



DECATUR PUBLIC LIBRARY

knowledge | creativity | inspiration

BOARD OF TRUSTEES

Personnel, Policy, and Public Relations Committee

AGENDA

Thursday, March 4, 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 February 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 March 4, 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. Building Use Policy (Action)
3. City Librarian’s Professional Goals for 2021 (Action)

4. Other (Discussion)
- VII. Old Business
1. Board of Trustees Bylaws (Action)
 2. Sexual Harassment and Retaliation Policy (Action)
 3. Workplace Discrimination, Harassment, Violence, and Retaliation Policy (Action)
 4. Diversity, Equity, Inclusion (Discussion)
 5. Other (Discussion)
- VIII. Adjournment

If you have questions please contact:

Rick Meyer, City Librarian

421-9713 rmeyer@decaturlibrary.org



DECATUR PUBLIC LIBRARY

knowledge | creativity | inspiration

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

Date: February 4, 2021

Time: 4:30 p.m.

Location: Decatur Public Library Board Room

Board Members

President:

Samantha Carroll

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

Betti Jo Heckwine, Administrative Aide

Absent:

Guests: None

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, Ms. Carroll made the motion, seconded by Ms. Wrigley. Mr. Sexton requested roll call vote, Ms. Wrigley yes, Ms. Carroll yes, Mr. Coleman yes, and Mr. Sexton yes, unanimously approved.

Minutes- Minutes of January 7, 2021 meeting Mr. Sexton requested a motion to approve the January 7, 2021 minutes, Ms. Wrigley made the motion, seconded by Ms. Carroll. Mr. Sexton requested roll call vote, Ms. Carroll yes, Ms. Avery yes, and Mr. Sexton yes, unanimously approved.

Public comments

None

Written Communications from the Public

None.

New Business

Personnel Update

The Secretary position was re-opened. 12 candidates were interviewed. An offer will be made to a candidate next week.

Board of Trustees Bylaws

Discussed board members term limits & liason assignments to the Friends of the Library and Foundation board meetings. The process for selecting Board officers was discussed. Decided to give it a fuller reading next month and make changes to the language. Mr. Sexton requested a motion to table the Board of Trustees Bylaws, Ms. Carroll made a motion to table it, seconded by Mr. Coleman. Mr. Sexton requested a roll call vote Ms. Carroll yes, Mr. Coleman yes, Ms. Wrigley yes, Ms. Avery yes, and Mr. Sexton yes.

Library Records Confidentiality Policy

Mr. Sexton requested a motion to recommend the Library Records Confidentiality Policy to the full board, Ms. Wrigley made the motion to recommend it to the full board, seconded by Ms. Avery. Mr. Sexton requested a roll call vote, Ms. Avery yes, Ms. Wrigley yes, Ms. Carroll yes, Mr. Coleman yes, and Mr. Sexton yes, motion passes.

Sexual Harassment and Retaliation Policy

Ms. Carroll made a motion to table the Sexual Harassment and Retaliation Policy, seconded by Mr. Coleman. Mr. Sexton requested a roll call vote, Ms. Carroll yes, Mr. Coleman yes, Ms. Avery yes, Ms. Wrigley yes, Mr. Sexton yes, motion passes.

Workplace Discrimination, Harassment, Violence, and Retaliation Policy

Ms. Carroll made a motion to table the Sexual Harassment and Retaliation Policy, seconded by Mr. Coleman. Mr. Sexton requested a roll call vote, Ms. Carroll yes, Mr. Coleman yes, Ms. Avery yes, Ms. Wrigley yes, Mr. Sexton yes, motion passes.

Diversity, Equity, Inclusion

Mr. Edwards said there is not much to report, that he is waiting on a couple of contact to get back with him. He did speak with Karen Lyons to review the proposal that was presented and discussed grants for the training.

