



Bylaws of the Brimfield Public Library District

These rules are supplementary to the provisions of the statutes of the State of Illinois as they relate to the procedures for District Libraries and District Library Trustees.

Identification

The legal name of this organization is Brimfield Public Library District, and is located at:
111 South Galena Street
P.O. Box 207
Brimfield, IL 61517
The library district was established in September 1994.

Regular Meetings

The regular meeting of the Board of Trustees of the Brimfield Public Library District shall be held on the first Monday of each month. The meeting shall be held at the library at 6:30 p.m. The meetings shall be open to the public and noticed in advance. The library's fiscal year runs July 1st through June 30th; and at the beginning of each fiscal year, the board shall, by ordinance, specify regular meeting dates and times. The secretary of the board shall then post the schedule of meetings in a prominent place within the library. Said notice shall have the dates, times, and place of meetings.

The order of business at each meeting shall be as follows:

- Call to order
- Roll call, recording both present and absent members
- Public comment
- Secretary's report, approval of minutes of previous meeting
- Financial report, including approval of bills payable
- Director's report
- Unfinished business
- New business
- Adjournment

Annual Meeting

An annual meeting shall be held in September for the purpose of hearing the annual reports of the Director and committees. The report also includes 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 will also be on file in the library.

Special Meetings

Special meetings may be held at any time when called by the president or 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 Library Board members.

Parliamentary Procedure

Robert's Rules of Order, Revised shall govern the parliamentary procedure of all Board meetings.

Board of Library Trustees

Library Trustee is an elected office with a six-year term. The Library Board is charged with the responsibility of governance of the library, including ensuring adequate funding. The Board will hire a skilled Library Director who will be responsible for library staff and 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 the week prior to meetings. Any Board member wishing to have an item placed on the agenda will call the Library Director two weeks preceding the meeting to have an item placed. Business is conducted by majority vote of the Library Board. All Library Trustees are expected to support the final decisions made by a majority vote. All meetings will comply with the Open Meetings Act according to statute requirements. To be effective, Board members must attend most meetings, read materials presented for review, and if possible, 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. 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. A library trustee who is unable to attend a meeting will call the Library Director to indicate that they will be absent. Since a quorum is required for each meeting, this phone call should be placed as far in advance as possible. After missing 6 consecutive meetings, a Library Trustee may be asked to resign.

Trustee resignations will be submitted to the Library Director and will then be forwarded to the Board President. In the event of a vacancy, the remaining Trustees may appoint a new member according to statute requirements. Board members are not to be compensated pursuant to statute but will be reimbursed for necessary and related expenses as trustees.

Conflict of Interest

Library Board members may not in their private capacity negotiate, bid for, or enter into a contract with the Brimfield Public Library District in which they have a direct or indirect financial interest. A Library Board member shall withdraw from Board discussion, deliberation, and vote on any matter in which the Board member, an immediate family member, or an organization with which the Board member is associated has a substantial financial interest. A Board member may not receive anything of value that could reasonably be expected to influence their vote or other official action. Family members of library staff are ineligible for election or appointment to the Library Board.

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 ballot vote for two-year terms at the regular meeting in the month of May. The president shall not serve more than two consecutive terms unless by majority 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 majority 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 matters.

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, and 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. The secretary also certifies all legal documents as required.

Treasurer

The treasurer is authorized by the Board to sign checks, shall serve on the finance committee, and shall draw up checks. The treasurer shall keep all financial records of the Board. The 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 when they are unable to serve, the president or vice president 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.

Standing and Special Committees

Brimfield Public Library District does not have standing committees. Ad hoc committees may be appointed by the president as needed, and members shall serve until the work for which they were appointed is complete. All committee reports and recommendations are advisory, and all final decisions are made by the full Library Board. The library shall be the depository for all committee reports.

Director Search Committee

When the position of Director falls vacant, the Board shall immediately select an acting Director for interim and establish a Director Search Committee, which shall consist of



the president and two members elected from the Board. Applications for the position of Director 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. Five votes shall be required for the Board to hire a Director, after which the Search Committee is dissolved.

New Trustees

The Library Director shall meet with new trustees to examine the library property, review library services, and shall present to new trustees a packet which includes library policies and other procedural material, a list of the current Library trustees and committees, minutes and financial reports for the last 6 months, and any other pertinent information.

Library Director

The Library Director shall be considered the executive officer of the library under the direction and review of the Library Board. The Library Director shall administer the policies adopted by the Library Board. Among the responsibilities of the Director shall be the hiring, supervising, disciplining, and/or dismissal of all library staff, monthly and annual reports are required, preparing a budget for review, material selection, and recommending policies and procedures as to promote the efficiency and service of the library. The Library Director shall attend all Board meetings and shall have no official vote.

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.

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 or any



person authorized by the Director shall have access to these records. Confidential records of the Board, such as personal records concerning the Director, shall be kept in the library, and only members of the Board shall have access to those records.

Circulation Records

Circulation records and other records identifying the names of library users with specific materials are hereby 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 Local, State, or Federal government, except pursuant to such process order, or subpoena as may be authorized under the authority of and pursuant to State or Federal 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 will immediately contact the Library Director. The Library Director will consult with the President of the Board and the Library Attorney to ensure 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 cured.

Approved at the regular Trustee meeting on March 2, 2015