

BYLAWS OF THE BOARD OF TRUSTEES
of the
SIX MILE REGIONAL LIBRARY DISTRICT

ARTICLE I. NAME

- 1.1 The name of this organization shall be the Six Mile Regional Library District Board of Trustees.

ARTICLE II. GOVERNANCE AND OBJECTIVES

2.1 Governance

The Board of Trustees is established under the Illinois Compiled Statutes, Chapter 75, Act 16/30. The affairs of the Six Mile Regional Library District Board of Trustees shall be conducted by the committee of the whole.

2.2 Objectives

As a tax-supported governmental entity, all activities of the library are motivated by the ideal of public service. The trustees and library staff should attempt to take an active part in community affairs and work consistently toward making the library an integral part of the community.

The objectives of the library board are to:

- provide public library service to the residents of the Six Mile Regional Library District
- support library development
- secure adequate funding to fulfill the mission of the library, and to spend such funding wisely and as necessary in support of said mission
- cooperate with other libraries and the library system for the mutual benefit of both parties
- seek to fulfill the mission of the library

2.3 Mission of the Six Mile Regional Library District

The Six Mile Regional Library District provides a broad range of materials, qualified staff, and competent service in order to help members of its community obtain information to meet their personal, educational, career, and business needs, and to assist in their search for knowledge. The library seeks to support students at all academic levels; to stimulate young people's interest in, and appreciation of, reading and learning; and to encourage quality leisure-time activity for all the library's constituents.

The branch library gives special emphasis to stimulating young people's interest in, and appreciation of, reading and learning; and to encouraging quality leisure-time activity for all the library's constituents.

ARTICLE III. MEMBERSHIP

- 3.1 The Six Mile Regional Library District, hereinafter referred to as "the District," shall be governed by a Board of Trustees, hereinafter referred to as "the Board," consisting of 7 members who are elected to 6-year terms. Those elected shall take the oath of office within 60 days following their election.
- 3.2 A vacancy on the Board may be declared to exist when a trustee declines, fails or is unable to serve, or

becomes a nonresident of the District; or is convicted of a misdemeanor, or by failing, neglecting or refusing to discharge any duty imposed upon him/her by the Library District Act, or who shall have failed to pay the library taxes levied by the District. All vacancies shall be filled by appointment by the remaining trustees until the next election. Vacancies occurring more than 180 days before the next election date shall be filled forthwith.

ARTICLE IV. MEETINGS

4.1 Monthly Meetings

The regular monthly meeting of the Board of Trustees shall be held on the second Tuesday of each month at 7:00 p.m. at the library. The Board shall have a minimum of ten (10) such regularly scheduled meetings per year.

4.3 Special Meetings

Special meetings may be called by the President or upon written request of two (2) members for the transaction of business stated in the call for meeting.

4.4 Notices

Notice of all regular meetings shall be given by the secretary, in writing, to all members at least three days before the meeting.

4.5 Quorum

(See Article IX)

ARTICLE V. POWERS AND DUTIES OF THE BOARD

The Illinois Compiled Statutes lists the powers and duties of the Board. To summarize, the Board's powers include:

- to enact, amend and rescind ordinances and to make and adopt such bylaws, rules, and regulations as may be expedient for their own guidance and for the government of the library
- to have the exclusive control of the expenditure of all moneys collected for the library and deposited to the credit of the library fund
- to have the exclusive control of any library building
- to purchase or lease real or personal property
- to remodel or reconstruct a building erected or purchased by the board
- to sell or otherwise dispose of any real or personal property that it deems no longer necessary or useful for library purposes
- to appoint and fix the compensation of a qualified librarian, who shall have the authority to hire such other employees as may be necessary, to fix their compensation, and to remove such appointees, subject to the approval of the board
- to contract with any public or private corporation or entity for the purpose of providing or receiving library service
- to join with the board or boards of any one or more libraries in the state of Illinois in maintaining libraries
- to enter into contracts and to take title to any property acquired by it for library purposes
 - to exclude from the use of the library any person who willfully violates the rules prescribed by the board