Ms. Avery asked if Ms. Carroll scheduled Mr. Meyers evaluation, and

Adjournment

Mr. Sexton, requested a motion for adjournment, Ms. Carroll made the motion seconded by Ms. Avery. Mr. Sexton requested a roll call, Ms. Carroll yes, Ms. Avery yes, Mr. Coleman yes, Ms. Wrigley yes, and Mr. Sexton yes, adjourned at 4:54 p.m.

Scribe,
Betti Jo Heckwine
Administrative Aide

(Draft 03/01/21)



DECATUR PUBLIC LIBRARY

knowledge | creativity | inspiration

Library Building Use Policy

Display Cases

The library maintains two display cases in the lobby of the building. In addition, there are scattered display cases throughout the building. The lobby display cases are primarily for the use of local nonprofit and educational organizations to use in the provision of informational materials concerning their organizations and programs to the library's public. Other display cases are primarily for the library's use but can be shared with local nonprofit groups for displays.

Requests by local nonprofit groups to participate in the use of the library's lobby display cases are made to the city librarian. Once the city librarian has determined that the group is a local nonprofit entity eligible for use of the lobby display cases, their name will then be given to the library's administrative secretary who will arrange for the use of the display case by that entity on an equal rotating basis with all other such qualified entities. Each display period will be for one month and no agency may use a display case more than once in a 12 month period.

Other display cases located throughout the library are primarily for the use of the library. At times, with the approval of the city librarian, such display cases may be used by local nonprofit and educational institutions for the display of informational materials relating to their organizations and programs on a non-permanent basis. It is not the intent of the Library Board of Trustees to allow any agency a permanent display location within the library.

The granting by the library to any organization of the right to use a display case will not constitute endorsement of, or agreement with, the purposes or objectives of the organization.

Gallery Area

The Decatur Public Library has a gallery area located on the upper level around the main staircase. The purpose of this space is to provide an area for the housing of displays and exhibits. The south wall of this space is set up with a picture-hanging system. It is the intent of the Library Board of Trustees that the southern part of this area be used for art displays on a regular basis.

The Library Board of Trustees may establish an arrangement with a local group(s) for the provision of art displays for the gallery area.

The granting by the library to any organization of the right to use the gallery area will not constitute endorsement of, or agreement with, the purposes or objectives of the organization.

General Building Use

The library's mission is "to provide access to and promote the use of materials that serve the informational, recreational, educational, and cultural needs of the community." In support of that mission, the library purchases materials for its collection, arranges for programs of an educational and cultural content for its meeting rooms, and provides informational displays in a variety of formats.

In fulfilling its mission, the library understands its role as a neutral provider of information to the community. It is not the intent of the Library Board of Trustees that the library becomes a place, except in the community information rack and the front display cases in the front lobby area, where other entities or organizations display information promoting their institution.

General Building Use Guidelines

Community Information Rack

The community information rack in the front lobby is for the display of information about community services and organizations. Display material is limited by the size of the rack and any one agency may have at any one time only one informational item in the rack. Display items must first receive approval by the city librarian or his/her designate before being displayed in the rack. Approval will be given to all recognized nonprofit, educational, and governmental agencies of the display of their materials.

The granting by the library to any organization of the right to use the community information rack will not constitute endorsement of, or agreement with, the purposes or objectives of the organization.

Displays Within the Library

At times, upon approval of the city librarian or his/her designate, the library may permit displays within the library, from other entities, to assist in promoting certain aspects of the library's collection or services.

Approved by the Library Board of Trustees

February 17, 2000
Reviewed September 18, 2014
Reviewed January 18, 2018

2021 Professional Goals

1. Workplace Culture: work to improve workplace culture including development of tool to measure same.
2. Workspace: Organize and maintain personal workspace, including electronic records.
3. Timeliness: Work to ensure that Board of Trustees has all needed documents one week in advance.
4. Strategic Plan: Begin work on new strategic plan.
- 5.

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.

