

Ratified: April 15, 2014  
Amended: 12-19-2017  
Last amended 12-17-2019

## **BY-LAWS**

### Peotone Public Library District

These By-Laws are supplementary to the statutes of the State of Illinois as they relate to the procedures of the Board of Library Trustees of the Peotone Public Library District, including but not limited to 75 ILCS 16/1-1 et seq (the Public Library District Act).

#### **ARTICLE I. NAME/GOVERNANCE**

The name of the Library District is PEOTONE PUBLIC LIBRARY DISTRICT (the District). The District's principal location is 515 N. First Street, Peotone, Illinois. The District provides public library services to Green Garden, Peotone, Wilton Center and parts of Monee and Will Townships.

#### **ARTICLE II. MEETINGS**

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

The regular meeting of the District's Board of Library Trustees (the Board) are on the third Tuesday of each month. The meeting shall be at the Library at 6:30 pm. The meetings are open to the public and noticed in advance. At the beginning of each calendar year, the Board shall, by ordinance, set regular meeting dates and times. The Secretary of the Board shall then send the local newspaper the schedule of regular meetings of the Board and post the meeting schedule in the Library.

##### **Section 2.02 Special Meetings**

Special meetings shall be held when called by the President or Secretary or by any four (4) Library Trustees. Notice of a Special Meeting, including an Agenda, must be given at least 48 hours in advance, except in the case of a bona fide emergency. Notice will be given to all Library Trustees and to any news medium which filed an annual request for notice. No business except that stated in the Notice and Agenda shall be transacted. A Notice and Agenda shall be posted at the Library 48 hours in advance except in the case of a bona fide emergency.

##### **Section 2.03 Quorum**

A quorum for the transaction of business at any meeting consists of four (4) Library Trustees.

**Section 2.04** Vacancies

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

**ARTICLE III. BOARD OF LIBRARY TRUSTEES**

**Section 3.01** Membership

The Board consists of seven (7) Library Trustees who are residents of the District and when elected for a four (4) year term. The election shall be staggered, i.e., three (3) Library Trustees to be elected at one election, and four (4) Library Trustees to be elected at the following election.

**Section 3.02** Responsibility

Library Trustees are responsible for the governance of the District. The Board will hire a skilled Library Director who is responsible for the day-to-day operations of the Library.

**Section 3.03** Procedures for Meetings

The Library Director will distribute the Agenda and information packet to the Board five days prior to meetings. Any Library Trustee wishing to have an item placed on the Agenda will notify the Library Director in sufficient time preceding the meeting to have the item placed on the Agenda. Any Library Trustee unable to attend a meeting will notify the Library Director. Such notification should be made as far in advance as possible to avoid any problems with establishing a quorum at a Board meeting.

**Section 3.04** Compensation

Library Trustees are not compensated but will be reimbursed for reasonable expenses. Library Trustees are not exempt from late fees, fines, or other user fees.

**Section 3.05** Education

To be effective, Library Trustees must attend all meetings, read materials presented for review, and attend occasional Library System (or other library-related) workshops, seminars, or meetings. The Library Director will make the dates of these workshops, seminars or meetings known to the Library Trustees in a timely manner. It is the goal to have each Library Trustee attend a minimum of one Library System (or other library-related) workshop, seminar, or meeting during each calendar year. Library Trustees 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 3.06** Officers and Elections

The Officers of the Board shall be a President, a Vice-President, a Secretary, and a Treasurer. Officers shall be elected for one (1) year terms. The President shall not serve more than two consecutive terms unless by

Board consent. In the event of a resignation from an Office, an election to fill the unexpired term of that Office will be conducted at the next regular meeting.

(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 other duties as may be assigned by the Board. The President shall be the *only* spokesperson for the Board.

(b) Vice-President

The Vice-President, in absence of the President, assumes the duties of the President.

(c) Secretary

The Secretary or his/her designee shall keep the minutes of all Board meetings, record attendance and record all roll call votes. The Secretary shall perform such clerical duties as may be assigned by the Board.

(d) Treasurer

The Treasurer is authorized to sign checks and serves on the Finance Committee.

The Treasurer shall keep all financial records of the District. The normal depository of all financial records shall be the Library. The Treasurer has charge of Library funds and income, signs checks on the Board's authorization, and reports at each Board meeting on the status of the District funds (with the assistance of the District's bookkeeper). In the absence of the Treasurer, or when the Treasurer is 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 statutory requirements. The Treasurer is authorized to pay salaries and insurance bills as they come due.

**Section 3.07** Signing of Checks

(a) Authorization

The Treasurer or other authorized Officer of the Board may sign checks.

(b) Special Authorization for Payroll Checks

The Library Director and the District's Bookkeeper are authorized to affix the signature stamp of the Treasurer on paychecks and other bills with the Treasurer's approval.

**ARTICLE IV** STANDING AND SPECIAL COMMITTEES

Committees shall be appointed as needed by the President and the Board. The President shall appoint a chairperson for each committee. Special committees shall serve until completion of the committee work. Committees shall be comprised of at least two (2) Library Trustees and the Library Director.

**ARTICLE V ORDER OF BUSINESS**

The following Order of Business shall be followed at regular meetings.

- Call to order
- Pledge of Allegiance
- Roll call – recording both present and absent members
- Public Forum
- Approval of minutes
- Payment of bills
- Financial report
- Director’s report
- RAILS news
- PrairieCat news
- Building news
- Monee news
- Peotone news
- Unfinished business
- New business
- Adjournment

**ARTICLE VI PARLIAMENTARY PROCEDURE**

Robert’s Rules of Order (latest edition) shall govern the parliamentary procedures of the Board, unless otherwise specified in the By-Laws.

**ARTICLE VII NEW LIBRARY TRUSTEES**

The Library Director and a current Library Trustee appointed by the President shall meet with new Library Trustees and will review with new Library Trustee information pertaining to the District’s policies and affairs.

**ARTICLE VIII DUTIES OF THE LIBRARY DIRECTOR**

The Library Director shall administer the policies adopted by the Board. Among the duties and responsibilities of the Library Director is the hiring of personnel and directing, supervising and disciplining all staff members. The Library Director will provide monthly and annual reports as required by the Board. The Library Director will recommend such policies and procedures as will promote the efficiency and service of the Library.

**ARTICLE IX AMENDMENTS**

Amendments to these By-Laws or amendments to Library policies or procedures may be proposed at any regular meeting of the Board. Amendments will become effective upon approval of a majority of Library Trustees present provided a quorum is present.

**ARTICLE XI RECORDS**

**Section 11.01** General Records

Records of the District shall be kept in the Library with copies off site and are available to the public in accordance with applicable law.

**Section 11.02** Personnel Records

Personnel records are confidential and shall be kept in a secure place with copies off site. Only the Library Director or a person authorized by the Library Director or the Board has access to personnel records.