

## **ARTICLE I**

### **Organizational Name**

**The name of this organization shall be the Mt. Zion District Library.**

## **ARTICLE II**

### **Vision**

**Nurturing an educated, enlightened and enriched community.**

### **Mission**

**The mission of the Mt. Zion District Library is to provide the people of its community with access to a balanced collection of books and other materials, services and programming which will serve their educational, cultural and recreational needs.**

## **ARTICLE III**

### **Government**

**The library shall be governed by a Board of seven (7) Trustees, elected by the registered voters of the district in regular elections to serve terms of four (4) years. {Nomination of Trustee candidates, their election, and vacancies are followed as prescribed in the Illinois Compiled Statutes: Libraries, (Public Library District Act of 1991; 75 ILCS 16/30-10 through 25)}.**

1. In the instance of a Board vacancy, the Board will post the vacancy for a minimum of 2 weeks informing the public of the vacancy. An overview of responsibilities, duties and qualifications and the deadline for applying will be made available to anyone interested. Interested candidates will be asked to write brief summary expressing why they want to be a Board member and listing their qualifications. The Board will review all qualified applications at the next Board meeting following the application deadline. All Board members must be residents of the Mt. Zion Library District.

## **ARTICLE IV**

### **Duties and Responsibilities of Trustees**

- 1. To determine and adopt written policies for their own guidance and for the government of the library, its operation and program. The fiscal year shall be July 1 to June 30.**
  - a) Make and enforce reasonable rules and regulations governing the use of the library and library facilities.**
  - b) To exclude from the use of the library any person who willfully violates the rules prescribed by the Board such as scribbling in books, defacing property, using foul language, and insubordinate behavior.**
  - c) Any person damaging property will be billed replacement costs. Persons whose behavior and conduct is inappropriate may be required to leave the library premises.**
  - d) Set up a fine system for overdue books and other library materials**
  
- 2. Attend as many Board Meetings as possible. Any member whose attendance falls below eight (8) meetings per fiscal year may be asked to resign. If unable to attend, please notify the Board President or Library Director as soon as possible to ensure a quorum will be present.**
  
- 3. To appoint a competent librarian and necessary assistants, to fix their compensation and hours and to remove such appointees.**
  
- 4. To have the exclusive control of the expenditures of all monies collected for the library and deposited to the credit of the library fund; determine the needs of the library and secure adequate funds for the library's program (as delineated in the "Investment of Public Funds Policy" found in Appendix I to these By-Laws.)**
  
- 5. To have the exclusive control of the construction of any library building and of the supervision, care and custody of the grounds, rooms or buildings constructed, leased or set apart for library purposes.**
  
- 6. To purchase or lease grounds and to construct, purchase or lease and occupy an appropriate building or buildings for the use of the library.**

7. **To remodel or reconstruct a building erected or purchased by the Board, when such building is not adapted to its purposes or needs.**
8. **To sell or otherwise dispose of any real or personal property that it deems no longer necessary or useful for library purposes.**
9. **To contract with any library association, school board, or any city, village, incorporated town, township or district library board in the State of Illinois for furnishing or receiving library services.**
10. **To enter into contracts and take title to any property acquired by it for library purposes by the name and style of the Board of Library Trustees.**
11. **To extend the privileges and use of the library to persons residing outside the library district under such terms and conditions as the Board may from time to time by its regulations prescribe.**

## **ARTICLE V**

### Officers and Their Duties

The Library Board shall have power to make and enforce all rules and regulations necessary for the administration and government of the library.

The Board of Trustees shall elect officers from their members at the annual meeting in May so that they will take office immediately. Officers are to serve for two years.

President—shall preside over all meetings, appoint members of such committees as may be authorized and perform such other duties as the district may specify by its bylaws, policies or other appropriate action.

Vice-President—shall preside at meetings in the absence of the President. The Vice-President shall not have nor exercise veto powers.

Secretary—shall keep and maintain appropriate records for his/her term in office and shall include therein, a record of the minutes of all meetings, the names of those in attendance, the ordinances enacted, resolutions, rules and regulations adopted, and all other pertinent written matter as affect the operation of the district. The records shall be audited by two other Trustees appointed by the President and shall be conducted each fiscal year, and upon the change of Secretaries. The audit report shall be filed not later than the 90<sup>th</sup> day following the completion of the

fiscal year. Such report shall certify as to the accuracy of the records of the Secretary, their completeness, and list discrepancies, if any. The report of the audit of the Secretary's records shall be made a part of the Secretary's records. The Secretary shall have the power to administer oaths and affirmations for the purposes of this Act.