Library Board 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 _____ Public Library shall be on the [insert day] of each month. The meeting shall be at the library at _____ o'clock. 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 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 [insert month] for the purpose of 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 [insert number] Board members.

Board of Library Trustees

The Board of Library Trustees of the _____ 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 once per month. 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 one week 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 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. 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 ballot vote for (insert number) year terms at the regular meeting in the month of _____. 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 ballot vote at the next regular meeting.

President

The president shall preside at all board meetings, appoint all standing and special committees, 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.

Vice President

The vice president, in the absence of the president, shall assume all duties of the president.

Secretary

The secretary shall keep minutes of all board meetings, record attendance, and record a roll call on all votes (except when a ballot vote is taken). The secretary shall perform all other such clerical duties as may be assigned by the Board.

Treasurer

The treasurer is authorized by the Board to sign checks, shall serve on the finance committee, and shall draw up checks. The treasurer shall keep all financial records of the Board. The normal depository of all financial records shall be the library. The treasurer shall have charge of the library funds and income, sign all the checks on the authorization of the Board, and report at each meeting 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 to be approved by the Board and according to statute requirement. The treasurer is authorized to pay salaries and insurance bills as they come due.

Standing and Special Committees

The standing committees shall be appointed annually in the month of _____ and shall consist of 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 personnel committee, the policy committee, and the building and grounds committee. The library shall be the depository of all committee reports.

Finance Committee

The Finance Committee shall be comprised of two members of the Board of Library Trustees including the Treasurer and the Library Director. The Finance Committee'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.

Personnel Committee

The Personnel Committee shall be comprised of two members of the Board of Library Trustees including the President and the Library Director. The Personnel 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.

Policy Committee

The Policy Committee shall be comprised of two members of the Board of Library Trustees and the Library Director. The primary responsibility of the Policy Committee is to develop the Library Policy. This policy shall include the division of responsibility between Board and staff and a Library Materials Selection Policy, and shall adhere to the "Library Bill of Rights" and the "Freedom to Read" statements of the American Library Association. The committee shall determine the library regulations governing the use of the Library and review sections of existing policy in a systematic fashion to ensure that all policy is reviewed at an interval not to exceed three years. As a result of such policy reviews, the Policy Committee will make recommendations regarding additions or changes to existing policy as well as deleting policies which are no longer appropriate or of value. The entire Library Policy must be approved by Board vote and made readily available to the public.

Building and Grounds Committee

The Building and Grounds Committee shall be comprised of two members of the Board of Library Trustees and the Library Director. The Building and Grounds Committee's responsibilities include, but are not limited to, conducting an annual inspection of the library's physical facility to identify areas which are in need of repair and making recommendations to the full Board regarding any and all repairs which are deemed necessary either as a result of the annual inspection or throughout the year as the need arises.

Librarian Search Committee

When the position of Librarian falls vacant, the Board shall immediately select an acting librarian for the interim and establish a Librarian Search Committee, which shall consist of the President and two members elected from the Board. Applications for the position of Librarian shall be filed at the library and available to all Board members. The Search Committee shall report the results of applications and interviews to the Board. Five votes shall be required for the Board to hire a Librarian, after which the Search Committee is dissolved.

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
- President's report
- Secretary's report, approval of minutes as received or corrected
- Correspondence, communications, and public comments
- Financial report, approval of bills payable
- Librarian's report
- Committee reports, in order of their appearance in the bylaws
- Unfinished business
- New business
- Other
- Adjournment

Parliamentary Procedure

Robert's Rules of Order, Revised shall govern the parliamentary procedure of the Board, unless otherwise specified in the bylaws.

New Trustees

The librarian 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 12 months, and other pertinent information.

Duties of the Librarian

The librarian shall administer the policies adopted by the Board. Among duties and responsibilities of the librarian 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.

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.

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 Librarian 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 Librarian, 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 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.

Appendix I: Sample Board Bylaws for Governing Boards

Included is a sample library board bylaw that can be adapted to local library use. (Note: Material in brackets is for purposes of explanation and should be removed from the final bylaws approved by the board.)

