

## **Bylaws of the Havana Public Library District**

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 meetings of the Board of Library Trustees of the Havana Public Library District shall be on the second Thursday of each month. The meeting shall be at one of the buildings owned by the Havana Public Library District at 4:45pm. The meetings shall be open to the public and noticed in advance. Before the end of each calendar year, the board, by ordinance shall specify monthly meeting dates. The meeting schedule will be published on the library website, posted inside the library, and a copy filed with the County Clerk's office.

### **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. 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 meetings shall consist of four Board members.

### **Board of Library Trustees**

The Board of Library Trustees of the Havana Public Library District is charged with the responsibility of the governance of the library. The Board will hire, when a vacancy exists, a 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 48 hours prior to meeting. Any Board member wishing to have an item placed on the agenda will call the President or Board Secretary 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 or the Board President to indicate that he or she will be absent. Due to the fact that quorum is required for each meeting, this phone call should be placed as far in advance as possible.

Board members are not 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. Board members using their own vehicle

will be reimbursed at the rate allowed set by the Havana Public Library District travel reimbursement policy for travel to and from any Library System (or other library related) workshop, seminar, or meeting. Board members are not exempt for late fees, fines, or other user fees.

### **Officers and Elections**

The officers of the Board shall be a president, vice-president, a secretary, and a treasurer. Those officers shall be elected by a ballot vote for three (3) year terms at the regular meeting in the month of June. 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 and perform all other such duties as may be assigned by the Board. The president, as needed, shall be the main spokesperson for the Board of Library Trustees in all official matters directed to the staff in the absence of the Library Director or Assistant Director.

### **Vice-president**

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

### **Secretary**

The secretary shall co-sign all checks and send Board correspondence. In the absence of both the president and the vice-president, the secretary shall assume and perform the duties and functions of the president. The secretary is appointed by the Board to keep a true and accurate record of all board meetings, records attendance, records a roll call on all votes (except when a ballot vote is taken), and shall issue notice of all regular and special meetings. The secretary shall perform all other such clerical duties as may be assigned by the Board.

### **Treasurer**

The Treasurer shall be responsible for all financial records of the Library. The normal depository of all financial records shall be contained in the office of the Business Administrator. The Treasurer shall oversee all Library funds and income, be a signatory of all checks on the authorization of the Board of Directors and report at each meeting the state of such funds. In the absence of the Treasurer or when he or she is unable to serve, the Business Administrator may perform the duties of the Treasurer under the direction of the President or Vice-President of the Board of Directors. The Treasurer shall be bonded in the amount to be approved by the Board of Directors and according to statute requirement. The Treasurer is authorized to oversee and approve the payment of salaries and bills as due. The Treasurer shall oversee and

approve the Annual Statement of Receipts and Disbursements and the Financial Report for the State of Illinois Comptroller and all other statutory requirements. The Treasurer shall also provide the Library Director with the required information needed for the IPLAR (Illinois Public Library Annual Report).

### **Business Administrator**

The Business Administrator shall report directly to the Treasurer who serves on the Board of Directors. The Business Administrator shall keep records of all Library funds and income, be a signatory of all checks authorized by the Board of Directors and prepare a report for the Treasurer to present at each meeting on the state of all Library funds and income. In the absence of the Treasurer or when he or she is unable to serve the Business Administrator may perform the duties of the Treasurer under the direction of the President or Vice-President of the Board of Directors. The Business Administrator maintains the pension account with IMRF, making sure all wages are reported to IMRF and the monthly payments are made from the Employer. The Business Administrator shall prepare the Annual Statement of Receipts and Disbursements and the Financial Report for the State of Illinois Comptroller and all other statutory requirements with the assistance of the Library Director. The Business Administrator shall also provide the Library Director with the required information needed for the IPLAR (Illinois Public Library Annual Report). The Business Administrator shall also prepare any other financial information reports requested by either the Library Board of Directors or the Library Director.

### **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
- 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 Board President 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, minutes and financial reports for the previous 12 months, and other pertinent information.

## **Duties of the Library Director**

The library director shall administer the policies adopted by the Board. Among duties and responsibilities of the library director shall be that of 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 to promote the efficiency and service of the library.

## **Amendments**

Amendments to the 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 the quorum. Any rule or resolution of the Board, whether contained in these bylaws or otherwise, may be suspended temporarily in connection with business at hand, but such suspension, to be valid, may be taken only at a meeting at which two-thirds (five) of the members of the board shall be present and two-thirds of those present shall so approve.

## **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 annual reports of the library, all financial reports, minutes of the public Board meetings, and actions and other such items as the Board or Library director shall file there.

Staff personnel records are confidential and shall be kept in a secure place, and only the Library or any person authorized by the Library director shall have access to these records.

Confidential records of the Board, such as personnel records concerning the Library director, 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 of 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.

*Revised November 2017*

*Approved by the Havana Public Library District Board of Trustees, December 14, 2017*

*Amended and approved by the Havana Public Library District Board of Trustees, May 9, 2019*