

**ALPHA PARK PUBLIC LIBRARY DISTRICT  
BOARD OF LIBRARY TRUSTEES  
STANDING RULES**

- A. Any motion or proposal involving the expenditure of money must be determined by roll-call vote.
- B. Any motion or proposal to change by-laws must be determined by roll-call vote.
- C. All motions, even procedural ones, require a second to be considered, discussed, or voted upon.
- D. Per Illinois State Law all motions are approved by simple majority, unless the Statutes require a supermajority vote.
- E. For efficient use of meeting time the president may specify time limits on discussion of a motion as long as proponents and opponents of the motion are allowed equal time to express their views.
- F. Discussion of any topic will take place at the appointed time on the agenda, unless the presiding officer deems it appropriate to alter the order of business.
- G. The president determines the agenda; therefore some items suggested by individual board members may not appear on the agenda. However, if two members, one acting as the mover and the other as the seconder, submit a written proposal jointly, it must appear on the agenda.
- H. The procedure for the yearly evaluation of the director shall be:
1. At the March board meeting, the president will name a *Director Evaluation Committee* of two or three board members to serve only through the May meeting.
  2. This committee will meet prior to the April board meeting to prepare an evaluation questionnaire *for distribution to board members at the April meeting*. This questionnaire must be based on measureable outcomes that are in support of the board's strategic plan. Seeking library staff opinions in any way is forbidden.
  3. No later than April 30, the Director will submit a written "self-evaluation" to the Chairperson of the *Director Evaluation Committee*, specifying progress made toward completing the annual goals and objectives set by the board for that year.
  4. Also no later than April 30, each member of the board will submit to the Chairperson of the *Director Evaluation Committee* their completed "Director Evaluation Form."
  5. No less than seven days prior to the April board meeting, the *Director Evaluation Committee* will meet to review the Director's self-evaluation and create a written summary of that and the board members' individual evaluations for presentation to the board. In addition the committee will research to determine the appropriate cost-of-living increase, prepare a recommendation whether to rehire the Director with or without reservation, and to recommend the Director's salary increase, reflecting both "cost-of-living" increase plus a merit increase if the committee feels that is deserved.

These recommendations will be presented to the entire board at the formal review during the May board meeting.

6. During closed session at the May board meeting, following discussion with the Director present, the Chairman of the *Director Evaluation Committee* will present his/her committee's recommendation regarding re-hiring of the Director, along with a recommendation for the Director's next year's salary. The board will discuss and determine whether the director is rehired with or without reservation for the next year and at what salary.
  7. The approved salary increase will become effective July 1<sup>st</sup>.
  8. A copy of evaluations and the board's final approval will be placed in the Director's Personnel file.
- I. Amendments to these standing rules may be proposed at any regular meeting of the board, but if adopted by a majority vote of the Board at that meeting, they are not "in effect" until the next meeting.

Adopted by the Board of Trustees of the Alpha Park Public Library District on Monday, December 16, 2013.