Article I. Identification

This organization is the Board of Trustees of the _____ Library, located in _____.

Article II. Membership

Section 1. Appointments and Terms of Office. The board shall consist of . . . members who shall be elected/appointed by . . . and shall serve for a term of . . . years.

Section 2. Meeting Attendance. Members shall be expected to attend all meetings unless prevented by a valid reason.

Article III. Officers

Section 1. The officers shall be a president, a vice president, a secretary, and a treasurer, elected from among the appointed trustees at the annual meeting of the Board. No member shall hold more than one office at a time. No member shall be eligible to serve more than two consecutive terms in the same office. Vacancies in office shall be filled by vote at the next regular meeting of the Board after the vacancy occurs.

Section 2. A nominating committee shall be appointed by the president three months prior to the annual meeting and shall present a slate of officers at the annual meeting. Additional nominations may be made from the floor at that time.

Section 3. Officers shall serve a term of one year from the annual meeting at which they are elected and until their successors are duly elected.

Section 4. The president shall preside at meetings of the Board, authorize calls for special meetings, appoint all committees, execute all documents authorized by the Board, serve as an ex-officio voting member of all committees except the nominating committee, co-sign all checks drawn on funds held in custody of the library (independently of the municipality), and generally perform all duties associated with the office of president.

Section 5. The vice president, in the event of the absence or disability of the president, or of a vacancy in that office, shall assume and perform the duties and functions of the president.

Section 6. The secretary shall keep true and accurate minutes of all meetings of the Board, shall issue notice of all regular and special meetings, and shall perform such other duties as are generally associated with the office of secretary. The library director or a member of the staff may be designated by the Board to perform any or all of the above duties.

Section 7. The treasurer shall co-sign all checks drawn on funds held by the library; sign all bills/invoices for disbursements from the library fund, and perform such duties as generally devolve upon the office. The treasurer shall be bonded in an amount as may be required by a resolution of the Board, and not less than the value of any property held by him or her. The treasurer shall make monthly reports to the Board showing in detail the amount and investment of, and income and disbursements from, the funds in his or her charge.

Article IV. Meetings

Section 1. Regular Meetings. The regular meetings shall be held each month, the date and hour to be set by the Board at its annual meeting.

Section 2. Annual Meeting. The annual meeting, which shall be for the purpose of the election of officers, shall be held at the time of the regular meeting in _____ (month) of each year.

Section 3. Agendas and Notices. Meeting agendas and notices shall indicate the time, date, and place of the meeting and indicate all subject matters intended for consideration at the meeting.

Section 4. Minutes. Minutes of all meetings shall, at a minimum, indicate board members present, all items of business, all motions (except those that were withdrawn), and the result of all votes taken. Current board minutes shall be posted on a bulletin board in the library.

Section 5. Special Meetings. Special meetings may be called at the direction of the president, and shall be called at the written request of _____ members, for the transaction of business as stated in the call for the meeting. Except in cases of emergency, at least 48 hours notice shall be given. In no case may less than two hours notice be given.

Section 6. Quorum. A quorum for the transaction of business at any meeting shall consist of _____ members of the Board attending the meeting.

Section 7. Open Meetings Law Compliance. All Board meetings and all committee meetings shall be held in compliance with Open Meeting Law as it applies to your type of library. (Consult your attorney for clarification).

Section 8. Parliamentary Authority. The rules contained in Robert's Rules of Order, latest revised edition [or The Standard Code of Parliamentary Procedure by Alice F. Sturgis], shall govern the parliamentary procedure of the meetings, in all cases in which they are not inconsistent with these bylaws and any statutes applicable to this Board.

Article V. Committees

Section 1. Standing Committees. The following committees

_____, shall be appointed by the president promptly after the annual meeting and shall make recommendations to the Board as pertinent to Board meeting agenda items. [Examples of possible standing committees are Personnel, Budget, Building, and Policy.]

