

BYLAWS OF THE SCHMALING MEMORIAL PUBLIC LIBRARY , FULTON , ILLINOIS

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.

Purpose.

Our purpose is to provide materials and services for the recreational, social, informational, and educational needs of the community.

Regular Meetings.

The regular meeting of the Board of Library Trustees of the Schmaling Memorial Public Library shall be on the 4th Tuesday of each month. The meeting shall be held at the library at 5:15 pm. 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 library director shall then post the 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.

Quorum.

A quorum at any meeting shall consist of four board members.

Board of Library Trustees.

The Board of Library Trustees of the Schmaling Memorial 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 at the library's location of 501 10th Avenue, Fulton, Illinois. These meetings will be open to the public, and notice given in advance. The board consists of seven members elected by the voters. Trustees serve 6-year terms.

Documents for the meetings will be distributed to the board prior to meetings. Any board member who is unable to attend a meeting will notify the board president to indicate that he or she will be absent. Due to the fact that a quorum is required for each meeting, this communication 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 and read materials presented for review. Board members are not exempt from late fees, fines, or other user fees.

Board members may not have an interest in any contract or the performance of any work which they may be called upon to act or vote. They are prohibited from accepting or offering to receive any money or thing of value as a gift or bribe or means of influencing a vote or action.

Organization of the Board.

The Board of Trustees shall meet on the 4th Tuesday of May following any election at which members of the board were elected. At that meeting, the trustees-elect shall take their oath of office (see Appendix A) as prescribed by law and meet to organize the board. The secretary shall then record the membership of the board.

Officers and Elections.

The officers of the board shall be a president, a secretary, and a treasurer. Those officers shall be elected to one year terms at the regular meeting in the month of May. In the event of a resignation from an office, an appointment to fill the unexpired term of that office will be conducted 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.

The president shall be bonded in the amount to be approved by the board and according to statute requirement.

Secretary.

The secretary shall keep minutes of all board meetings, record attendance, record votes. 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 may 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 secretary 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. It is at the discretion of the board to hire a bookkeeper to assume some of the above duties, with oversight by the treasurer.

Standing and Special Committees.

The standing committees and chairpersons shall be appointed annually in the month of May and shall consist of at least two members and the president, as an ex-officio member. 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 building and grounds committee, finance committee and the library committee. The library shall be the depository of all committee reports.

Building and Grounds Committee.

The building and grounds committee shall be comprised of at least two members of the library board of trustees and the president, as an ex-officio member. 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.

Finance Committee.

The finance committee shall be comprised of at least two members of the library board of trustees including the treasurer and the president, as an ex-officio member. 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.

Library Committee.

The library committee shall be comprised of at least two members of the library board of trustees and the president, as an ex-officio member. The committee shall adhere to the "Library Bill of Rights" and the "Freedom to Read" statements of the American Library Association. The committee will annually review the minutes and bylaws for needed corrections and/or amendments which shall then be recommended to the board of trustees. The committee shall present to new trustees a packet which includes the library policy and other procedural material, a list of trustees and committees, minutes, financial reports, and librarian's reports for the previous month (more available upon request), and other pertinent information.

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 at least two members appointed by the board. Applications for the position of librarian shall be filed at the library and be available to all board members. The search committee shall report the results of applications and interviews to the board. Four 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
- Approval of minutes as received or corrected
- Public Comment
- Approval of bills payable
- Librarian's report
- Committee reports, in order of their appearance in the bylaws
- Miscellaneous - unfinished and/or new business

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.

Duties of the Librarian.

The librarian shall administer the policies adopted by this 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; making 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 librarian or any person authorized by the librarian 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 discover 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 insure 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 resolved.

Appendix A

LIBRARY TRUSTEE OATH OF OFFICE

I _____ do solemnly swear (or affirm) that I will uphold and support the Constitution of the United States, the Constitution of the State of Illinois and that I will faithfully discharge the duties of Trustee of the Schmaling Memorial Public Library District according to the best of my abilities.

Signature of Library Trustee

Signature of person administering oath

Approved by the Board of Trustees of Schmaling Memorial Public Library District
July 2010. Revised and approved July 2013. Revised and approved June 2015. Revised and approved
March 2017. Revised and approved June 2021. Revised and approved June 2022.

_____ President

_____ Secretary