- to extend the privileges and use of the library, including the borrowing of materials on an individual basis by persons residing outside the city, the cost to be determined according to the formula established by the Illinois State Library
- to exercise the power of eminent domain
- to join the public library as a member and to join the library trustees as members in the Illinois Library Association, which promotes library development and librarianship
- to invest funds pursuant to Illinois Compiled Statutes, Act 16/30–55.85
- to accumulate and set apart as reserve funds portions of the unexpended balances of the proceeds received annually from taxes or other sources, for the purpose of providing self-insurance against liabilities relating to the public library
- to undertake programs for the purpose of encouraging the addition to the district of adjacent areas without local tax supported library service and to expend funds for this purpose
- to provide, by ordinance, fines and penalties for injury to any book or other library material, or to any real or personal property belonging to or in the custody of the library and for failure to return any book or other material or personal property belonging to or in the custody of the library.

These are collective powers of the Board. No individual board member shall attempt to usurp the authority of the Board.

ARTICLE VI. OFFICERS

6.1 Officers

Officers of the Board shall be nominated at a regular meeting of the Board and shall be as follows: President, Vice President, Secretary, and Treasurer. Elected officers shall be seated at the next scheduled meeting thereafter.

6.2 Nominating

Officers of the Board shall be nominated by a nominating committee consisting of three (3) members of the Board to be appointed by the President. Nominations may also be made from the floor.

6.3 Term of Office

It shall be recommended that the President, Vice President, Secretary, and Treasurer shall serve no more than two (2) consecutive terms in the same office.

ARTICLE VII. DUTIES OF OFFICERS

7.1 President

The President of the Board shall preside at all meetings, appoint all committees, be an ex officio member of all committees, certify all bills approved by the Board, sign checks approved by the Board, authorize calls for any special meetings, and generally perform the duties of a presiding officer. The President shall not have veto power.

7.2 Vice President

The Vice President shall preside and carry on functions of the President during the absence of the President. In the event of the absence of both President and Vice President, the members present shall elect a chairman pro tempore.

7.3 Secretary

The 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 Secretary shall have the power to administer oaths and affirmations for the purposes of this Act, and any other duties described by the Illinois State Statutes pertaining to the Secretary of the Board.

7.4 Treasurer

The Treasurer of the Board shall be the keeper of the funds of the District. His/her responsibilities shall normally include signing of the drafts against the checking account with other authorized signatures, investment of library funds, serving as a member of the Finance Committee of the Board, and performing any other duties described by the Illinois State Statutes pertaining to the Treasurer of the Board.

The Treasurer shall be bonded in the amount of a minimum of 50% of the total funds received by the district in the previous fiscal year. (See Illinois Compiled Statutes, Act 16, 30–45, paragraph e.)

The Treasurer shall ensure that a yearly audit is made by the independent auditor hired by the Board. The treasurer shall also ensure that these items are submitted to the Board for its approval.

7.5 IHLS Delegate

When available, the Board shall elect from among themselves an Illinois Heartland Library System delegate, whose term shall be for two (2) years and who shall not serve more than six (6) consecutive years. The IHLS delegate shall represent the interests of this District and its constituents, as well as seek to work with the Illinois Heartland Library System.

ARTICLE VIII. COMMITTEES

8.1 Standing Committees

The standing committees of the Board shall be as follows: Finance Committee, Personnel Committee, Buildings, Grounds, & Equipment Committee, Executive Committee, Planning & Development Committee, and Book and Public Relations Committee.

8.2 Finance Committee

The Finance Committee will have the responsibility for recommending policy to the Board with regard to the financial aspects of the library. The Finance Committee, in conjunction with the library director, draws up and recommends to the Board a budget and salaries. It also proposes sources for additional funds, changes in existing budget, and investment of monetary assets.

8.3 Personnel Committee

The Personnel Committee will have the responsibility for recommending policies and agreements to the Board dealing with personnel. These would include proposals for collective bargaining agreements, administrative staff policy manual, and new policies dealing with, or affecting or contributing to, the management and hiring of personnel. It will also act as a Grievance Committee as required by the

collective bargaining agreement and other Board policies.

8.4 Book and Public Relations Committee

The Book and Public Relations Committee will have the responsibility for reviewing and revising policies dealing with selection and use of library materials. It shall also act as a committee to review book complaints. In addition, the committee will encourage community support. It is understood that community support cannot be obtained by "PR" alone; it is dependent upon customer satisfaction.

