

BOARD OF TRUSTEES
DECATUR PUBLIC LIBRARY
DECATUR, ILLINOIS
BYLAWS

ADOPTED DECEMBER 16, 1966

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

Responsibility and Authority

The responsibility and authority of the Library Board of the Decatur Public Library is derived from the Municipal Code of Decatur, Illinois, 1960, Chapter 21, Sections 1 to 8 which reads as follows:

PUBLIC LIBRARY

1. BOARD ESTABLISHED. A Board of nine residents of the City, appointed by the Mayor with the approval of the Council, is hereby established for the public library, which board is to be known and is designated the Board of Library Trustees of the City of Decatur, Illinois.
2. APPOINTMENT OF TRUSTEES. The term of appointment shall commence July 1 and shall be three years and until a successor is appointed and qualified. The respective terms of each of three trustees shall expire each year. Appointments to fill a vacancy during a term shall be for the unexpired remainder thereof. One or more members of the Council may be appointed to the Board. No trustee shall receive compensation as such. A trustee may be removed by the Mayor for misconduct or neglect of duty, but only with the approval of Council. Those members of the heretofore created Board incumbent on the effective date of this amended Chapter shall be members of the Board established hereby for respective terms to expire as indicated at the time of the respective last appointment of each.
3. OPERATION OF LIBRARY. Subject to the direction from time to time of the Council, said Board shall generally supervise and control the public library of the City and the operation and maintenance thereof and shall have and exercise such powers and perform such duties as may be from time to time provided by the Council by ordinance or by resolution, and in addition thereto, except as the Council may otherwise direct, as may be provided by statute for such boards in other cities in the State of Illinois.
4. BUDGET. Annually between February 1 and February 15, the board shall submit to the City Manager a proposed budget of the anticipated library costs and expenses for the next ensuing May 1 through April 30 fiscal year, in such form and detail as may be from time to time requested by the City Manager. The City Manager shall submit the recommendations as to such budget to the Council along with the suggested budget for other City functions.
5. APPROPRIATION. Annually along with the appropriations of and for other funds of the City, a fund which shall be known as the Library Fund shall be appropriated for said costs and expenses in such amount as the Council deems proper for said object and purpose and

the council may cause the same to be funded by the levy of such tax or taxes, or otherwise, and in such amount or amounts as the Council may from time to time provide.

6. CONTROL OF FUND. Subject to the direction of the Council, the Board shall supervise and control the library fund and shall do so in such manner as to comply with the fiscal, financial and accounting rules, regulations, practices, procedures and ordinances of the City.
7. ANNUAL REPORT. The Board shall annually report to the Council and to the Illinois State Librarian as is prescribed by statute.
8. APPOINTMENT OF LIBRARIANS. Provisions of the law or ordinance to the contrary notwithstanding, and until the further order of the Council, said Board is hereby authorized to provide by resolution, either through application of the Civil Service Law for Cities or otherwise, for the appointment, probation, continuance in position, demotion, removal or discipline of professional libraries to or occupying positions as a supervisor of a service or as a head of a department as such services or departments are or have been established by said Board for the organization and operation of said Library.

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, approve the agenda and perform all other usual duties of a presiding officer.

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

The Secretary shall keep a true and accurate account of all proceedings of the board meetings; shall issue notices of all meetings, and shall provide for safekeeping of all minutes and records of the board. The secretary may delegate the recording of the proceedings of the meetings to the *Assistant City Librarian* ~~library Office Manager~~, with alternates being the Administrative Secretary or the City Librarian.

These officers are empowered to execute contracts relating to library service outside of the City

upon such terms and conditions as the Library board shall deem best, provided that the contract is not in conflict with the Statute or ordinances of the City.

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.

Article 2. MEETINGS

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

Annual Meeting

The Annual Meeting shall be held on the same day as the regular May meeting of the Board. Reports of the City Librarian, Secretary, and Board of Trustees shall be presented for approval. 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 upon written request of three members of the Board. Calls for special meetings must state the agenda for business to be transacted.

Absences

In the absence of 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

Five members of the Board shall constitute a quorum for the transaction of business.

Election of Officers and Term of Office

Officers *shall be elected in June of each year* and ~~elected at the annual election~~ shall serve for one year, said term to end on the 30th day of June, or as soon thereafter as their successor may be qualified. The term of qualified successors shall begin on the first day of July.

Meeting Structure

Meetings shall be conducted following the most recent version of Roberts Rules of Order.

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 |
| Statistical report | 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 consist of a chairman and three other members:

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

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, the Decatur

Public Library Foundation, and the Rolling Prairies Library System.

Special committees for the study and investigation of special problems may be appointed by the President; ~~such committees to~~ **and will** serve until completion of the work for which they were established.

Article 5. RECORDS OF THE BOARD

1. All records of Library Board actions shall be kept in the Main Library and any other locations designated by the Board of Trustees. All such records shall be open to public inspection at all reasonable times.
2. Accounting records shall be kept where feasible and as designated by the Board of Trustees.

Article 6. CITY LIBRARIAN

1. The City Librarian shall serve at the pleasure of the Board of Trustees.
2. The City Librarian shall 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. The City Librarian shall attend all Board and committee meetings, except where his salary, performance, or continued employment ~~is~~ ~~are~~ under discussion.
4. The City Librarian shall 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. The City Librarian shall appoint members of the staff in accordance with Decatur Civil Service Commission regulations.
6. The City Librarian shall 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. The City Librarian shall prepare an annual budget request for the library in consultation with the Board.
8. The City Librarian shall ***oversee the selection and ordering of*** ~~select and order~~ all books and library materials within the framework of book selection policies approved by the Board.
9. The City Librarian is expected, when practicable, to represent the library in the community and in state, regional, and national professional organizations and meetings.

10. The City Librarian shall make statistical and evaluative reports to the Board and control expenditures of library funds under regulations established by the City of Decatur.
11. The City Librarian shall 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. The City Librarian shall 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.

Article 7. DUTIES AND RESPONSIBILITIES OF TRUSTEES

1. Attend all Board meetings. *If a Trustee misses more than 3 consecutive regularly scheduled meetings, the Board President or designee will contact the absent member and ask for his or her resignation from the Board.*
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.
11. Consider gifts, donations, endowment funds, or any other monies for the library and deposit all funds so received with the City Finance Treasurer's Department on the same day in

which it is received. Money shall be drawn from such account only for public purposes in relation to the maintenance of the library and its services and only upon approval and order of the Board of Trustees. Such expenditures shall not exceed the amount appropriated by the City Council or for the purpose designated.

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.*) ~~ch. 102., par. 41 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.
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, with the exception of matters discussed and acted upon at a prior meeting. 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. If the president of the Board, in his *or her* discretion, decides that circumstances merit reconsideration of a matter discussed and acted upon at a prior meeting, the Board may permit public comment on such a matter. The president's allowance of public comment on such matters shall be non-precedential in character.
5. Any person seeking to make comments at a Board meeting shall notify the City Librarian by submitting a written notice immediately prior to the meeting at which *he or she* they intends to comment. In his *or her* discretion, the president may recognize such persons in any sequence or order.
6. 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.

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, *and December 17, 2009.*