of Order shall govern the business of the Board in all matters not covered by the bylaws, and/or the Illinois Open Meetings Act.

All meetings shall be posted and open to the public as required by the Open Meetings Act and the Illinois Compiled Statutes.

The President of the Board shall establish the agenda as required.

Five (5) members of the nine-member Board shall constitute a quorum for conducting business. In the event of any unfilled vacancies on the Board, a quorum shall be a majority of the Trustees in office.

Regular monthly meetings of the Board shall be held in the Library at times to be established annually. This schedule of monthly meetings shall be posted in the Library buildings and on the Library's web site.

Committee meetings shall be held in the Library as needed and an announcement shall be posted in all required locations no less than forty-eight (48) hours in advance of the meeting. Notice of all committee meetings will be sent to Board members. If a majority of the committee members are present, that shall constitute a quorum.

Immediately following the February monthly meeting each year shall be the Annual Meeting. The Board shall, at the Annual Meeting, elect Officers and conduct any other appropriate business.

~~A retreat will be held each year to discuss the library's strategic priorities and objectives.~~

Special meetings may be called by the President or the City Librarian, or upon the written request of two (our current is three) Trustees. Only such business as stated in the call may be transacted at a special meeting. Except in the case of a bona fide emergency, notice of call shall be sent to all Trustees and posted in all required locations no less than 48 hours prior to a special meeting. All special meetings will be posted and held as required by the Open Meetings Act.

~~An annual communication shall be sent to the local press informing them of the schedule of monthly meetings and that committee meetings are held as posted in the Library. The fullest participation and attendance in all Board meetings should be achieved whenever possible.~~

ARTICLE VIII – ORDER OF BUSINESS

The regular Order of Business of the monthly meeting shall be:

Call to order

Roll Call

Approval of Agenda
Approval of Minutes
Public Comments

Written Communications from the Public
City Librarian's Report

Division Head Reports
Reports of Committees
Old Business
New Business
Adjournment

ARTICLE IX – THE CITY LIBRARIAN

The Board shall appoint a City Librarian, who will be responsible for the administration of the Library. The City Librarian shall report directly to the Board and shall be authorized to develop library programs, establish the organizational structure, purchase materials, and undertake such other activities as may be necessary for the library's operation, subject to the policies established by the Board. The City Librarian shall make reports at the meetings of the Board in such form and on such subjects as the Board may direct.

The Board of Trustees will evaluate the performance of the City Librarian and determine compensation annually using an agreed upon process. All pertinent dates shall be set forth in the Board Calendar.

ARTICLE X – AMENDMENTS

Amendments to these bylaws may be proposed at any regular meeting of the Board and shall become effective when adopted by a majority vote of the Board at a subsequent meeting. The bylaws shall be reviewed annually as noted in the Board Calendar.

ARTICLE XI – INDEMNIFICATION OF TRUSTEES, OFFICERS AND EMPLOYEES

If any claim or action not covered by insurance or ordinance of the City of Decatur is instituted against a Trustee of the Decatur Public Library arising out of an act or omission by a Trustee acting in good faith for a purpose considered to be in the best interest of the Library; or if any claim or action not covered by insurance or ordinance is instituted against an officer or employee of the Library allegedly arising out of an act or omission occurring within the scope of his/her duties as such an officer or employee; Decatur Public Library shall, at the request of the Trustee, Officer or Employee:

- A. Appear and defend against the claim or action; and
- B. Pay or indemnify the Trustee for a judgment and court costs, based on such claim or action; and
- C. 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.

Decision as to whether the Library shall retain its own attorney or reimburse the Trustee, Officer or Employee expenses for their own legal counsel shall rest with the Board of Trustees and shall be determined by the nature of the claim or action.

For the purpose of this Article, the term Trustee, Officer or Employee shall include former Trustee, Officer or Employee of the Library. This Article shall not apply if the Board of Trustees finds that the claim or action is based on malicious, willful or criminal misconduct. In such case, indemnification will be determined after an investigation of the facts.

Commented [RM2]: I find this entire section to be problematic. Our indemnification insurer IS the city of Decatur.

What is missing:

1. Enumerated duties of the City Librarian.
2. Enumerated responsibilities of the Trustees
3. Rules for Electronic participation
4. Rules for Public Comment
5. Grounds for removal of Trustee
6. Records of the Board

My thoughts:

Perhaps 1 above is satisfied by the job description

2-4 seem essential to me.

5 I have no opinion about.

6—the maintenance of said records are governed by Illinois law.

Another thought re: stricken parts of Article 5---Gregg is extremely helpful. But he can't stay a Board member forever. What if the position of City Treasurer were made and *ex officio* member of the Board. Of course, the Treasurer and City Manager would need to agree. And maybe the next Treasurer would not be as helpful—who knows?

2021 Professional Goals

1. Workplace Culture: Develop or Adopt Employee Engagement and or Culture Survey and implement said surveys.
2. Workplace Culture: Develop plan to address any issues found.
3. Timeliness: Work to ensure that Board of Trustees has all needed documents one week in advance.
4. Advocacy:
 - A. Re-join Rotary as soon as in-person meetings are back—Make library related announcements at least monthly.
 - B. Develop a Decatur Public Library Speaker’s Bureau and make available to local organizations.
 - C. Re-introduce “This Week at Decatur Public Library” and broaden beyond City Council. Come