

# Sandwich Public Library District

## Bylaws

Approved: October 13, 2015



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 of District Libraries, including but not limited to 75 ILCS 16/10 et seq.

### **Article I. Purpose**

#### **Section 1.01 Establishment**

The Sandwich Public Library District is formerly known as Sandwich District Library and Sandwich Township Library.

#### **Section 1.02 Governance**

The Board of Library Trustees shall be responsible for the provision of library services for the Sandwich Public Library District and shall author, implement and publish governing policies.

### **Article II. Meetings**

#### **Section 2.01 Regular Meetings**

The regular meeting of the Board of Library Trustees of the Sandwich Public Library District shall be on the second Tuesday of each month. The meeting shall be at the library at 6:30 o'clock 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 resolution, specify regular meeting dates and times. Meeting dates will be posted at the library and on the library's website. All notices shall have the dates, times and places of such meetings.

#### **Section 2.02 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 the Board members and to any news medium which has filed an annual request for notice under the Open Meetings Act (5 ILCS 120/2 et seq.), no business except that stated in the notice and agenda shall be transacted. Notice and agenda shall be posted 48 hours in advance at the library except in the case of a bona fide emergency.

#### **Section 2.03 Annual Meeting**

An annual meeting could be held for the purpose of hearing the annual reports of the Library Director and committees. The report should include a summary of the year's work with detailed account of the receipts and expenditures, and other information according to statute (75 ILCS 16/30-65). Said meeting could be used as self-evaluative or strategic planning. A copy of the Illinois Public Library Annual report should be forwarded to the Illinois State Library in accordance with the law. A copy should also be on file in the library.

#### **Section 2.04 Quorum**

A quorum for the transaction of business at any meeting shall consist of four Board members. Two Board members constitute a quorum for any Committee meetings of the Board.

#### **Section 2.05 Absences**

Trustees having scheduled vacation time or who will miss a Board Meeting due to unavoidable scheduling conflicts should advise the Board President or the Library Director as soon as possible.

Trustees who miss four consecutive meetings without prior notification may be asked to resign from the Board.

#### **Section 2.06 Vacancies**

Vacancies in the office of Library Trustee shall be declared by the Board and filled by the Board in accordance with applicable law.

#### **Section 2.07 Electronic Meetings Policy**

It is in the best interest of Library District residents and taxpayers that the fullest participation and attendance in all board meetings be achieved whenever possible; and the use of electronic conferencing for meeting attendance and voting requirements, at least in some governmental meetings, is permissible so long as the meeting is conducted in accordance with the Open Meetings Act (5 ILCS 120/2 et seq.).

### **Article III. Board of Library Trustees**

#### **Section 3.01 Responsibility**

The Board of Library Trustees of the Sandwich Public Library District 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 10 times per year. These meetings will be open to the public and noticed in advance.

#### **Section 3.02 Procedures for Meetings**

The Library Director will distribute the agenda and/or information packet for the meetings to the Board five days prior to meetings. Any Board member wishing to have an item placed on the agenda will notify the Board President who will inform 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 notify the library to indicate that he or she will be absent. Due to the fact that a quorum is required for each meeting, this notification should be placed as far in advance as possible.

#### **Section 3.03 Compensation**

Board members are not to be compensated pursuant to statute but will be reimbursed for necessary and related expenses as trustees. Board members are not exempt from late fees, fines, or other user fees. Trustees shall file a statement of economic interest with the County Clerk, pursuant to the Illinois Governmental Ethics Act.

#### **Section 3.04 Education**

To be effective, Board members should attend all meetings, read materials presented for review, and attend Library System (or other library-related) workshops, trainings mandated by the State, seminars, or meetings. 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, either in person or online. Board members using their own vehicle will be reimbursed at the rate allowed by the Internal Revenue Service for travel to and from any Library System (or other library-related) workshop, seminar, or meeting.

#### **Section 3.05 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 vote for 2-year terms at the regular meeting in the month of June. 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 as soon as possible.

##### **(a) 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.

**(b) Vice-President**

The Vice-President, in the absence of the President, shall assume all duties of the President.

**(c) Secretary**

The Secretary or his/her designee shall ensure the keeping the minutes of all Board meetings, recording of attendance, and recording of 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.

**(d) Treasurer**

The Board Treasurer should prepare or assist in the preparation of annual budgets and chair the finance committee. The Treasurer shall be bonded in accordance to the requirements of the state statute.

**Section 3.06 Banking**

**(a) Account Signatories**

All trustees serving as elected Officers of the Sandwich Public Library Board of Trustees along with the Library Director shall be signatories on all library financial (bank) accounts.

**(b) Authorization**

Any combination of two officers or one officer and the Library Director may sign checks on the authorization of the Board.

**Section 3.07 Library Trustee Roles and Ethics**

Trustees will behave in accordance with the current Trustee Facts File as put out by the Illinois Library Association.

**Article IV. Standing and Special Committees**

The standing committees shall be appointed annually or as needed in the month of June and shall consist of at least three Trustees. The President shall appoint a chairperson for each committee. 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, the building and grounds committee, the technology committee, and the marketing committee. Please see Article XI for Friends of the Library policy information. The library shall be the depository of all committee reports.

