

**ALPHA PARK PUBLIC LIBRARY
DISTRICT BOARD OF LIBRARY
TRUSTEES BYLAWS**

A. The regular meeting of the Board of Library Trustees of the Alpha Park Public Library District, hereinafter referred to as the Board, shall be held the third Monday of each month at 7:00 p.m., except in January and February, when the meeting shall be held on the Tuesday following the third Monday of the month at 7:00 p.m., and except in July and December when no regular meeting will be held. The meetings shall be open to the public, and conform to the provisions of the Open Meetings Act (5 ILCS 120). Prior to the beginning of each fiscal year, the Board shall, by ordinance, specify regular meeting dates and times. The secretary of the Board shall then (1) provide for the local newspaper the schedule of regular meetings of the Board for the ensuing fiscal year, and (2) post the schedule of meetings in the library. Both notices shall have the dates, times, and places of such meetings.

B. Special meetings may be held at any time at the call of the president, the secretary, or any four (4) members 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 news 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 in the library except in the case of a bona fide emergency.

C. A quorum at any meeting shall consist of a majority of the members of the Board.

D. The Board is charged with the responsibility of the governance of the library. It is incumbent upon any trustee to disqualify himself/herself immediately whenever the appearance of conflict of interest exists. The Board will employ a qualified Library Director who will be responsible for the day-to-day operations of the library.

E. The agenda and/or information packet for the meetings will be distributed to the Board by the Library Director at least three days prior to meetings. Any Board member wishing to have an item placed on the agenda will notify the president at least seven days prior to the meeting. The Board may, at any time specified on the agenda, form a consent agenda for the combined passage of non-controversial items or items of a similar nature. Inclusion of an item on the consent agenda must be approved unanimously by the Board members present.

F. The board shall keep written minutes of all their meetings, whether open or closed, and a verbatim record of all their closed meetings in the form of an audio or video recording. Minutes shall include but need not be limited to: the date, time, and place of the meeting; the members of the Board recorded as either present or absent and whether the members were physically present or present by means of video or audio conference; and a summary of discussion on all matters proposed, deliberated, or decided, and a record of any votes taken.

G. The officers of the Board shall be President, Vice-President, Secretary, and Treasurer. They shall be elected at the first regular meeting of the Board in the first full month following election/appointment to expiring regular terms and shall serve two years. The President shall not serve more than two consecutive terms (four years total) unless by unanimous 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.

H. The President shall preside at all meetings of the Board, appoint all committees, and perform such other duties as are normally associated with the office or may be assigned to the President by the Board. In the absence of the President, the Vice-President shall assume all the duties of the President. The Secretary shall keep the minutes of the Board meeting, take the roll, and record votes. The Secretary shall perform all other such clerical duties as may be assigned by the Board. The Treasurer shall keep and maintain accounts and records of the district, indicating in those accounts and records a record of all receipts, disbursements, and balances in any funds. In the absence of the Treasurer or when he or she is unable to serve, the President or Vice-President may perform the duties of the Treasurer. The Treasurer shall be bonded in accordance with 75 ILCS 16/30-45.

I. The standing committees shall be the finance committee; the building, grounds, and safety committee; and the marketing committee, and shall be appointed annually in the month of June. The standing committees at their first meeting shall elect a chairperson. 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 library shall be the depository of all committee reports.

J. The finance committee shall be comprised of at least two members of the Board, including the Treasurer, and the Library Director. The finance committee's responsibilities include, but are not limited to, drafting a preliminary budget or Budget and Appropriations Ordinance for full Board approval, drafting a Levy for full Board approval, drafting a working budget for full Board approval, monitoring library investments, and implementing the library's investment policy.

K. The building, grounds, and safety committee shall be comprised of at least two members of the Board and the Library Director. The responsibilities include, but are not limited to, 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. The committee shall also assess and recommend improvements to the Library policies and procedures to ensure safe operation of the Library. The Committee's scope shall include Prevention, Reaction, Mitigation, Recovery, and Business Resumption.

L. The Marketing Committee shall be comprised of at least one Board member and Library Staff members as assigned by the Director to assess the marketing and promotion of the Library.

M. The order of business at all regular meetings of the board shall include the following:

- Call to order
- Public/ Audience comments on agenda items
- Formation and Approval of Consent Agenda
- Approval of minutes of prior meeting(s)
- Financial report and approval of expenditures
- President's comments
- Report of committees
- Director's report
- Commendations
- Legislative news
- Communications
- Unfinished business
- New business
- Public/Audience comments on non-agenda items
- Executive (closed) session
- Adjournment

The presiding officer may reorganize the order of business as needed.

N. Democratic *Rules of Order*, 9th edition, by Fred and Peg Francis shall govern the parliamentary procedure of the Board except as specified herein. Procedures specific to this board will be listed in Standing Rules. The president shall appoint a parliamentarian to oversee and interpret procedural rules. If the parliamentarian is a member of the board, the parliamentarian will be allowed to make motions, participate in debate, and participate in all votes, as long as none of these acts are in conflict with the parliamentarian's duty to advise the president on matters of parliamentary procedure.

O. The Director and President shall meet each new trustee to examine the properties and review the services and procedures of the library. Each new trustee shall receive a packet of information which includes but is not limited to the following papers for an orientation to the procedures of the library and the Board: library policies; Trustee manual; list of trustees with addresses and terms; staff list and salaries; personnel policy, and Illinois Library Association publications, Illinois Library Laws & Rules and Standards for Illinois Public Libraries.

P. The 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, preparing monthly and annual reports as required by the Board, and recommending such policy and procedure as will promote the efficiency and service of the library.

Q. The Board of Trustees will conduct a formal evaluation of the Library Director on an annual basis.

R. During the July board meeting, the board shall review the "strategic plan" of the library for the next year, including specific goals for the director and board.

S. Amendments to these bylaws may be proposed at any regular meeting of the Board and will become effective as and if adopted by a majority vote of the Board at a subsequent meeting.

Revised November 17, 1975; August 23, 1993; February 17, 1997, April 20, 1998.
Revised February 21, 2000.
Reaffirmed September 15, 2003.
Revised November 21, 2005.
Revised May 21, 2007.
Revised June 18, 2007.
Revised August 17, 2009.
Revised September 20, 2010.
Revised August 15, 2011
Revised June 20, 2012
Reaffirmed , with revisions, July 15, 2013
Reaffirmed, with revisions, December 16, 2013.
Reaffirmed, with revisions, July 20, 2015
Reaffirmed, with revisions, February 21, 2023

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