

## **Carlock Public Library District Board of Trustees Bylaws**

### **Article I. Identification**

This organization is the Board of Trustees of the Carlock Public Library District. The library is located in Carlock, Illinois, and serves residents of Dry Grove, Kansas, and White Oak townships.

### **Article II. Membership**

**Section 1. Appointments and Terms of Office.** The board shall consist of seven members who shall be elected and serve for a term of six years. A trustee's term begins on the third Monday of the month next following the election, after votes are officially certified.

No member shall hold more than one office at a time. No member shall be eligible to serve more than two consecutive terms in the same office.

**Section 2. Elections.** Trustees shall be elected every two years at the regular election scheduled for trustees of public library districts under the Election Code. Nomination of candidates for election as trustee shall be by petition, signed by at least a number equal to two percent (2%) of the votes cast at the last election for library trustees, or 50, whichever is less, residing within the district, and filed with the secretary of the district within the time provided by the Election Code. No party name or affiliation may appear on the petition.

**Section 3. Eligibility.** To be eligible to serve as a library trustee, a person must be a qualified elector of the library district and have resided in the library district at least one year at the time he or she files nomination papers.

A person who is in arrears in the payment of a tax or other indebtedness due to the library district is not eligible to serve as a library trustee. In addition, those who have been convicted in any court in the United States of any crime, bribery, perjury, or other felony are not eligible to serve as a library trustee.

**Section 3. Vacancies.** All vacancies shall be filled by appointment by remaining trustees until the next regular library election, at which time a trustee shall be elected for the remainder of the unexpired term.

**Section 4. Meeting Attendance.** Members shall be expected to attend all meetings unless prevented by a valid reason. Absence without cause for all regular board meetings for a period of one year shall be a basis for declaring a vacancy.

**Section 5. Compensation.** Board members will not be compensated for their service. Board members will be reimbursed for necessary and related expenses as trustees. Board members are not exempt from library user fees.

## Article III. Officers

**Section 1.** The officers shall be a president, a vice president, a secretary, and a treasurer, elected at the first regular meeting following election or appointment to expiring regular terms. In the event of a resignation from office, an election to fill the unexpired term of that office will be conducted by ballot vote at the next regular meeting.

### **Section 2. President.**

- The president shall preside at all board meetings, appoint all standing or special committees, serve as ex-officio member of all committees, and perform other duties normally associated with this office.
- The president shall be the only spokesperson for the Board of Trustees in all public capacities and in all advisory or disciplinary action directed to library staff.
- In the absence of the treasurer, the president may perform the duties of the treasurer.

### **Section 3. Vice President.**

- The vice president, in the event of the absence or disability of the president, or of a vacancy in that office, shall assume and perform the duties and functions of the president.
- The vice president may perform the duties of the treasurer or secretary in the event of the absence or disability of the treasurer or secretary.

### **Section 4. Secretary**

- The secretary shall keep true and accurate minutes of all meetings of the board, shall issue notice of all regular and special meetings, and shall perform such other duties as are generally associated with the office of secretary.
- The library director or a member of the staff may be designated by the board to perform any or all of the above duties.

### **Section 5. Treasurer**

- The treasurer shall keep all financial records of the district during his or her term of office, indicating a record of all receipts, disbursements and balances in any funds.
- The normal depository of all financial records shall be the library.
- The treasurer shall make monthly reports to the board showing the amount and investment of, and income and disbursements from, the funds in his or her charge.
- The treasurer will serve as the designated liaison to the accounting firm retained by the library and to the bank holding the library's funds.
- In the absence of the treasurer, the president or vice president may perform the duties of the treasurer.
- The treasurer shall be bonded in an amount to be approved by the board in accordance with state statute.

## Article IV. Meetings

**Section 1. Regular Meetings.** Regular meetings shall be held each month, with the exception of December. Each fiscal year, the board shall, by ordinance, specify regular meeting dates and times.

**Section 2. Agendas and Notices.**

The meetings shall be open to the public and noticed in advance. Meeting agendas and notices shall indicate the time, date, and place of the meeting, and indicate all subject matters intended for consideration at the meeting. The agenda will be posted at least 48 hours prior to the meeting.

**Section 3. Minutes.** Minutes of all meetings shall, at a minimum, indicate board members present, all items of business, all motions (except those that were withdrawn), and the result of all votes. Current board minutes are available for review in the library.

**Section 4. Quorum.** A quorum at any meeting shall consist of four trustees. A majority of those present shall determine the vote taken on any question.

**Section 5. Remote Attendance.** Trustees are expected to attend meetings in person. However, remote attendance, via interactive video or audio conference, is allowed if the trustee is prevented from physically attending the meeting because of:

1. Personal illness or disability
2. Employment purposes or library business
3. A family or other emergency

**Section 6. Special Meetings.** Special meetings may be called at the direction of the president, or any four board members, provided that meeting notice, with agenda, is posted at least 48 hours in advance. This time period may be waived in an emergency. No business except that stated in the notice and agenda shall be transacted.

**Section 7. Open Meetings Act Compliance.** All board meetings and committee meetings shall be held in compliance with the Illinois Open Meetings Act.

