

## **BYLAWS OF THE MARION CARNEGIE LIBRARY**

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 Marion Carnegie Library shall be on the second Monday of each month. No meetings will be held in July or December unless needed. The meeting shall be at the library at 6:30 p.m. 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, acting on behalf 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. Both notices shall have the dates, times, and places of such meetings.

### **Special Meetings**

Special meetings may be called by the President or Secretary or by any three trustees of the board. Notice with the agenda of the special meeting must be given at least 48 hours in advance, except in the case of a bona fide emergency, to board members and to any new medium that 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 June 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 of this report shall be forwarded to the Illinois State Library in accordance with the law. A copy should also be on file in the library.

### **Quorum**

A quorum a full board meeting shall consist of five board members. A quorum of a committee meeting shall consist of the majority of the committee.

### **Teleconferencing**

In accordance with 5 ILCS 120/7© and 5 ILCS 120/7(a), members of the Board of Trustees may participate in a meeting of the Board or any Board committee meeting by means of a conference telephone or similar communications equipment whereby all persons participating in the meeting can hear each other, but participation in this manner shall not constitute presence for the purpose of establishing a quorum except as outlined in Statute.

### **Board of Library Trustees**

The Board of Library Trustees of the Marion Carnegie Library is charged with the

responsibility of the governance of the library. Per Illinois Statute, the Board is made up of nine members appointed by the Mayor, with approval of the Council of the City of Marion. The Board is responsible for selecting and recommending a skilled Library Director to the Marion City Council for hire. The Library Director will be responsible for the day-to-day operations of the library. The Board will meet once per month except in the months of July and December. These meetings will be open to the public and noticed in advance.

The Library Director will distribute the agenda and/or information packet for the meetings to the Board three days 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. Because a quorum is required for each meeting, this phone call should be placed as far in advance as possible. A vacancy shall be declared for any board member who is absent without cause from six regular board meeting in a period of one year.

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.

The Board of Library Trustees shall subscribe to the *ALA Ethics Statement for Public Library Trustees* and the *ALA Statement of Professional Ethics*. Board members shall agree to the principles found in *Serving Our Public: Standards for Illinois Public Libraries*.

### **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 voice vote for one-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 voice 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, 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 shall serve on the finance committee. The treasurer shall work closely with the Library Director and the Treasurer of the City of Marion to oversee financial records of the Board. The normal depository of all financial records shall be the library or the City Treasurer's Office.

### **Standing and Special Committees**

The standing committees shall be appointed annually in the month of June 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, monitoring library investments, and working with the Library Director to draft the Library's annual budget to be presented for full Board approval and ultimately to be presented to the City Treasurer, Mayor and City Council for approval. The committee will meet as needed.

### **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; and assuming a leadership role in the resolution of any personnel conflict which cannot be resolved by the Library Director. The Library Director is responsible for the annual review of all other library employees. The committee will meet as needed.

### **Policy Committee**

The Policy Committee shall be comprised of two members of the Board of Library Trustees and the Library Director. The Policy Committee's responsibilities include, but are not limited to, regularly reviewing existing policies and, as necessary, the Policy Committee will draft new policies to be presented for full board approval. The committee will meet as needed.

### **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 inspection of the library's physical facility to identify areas in need of repair, and making recommendations to the full board regarding repairs that are deemed necessary either as a result of their inspection or any time the need arises. The committee will meet as needed.

### **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, at which time the search committee is dissolved. The Board shall then make a recommendation to the Mayor and City Council for approval. The committee will meet as needed.

### **Technology Committee**

The Technology Committee shall be comprised of two members of the Library Board of Trustees and the Library Director. The Technology Committee's responsibilities include, but are not limited to, reviewing the library's technology plan, identifying needs for training, equipment purchases, or improvements to the infrastructure, revising the plan as required, establish a budget for technology related items within the library's budget, and recommending policies to support technology issues within the library. The committee will meet as needed.

### **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
- Recognition of visitors
- Public Comment
- Minutes
- Financial report
- Director's report
- Department reports
- Committee reports

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 Library Director shall meet with new trustees to examine the property and review services and shall present 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 Director**

The Director shall administer the policies adopted by the Board. Among duties and responsibilities of the 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 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 Director shall file there.

Staff personnel records are confidential and shall be kept in a secure place, and only the Library Director, City Human Resources Director, 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 Director, shall be kept in the library and only the Mayor or 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 City 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 City Attorney the Library will resist its issuance or enforcement until any such defects have been cured.

Amended January 8, 2001

Amended November 14, 2005

Amended September 11, 2006

Amended August 9, 2021