Treasurer—shall keep and maintain accounts and records of the district during his/her term in office, indicating therein, a record of all receipts, disbursements and balances in any funds. An audit for each fiscal year shall be conducted by an accountant licensed to practice public accounting under the laws of this State, or it not otherwise specified in the law, by two other Trustees appointed by the President, and a report filed with the Board not later than the 90<sup>th</sup> day following the completion of that fiscal year. Such audit shall certify for the fiscal year just ended: (1) total cash receipts from all sources; (2) total disbursements; and (3) Discrepancies. The audit shall also certify: (1) Cash-on-hand as of July 1<sup>st</sup>; (2) Cash in the Working Fund as of July 1<sup>st</sup>, and the amounts outstanding and due to said Fund; and (3) Any other information deemed pertinent by the auditing Trustees.

The Treasurer shall give bond to the district to faithfully discharge the duties of his/her office and to account to the district for all district funds coming into his/her hands and which bond shall be in such amount and with such sureties as shall be approved by the Board. The amount of the bond shall be based upon a minimum of 50% of the total funds received by the District in the last previous fiscal year. Cost of any surety bond shall be borne by the District.

## **ARTICLE VI**

### Meetings

1. Meetings shall be held at a regular time once a month.
2. Meetings shall be open to the public as provided by Statute. Special meetings may be called by the President, or the Secretary, or by any four Trustees. Notice of special meetings shall state the purpose of the meeting and no other business shall be transacted at the meeting.

In the absence of the President and the Vice-President, the meetings shall be presided over by the one trustee present who shall be chosen by the members for that purpose.

In the event of an emergency regarding the financial need or decision for the library.

3. Quorum – Four (4) Trustees of the Board shall constitute a quorum for the transaction of business at any regular or special meeting.
4. The “Order of Business” at regular meetings shall be as follows:
  - a) Meeting Called to Order by President and Roll Call
  - b) Minutes of Previous Meeting
  - c) Financial Reports
  - d) Report of the Librarian
  - e) Report of the Board Committees
  - f) Unfinished Old Business
  - g) New Business
  - h) Adjournment
5. No personal electronic devices may be used during meetings without Board approval. In case of an emergency, attendees are asked to step out of the room to take or make phone calls.

### **“Guidelines for Presenting at Library Board Meetings”**

The Mt. Zion District Library welcomes you to their meetings. We conduct our meetings in strict compliance with the State “Open Meetings Act” Law. That law requires that our board meetings be open for public observation, but it does not require that the public be allowed to participate in the meeting. For those individuals, groups, or organizations wishing to make a “presentation” to the Board, the following guidelines are provided:

- Call the Library Director or Board President no less than one week prior to the board meeting and asked to be placed on the agenda;
- Have enough handouts for all library board members plus any audience members, usually ten (10) handouts are enough. If possible, bring the handouts to the library by the Thursday prior to the Board meeting. The meetings are held the second Tuesday of each month;
- The board follows a set agenda. The board president presides and chairs the meetings. Generally, the board will be called to order, the minutes are approved and do any financial business necessary.
- Sometimes the board will agree to hear any other agenda item out of order. Once called upon, give any formal presentation necessary to the board. Try to keep it limited to ten (10) minutes and allow additional time for a question and answer period.
- The board will note your request and respond after board members have an opportunity to consider and deliberate about the request.

## **Policy on Public Comments at Board Meetings**

The Library Board encourages input from the public. The purpose of this policy is to ensure that interested parties representing various points of view are allowed time to present those viewpoints while permitting the Board to conduct its meetings in an efficient and effective manner. In addition to Public hearings held for receiving comments on specific issues, the Board has established a Public Comment period at each regularly scheduled Library Board meeting. The following serves to support this process:

1. There will be a Public Comment period at each regularly scheduled Board meeting.
2. Speakers will have a maximum of five (5) minutes for their comments.
3. Each speaker will provide his/her name, address and group affiliation, if any.
4. Speakers are requested to pre-register with the Library Director; however, if there are available public comment slots open at the time of a Board meeting, the remaining slots may be filled by individuals registering at the meeting.
5. As a general rule, the Board will not respond to public comments at the time they are made. The Board may comment, take action or not take action with respect to public comment at a future Board meeting, as it deems appropriate.
6. Board minutes for the meeting will reflect the names of any speakers and the substance of any comments.