**Section 4.01 Finance Committee**

The finance committee's responsibilities include, but are not limited to, drafting a Budget and Appropriations Resolution for the approval of the full board, drafting a Levy for the approval of the full Board, drafting a working budget for the approval of the full Board, monitoring the investments of the library, and implementing the library's investment policy. This committee will work closely with the Library Director.

**Section 4.02 Personnel Committee**

**(a) Primary Responsibilities**

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 for the coming year, annually reviewing and recommending changes to the personnel policies contained in the Employee Handbook, and assuming a leadership role in the resolution of any personnel conflict which cannot be resolved by the Library Director in accordance with the Employee Handbook. The Library Director is responsible for the annual review of all other employees of the library. This committee will work closely with the Library Director.

**(b) Special Responsibility: Director Search**

The personnel committee will conduct a search for a new Library Director. Applications for the position of Library Director shall be filed at the library and available to all Board members. While the full board actually hires the library director, the personnel committee may recruit, screen, interview applicants, and make a recommendation concerning top candidates. The entire Board will interview finalists. Five votes shall be required for the Board to hire a Library Director.

#### **Section 4.03 Policy Committee**

The primary responsibility of the policy committee is to develop Library Policy. These policies shall include the division of responsibility between the Board and staff, a Library Material Selection Policy, and shall adhere to the "Library Bill of Rights" and the "Freedom to Read" statements of the American Library Association. The committee shall determine the library regulations governing the use of the library and review sections of existing policy in a systematic fashion to insure that all policy is reviewed at an interval not to exceed 3 years. As a result of such policy reviews, the policy committee will make recommendations regarding additions or changes to existing policy as well as deleting policies that are no longer appropriate or of value. All Library Policies must be approved by the vote of the Board and made readily available to the public. This committee will work closely with the Library Director.

#### **Section 4.04 Building and Grounds Committee**

The building and grounds committee's responsibilities include, but are not limited to, planning for and monitoring the continual development of the entire site, 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. This committee will work closely with the Library Director.

#### **Section 4.05 Technology Committee**

The technology committee's responsibilities include, but are not limited to, conducting an annual assessment of the technology utilized by the library in order to determine which technology is no longer needed, which technology needs to be upgraded, and which technology needs to be added; and, based on this assessment, developing the library's technology plan for the approval of the full board. A copy of this approved technology plan will be submitted to the state library. This committee will work closely with the Library Director.

#### **Section 4.06 Marketing Committee**

The marketing committee's responsibilities include, but are not limited to, the development, implementation and evaluation of a plan to market the library's services and programs to the residents of the library district of Sandwich and to the community at large. This committee will work closely with the Library Director.

### **Article V. Parliamentary Procedure**

The newest revised copy of Robert's Rules of Order shall govern the parliamentary procedure of the Board, unless otherwise specified in the Bylaws.

#### **Article VI. New Trustees**

The Library Director and a current trustee appointed by the Board/President shall meet with new trustees to examine the property and review services and shall present to new trustees a packet that includes the Library Policy and other procedural material, a list of trustees and committees, minutes and financial reports for the previous 3 months, and other pertinent information.

#### **Article VII. Duties of the Library Director**

The Library Director shall administer the policies adopted by this 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 enacting such procedure as will promote the efficiency and service of the library. Additional clarification is set forth in the Division of Responsibilities Policy.

## **Article VIII. 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.

Article IX. Administrative Records

### **Section 9.01 General 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 Library Director shall file there.

### **Section 9.02 Personnel Records**

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

### **Section 9.03 Confidential Records of the Board**

Executive session recordings are kept offsite with the Board Secretary and written minutes are stored at the library.

## **Article X. Electronic Communications**

Electronic communication may only be conducted in accordance with State regulations.

Given the ease with which electronic communications can be forwarded, copied, or misdirected, either intentionally or inadvertently, these should be used only with caution. When communicating electronically, the use of "reply all" responses, "forward" or "cc" of a response must not be used thereby avoiding communication which could constitute a gathering of a quorum. It is advised that all electronic communication regarding library matters be done via Sandwich Public Library District accounts provided by the Director.

There are limited instances in which electronic communications may be used for routine non-substantive communications between Trustees and Library staff. Examples include:

- Requests for available dates and times for meetings ("reply all" is appropriate here)
- Meeting reminders
- Sending agenda materials in advance of a meeting
- Sending other documents for personal review or editing
- Dissemination of information

Electronic communication constitutes a public record which must be maintained in accordance with the Local Records Act as well as Federal and State Statutes including, but not limited to, Freedom of Information's Act (FOIA) and the Open Meetings Act.

## **Article XI. Friends of the Library**

Friends of the Library will work closely with the Library Director and the Board of Trustees.

### **Section 11.01 Executive Board**

The President of Sandwich Public Library District is an ex-officio member of the Friends Executive Board

### **Section 11.02 Board Liaison**

There should be a liaison between Friends and Board-just so both organizations know what is going on.

### **Section 11.03 Bylaws**

Any revisions to the Friends Bylaws must pass a vote by the Sandwich Public Library District Board of Trustees. The library shall be the depository of all committee reports.

**Section 11.04 Open Meetings**

Friends of the Library will abide by the Open Meetings Act and will follow the most current version of Robert's Rules of Orders

**Section 11.05 Finances**

Friends of the Library will provide financial information to the Board of Trustees on an annual basis.