Section 2. Nominating Committee. (See Article III, Section 2.)

Section 3. Ad Hoc Committees. Ad hoc committees for the study of special problems shall be appointed by the president, with the approval of the Board, to serve until the final report of the work for which they were appointed has been filed. These committees may also include staff and public representatives, as well as outside experts. [Examples of possible ad hoc committees are Planning and Automation.

Section 4. No committee shall have other than advisory powers.

Article VI. Duties of the Board of Trustees

Section 1. Legal responsibility for the operation of the _____ Public Library is vested in the Board of Trustees. Subject to state and federal law, the Board has the power and duty to determine rules and regulations governing library operations and services.

Section 2. The Board shall select, appoint and supervise a properly certified and competent Illinois Public Library Trustee Manual⁵⁹ library director, and determine the duties and compensation of all library employees.

Section 3. The Board shall approve the budget and make sure that adequate funds are provided to finance the approved budget.

Section 4. The Board shall have exclusive control of the expenditure of all moneys collected, donated or appropriated for the library fund and shall audit and approve all library expenditures.

Section 5. The Board shall supervise and maintain buildings and grounds, as well as regularly review various physical and building needs to see that they meet the requirements of the total library program.

Section 6. The Board shall study and support legislation that will bring about the greatest good to the greatest number of library users.

Section 7. The Board shall cooperate with other public officials and boards and maintain vital public relations.

Section 8. The Board shall approve and submit the required annual report to the Division for state library, and/or the [city council, village board, town board, county board, and/or any other governing body].

Article VII. Library Director.

The library director shall be appointed by the Board of Trustees and shall be responsible to the Board. The library director shall be considered the executive officer of the library under the direction and review of the Board, and subject to the policies established by the Board. The director shall act as technical advisor to the Board. The director shall be invited to attend all Board meetings (but may be excused from closed sessions) and shall have no vote.

Article VIII. Conflict of Interest

Section 1. Board members may not in their private capacity negotiate, bid for, or enter into a contract with the _____ Public Library in which they have a direct or indirect financial interest.

Section 2. A board member shall withdraw from Board discussion, deliberation, and vote on any matter in which the Board member, an immediate family member, or an organization with which the Board member is associated has a substantial financial interest.

Section 3. A board member may not receive anything of value that could reasonably be expected to influence his or her vote or other official action.

Bylaws of the Board of Trustees of the Oak Park Public Library

Library Board approved March 16, 2010. Revised October 24, 2012. Revised April 22, 2014. Revised July 15, 2014. Revised February 27, 2018.

ARTICLE I – DEFINITION

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

ARTICLE II -PURPOSE

The Board of Trustees of the Oak Park Public Library is responsible for governance and overseeing the provision of library service to meet the needs of the Oak Park 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 seven (7) members elected by the voters of the Village of Oak Park. The term of each member shall be for four years from the Annual Meeting of the Board in May. 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, 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.

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. All committees are considered ad-hoc committees or committees-of-the-whole unless otherwise determined by a vote of the majority of the Board.

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 Library Executive Director 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 three 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.

The President may appoint members of the Board to act as liaison agents between the Library and other institutions in the community.

ARTICLE VII – MEETINGS

The rules contained in Robert's Rules of Order (newly revised) shall govern the business of the Board in all matters not covered by the bylaws.

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.

Four members of the seven-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.

The May 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 upon the written request of two 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:

Roll call

Approval of Minutes

Trustee Comments and Board Calendar

Visitor Comments

Financial Report

Unfinished Business

New Business

Executive Director Report

Other Reports

Adjournment

ARTICLE IX – THE LIBRARY EXECUTIVE DIRECTOR

The Board shall appoint an Executive Director, who will be responsible for the administration of the Library. The Executive Director 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 Executive Director 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 Executive Director 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 Village of Oak Park is instituted against a Trustee of the Oak Park 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; the Oak Park 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.