The Board President is responsible for orderly conduct of a meeting and shall rule on the appropriateness of speakers' presentations in light of the purpose of Public Comment periods. The Library Board as a whole shall have the final decision on such rulings.

**Approved by Board:**           August 11, 2015

## **ARTICLE VII**

### **Committees of Board**

The Standing Committees of the Board shall be: Personnel and Policies, Buildings and Grounds, and the Finance Committee.

Special or "ad hoc" Committees for the study and investigation of special issues may be appointed by the President of the Board as needed. Such Special or "ad hoc" Committees might be: By-Laws, Long Range Planning, etc., and such committees will exist only until the purpose for which there were appointed is completed or finished.

## **ARTICLE VIII**

### **Conflict of Interest Statement for Trustees and Library Personnel**

No member of the Board of Trustees shall have a beneficial interest in any contract made by the Board unless such interest is specifically permitted by statute. Board members shall file annually a "Statement of Economic Interests" as required by the Illinois Government Ethics Act of 1972.

All library fiscal matters are the responsibility of the Board of Trustees. Cash received by the library from all sources shall be included in the District's annual budget. No employee of the library shall accept any money or gratuity from any corporation or business firm which has established a business relationship with the Library without first securing written permission from the Director of the Library. Any such money or gratuity shall become library property.

For the purpose of acquiring profit or personal gain, no employee shall act as an agent of the library, nor shall any employee of the library act as an agent of any corporation or business firm in any transaction with the Library.

## **ARTICLE IX**

### **Indemnification of Officers and Employees**

If any claim or action not covered by insurance is instituted against an office or employee of the Mt. Zion District Library allegedly arising out of an act or omission occurring within the scope of his/her duties as such office or employee, the Mt. Zion District Library shall at the request of the officer or employee:

- a) appear and defend against the claim or action; and

- b) pay or indemnify the officer or employee for a judgment and court costs based on such claim or action, provided there shall be no indemnification for any portion of a judgment representing an award of punitive or exemplary damages; and
- c) pay or indemnify the officer or employee for a compromise or settlement is approved by the Board of Trustees of this Library.

For the purpose of this section, the term "officer" shall include both elected and appointed officers. The term "officer and employee" shall include former officers and employees of the Library. This indemnification resolution shall not apply if the Board of Trustees finds that the claim or action is based on malicious, willful or criminal conduct. In such cases, the action to be taken by the Board of Trustees will be determined after an investigation of the facts.

## **ARTICLE X**

### Board Courtesy

The policy of the Mt. Zion District Library will be to send flowers to a staff person or Board Member who is hospitalized for a major illness, accident or surgery. When a death occurs in the immediate family of a staff member or Board member, a book will be purchased and placed as a memorial in the Library's collection.



## **ARTICLE XI**

### **Director**

The power of appointment and dismissal of the Director shall be vested in the Board of Trustees. The Board of Trustees shall also employ such maintenance personnel as may be deemed necessary from time to time.

1. The Director shall appoint members of the staff (substitutes, etc.)
2. Shall attend all Board meetings, except when her/his salary or continued employment are under discussion.
3. Shall be held responsible for carrying out the policies of the Board, for recommending needed policies for Board action, and for acting as technical advisor to the Board.
4. Shall be responsible for the care of the library property and general management of library services, for suggesting plans for extending library services, and preparing reports and showing the library's current progress and future needs.
5. Shall be responsible for supervision of staff assigned to classification, cataloging, and shelving of library materials; the enforcement of rules; and the accuracy of records.
6. Shall keep an itemized account of all receipts and expenditures on behalf of the library and report the same to the Board of Trustees monthly.
7. Shall, when practical, represent the library in the community and in regional, state, and national professional organizations and meetings.
8. Shall make statistical and evaluating reports to the Board and control expenditure of library funds under regulations established by the Board and report the Library's progress at each monthly Board meeting.

## **ARTICLE XII**

### **Amendments and Revisions of These By-Laws**

These By-Laws may be amended by a majority vote at a regular meeting of the Board of Trustees, provided written notice of the proposed amendment/revision has been given at a preceding regular meeting of the Board. Considerations of proposed revisions/amendments to these By-Laws shall be then referred to the "ad hoc" By-Laws Committee with that Committee's recommendations submitted to the Board at its next regularly scheduled Board meeting