8.5 Buildings, Grounds, and Equipment Committee

The Buildings, Grounds, and Equipment Committee will have the responsibility for recommending policies to the Board dealing with the purchase or construction of buildings and the utilization and modification of existing buildings and the maintenance of library buildings, grounds, and equipment, the installation of equipment, changes in existing equipment, etc. It shall also act to advise the library director with regard to necessary major repairs and alterations to buildings.

8.6 Executive Committee

The Executive Committee consists of all officers of the Board and will have the responsibility for recommending policies to the Board dealing with the order and conduct of library board business. Unanimous vote of the Executive Committee grants it the power and authority to call an emergency session of the Board at any time.

8.7 Planning and Development Committee

The Planning and Development Committee will have the responsibility for recommending policies to the Board dealing with the purpose of expanding library services. Working with library administration and staff, the committee shall develop for the library short and long-range goals to vitalize and advance library service in the community. The committee's goals should be formulated with the assistance of the books Serving Our Public: Standards for Illinois Public Libraries and Planning and Role Setting for Public Libraries. This committee shall support implementation of these goals.

8.8 Committee to Audit the Records of the Secretary

Pursuant to Illinois Compiled Statutes, Act 16, 30–65, paragraph c, the President shall appoint two trustees to annually audit the records of the Secretary.

8.9 Special Committees

Special committees for the study and investigation of certain problems may be appointed by the President, such committees to serve until the completion of the work for which they were appointed.

ARTICLE IX. QUORUM AND ATTENDANCE

9.1 Quorum

A quorum for the transaction of business shall be a majority of members of the Board. In the absence of a quorum, the members present shall constitute a quorum for the purpose of adjourning the meeting. Once a meeting is in session with a quorum and a quorum is lost while the meeting is in session, adjournment will be at the discretion of the President.

ARTICLE X. LIBRARY DIRECTOR AND ADMINISTRATIVE ASSISTANT

10.1 Library Director

The library director shall be considered the administrative officer and shall have the responsibility for the administration of the library under the general purview of the Board. The library director shall be held responsible for the care of the buildings and equipment, for direction of the staff, for the efficiency of the library's service to the public, and for the operation of the library under the financial conditions set forth in the annual budget. He/she shall have the authority to hire other employees according to current personnel policies and personnel budget of the District. The library director or his/her representative shall attend all Board meetings.

Pursuant to Serving Our Public: Standards for Illinois Public Libraries, the library director shall hold a graduate degree from an ALA accredited library school.

10.2 Administrative Assistant

The Administrative Assistant shall make an accurate record of proceedings of the Board and shall mail notices of all regular meetings and shall enclose the minutes of the previous meeting. The Administrative Assistant shall, on authorization of the President, mail notices of all special meetings and shall have custody of the minutes and other records of the Board.

This position serves as the administrative assistant to the director.

ARTICLE XI. ORDER OF BUSINESS

11.1 Order of Business

The business conducted at the regular meetings shall include at minimum:

- Call to order
- Approval of Agenda
- Approval of Minutes
- Communications
- Payment of Bills
- Report of the Library
- Reports of Standing Committees
- Reports of Special Committees
- Old Business
- New Business
- Adjournment

ARTICLE XII. RULES OF ORDER

12.1 Rules of Order

The presiding officer of the Board shall conduct the meeting in an orderly fashion and shall rule on matters of order. Robert's Rules of Order (as revised from time to time) will serve as a guideline. Board members may not address the same subject twice or speak more than five minutes at one time without approval of the Board.

ARTICLE XIII. EXECUTIVE SESSION

13.1 The business of the Board shall be conducted in compliance with the Open Meetings Act, Illinois Compiled Statutes, Chapter 5, Act 120.

ARTICLE XIV. AMENDMENTS

14.1 These Bylaws may be amended at any regular meeting of the Board with a quorum present by a majority vote of the Board, provided the amendment was stated in the call for the meeting.

ARTICLE XV. POLICIES

15.1 All written policies regarding the conduct of the District shall be passed by a majority vote of the Board.