**Section 8. Parliamentary Authority.** The rules contained in *Robert's Rules of Order*, latest revised edition, shall govern the parliamentary procedure of the meetings, unless otherwise specified.

**Section 9. Order of Business.** Board meetings should include:

- Roll Call – record both present and absent
- Secretary's Report – approval of minutes as received or corrected; reading of communications if board action is required.
- Financial Report – review of income, disbursements, and balances in all library funds.
- Audience to Visitors – visitors will be permitted five minutes for presentation.
- Reports of Committees or Officers – as outlined on the agenda
- Report of the Library Director
- Unfinished Business – should be included on the agenda
- New Business – new business, unless of an emergency nature, should be left for future meetings if not listed on the agenda.

**Article V. Committees**

**Section 1.** No committee shall have other than advisory powers.

**Section 2.** Standing or ad hoc committees shall be appointed by the president to advise the board and make recommendations pertinent to meeting agenda items.

**Section 3.** Standing committees include the Finance Committee and the Policy Committee.

- Finance Committee:
  - Develops initial draft of the Budget and Appropriations Ordinance and the Tax Levy Ordinance.
  - Conducts research and develops recommendations for proposed capital expenditures.
- Policy Committee:
  - Provides initial review and recommendations of new and existing library policies on a regular schedule.

**Section 4.** All committee meetings will comply with the Illinois Open Meetings Act.

## **Article VI. Duties of the Board of Trustees**

**Section 1.** Legal responsibility for the operation of the Carlock Public Library District is vested in the Board of Trustees. Subject to state and federal law, the board has the power and duty to determine rules and regulations governing library operations and services.

**Section 2.** The board shall select, appoint, and supervise a library director, and determine the compensation of all library employees.

**Section 3.** The board shall approve the budget and make sure that adequate funds are provided to finance the approved budget.

**Section 4.** The board shall supervise and maintain buildings and grounds, as well as regularly review various physical and building needs to see that they meet the requirements of the total library program.

**Section 5.** The board shall cooperate with other public officials and boards to maintain vital public relations.

**Section 6.** The board shall approve the required annual report for the state library, as well as any other reports required by governing bodies with jurisdiction over the library.

## **Article VII. Library Director.**

The library director shall be appointed by the Board of Trustees and shall be responsible to the board. The library director shall be considered the executive officer of the library under the direction and review of the board, and subject to the policies established by the board. The director shall act as technical advisor to the board. The director shall attend all board meetings (unless prevented by a valid reason) but shall have no vote. The director may be excluded from closed sessions.

## **Article VIII. Conflict of Interest.**

**Section 1.** Board members may not in their private capacity negotiate, bid for, or enter into a contract with the Carlock Public Library District in which they have a direct or indirect financial interest.

**Section 2.** A 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.

**Section 3.** A board member may not receive anything of value that could reasonably be expected to influence his or her vote or other official action.

## **Article IX. Amendment to Bylaws.**

Amendments to these bylaws, or any other procedural or policy documents, may be proposed at any regular meetings of the board and become effective as and if adopted by a majority vote of the board at a subsequent meeting.

The Policy Committee will initiate review of these bylaws every three years.

## **Article X. Investment of Public Funds Policy**

This policy outlines the responsibilities, general objective, and specific guidelines for management of public funds by the library Board of Trustees.

Section 1. All investment policies and procedures of the Carlock Public Library District will be in accordance with Illinois law. The authority of the Library Board of Trustees to control and invest public funds is defined in the Illinois Public Funds Investment Act and the investments permitted therein. Administration and execution of these policies are the responsibility of the Treasurer who is hereby designated the "Chief Investment Officer" of the Carlock Public Library District acting under the authority of the Board of Trustees.

Section 2. All Carlock Public Library District investment activities shall use a "prudent person" standard of care. This standard shall be applied in the context of managing an overall portfolio and specifies that investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probably safety of their capital, as well as the probably income to be derived.

Section 3. In selecting financial institutions and investment instruments to be used, the following general objectives should be considered in the priority listed: legality, safety, liquidity, yield, simplicity of management, and use of local financial institutions.

*Legality and safety:* Investments will be made in FDIC or NCUA insured institutions. Deposit accounts in banks or credit unions will not exceed the amount insured by FDIC or NCUA coverage.

*Liquidity:* In general, yearly needs of the library will not be placed in non-liquid investments.

*Yield:* Within the constraints of Illinois law, considerations of safety and our investment policy, every effort should be made to maximize return on investments made. Available funds should be placed in investments or kept in interest-bearing deposit accounts.

*Simplicity of management:* The time required by the Chief Investment Officer shall be kept to a minimum.

*Local investments:* Investments should be deposited in local FDIC or NCUS insured institutions, if possible.

Section 4: Each monthly financial report will include the investment vehicle, balance, and status of all accounts. The Chief Investment Officer will review the investment portfolio at least annually and make any needed adjustments. Adjustments will be reports to the Board of Trustees.

Section 5: Officers and employees involved in the investment process shall refrain from personal business activities that might conflict with the proper execution and management of this investment program, or that could impair their ability to make impartial decisions, or that give the appearance of impropriety.