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## **2.0 BOARD BYLAWS & GOVERNANCES**

### **2.1 NAME AND PURPOSE**

**Name** Deer Creek District Library located in Deer Creek, Illinois.

**Purpose** To provide information to the general public to satisfy their informative, educational, and recreational needs through the utilization of the broad range of contemporary media and technology, and thus serve the information and recreational reading needs of all people of the community, regardless of race, religion, sex, creed, age, etc...

### **2.2 BOARD OF TRUSTEES**

The Board of Library Trustees shall be composed of seven members who are residents within the geographical boundaries of the Deer Creek Library District. Terms of trustees shall be four years and shall be staggered. If a trustee resigns during their term, their replacement shall serve the remainder of the resigning trustee's term.

#### **2.2.1 Board Powers**

The Board of Library Trustees of the Deer Creek District Library is charged with the responsibility of the governance of the library. The Board will hire a skilled Library Director who will be responsible for the day-to-day operations of the library.

#### **2.2.2 Compensation**

Board members are not to be compensated pursuant to State statute, but will be reimbursed for necessary and related expenses as trustees.

#### **2.2.3 Duties**

To be effective, Board members must attend the majority of meetings, review materials presented for review, and complete the training required by the library and State statute. Any Board member who is unable to attend a meeting will call the Library Director to indicate that he or she will be absent as far in advance as possible due to the fact that a quorum is required for each meeting.

#### **2.2.4 Expulsion**

Any member who does not fulfill their duties violates state statutes, or the Library bylaws and policies shall be removed from office.

## **2.3 OFFICERS**

The officers of the Board shall be President, Vice President, Secretary, and Treasurer. Those officers shall be nominated by and elected by the Board.

### **2.3.1 Duties of the Officer**

**President-** The President shall preside at all Board meetings, appoint all standing and special committees, serve as an ex-officio member of all committees and perform all other such duties as may be assigned by the Board. The President shall be the only spokesperson for the Board of Library Trustees in all advisory or disciplinary action directed to the staff.

**Vice President-** The Vice President, in the absence of the President, shall assume all duties of the President. The Vice President shall also assist the president when necessary with such duties as may be prescribed by the President or the Board.

**Secretary-** The Secretary shall keep minutes of all Board meetings, record attendance, and all other clerical duties as may be assigned by the Board. The Secretary, with the input and assistance of the Director, shall prepare all ordinances as required by state statute for action by the Board.

**Treasurer-** The Treasurer is authorized by the Board to sign checks, shall serve on the finance committee, and shall draw up checks. The Treasurer shall keep all financial records of the Board and handle the normal depository of all monies. The Treasurer shall have charge of the library funds and income, and shall report at each meeting the state of the funds. All checks issued by the treasurer will be required to have two authorized signatures. If an outside firm is used to make payments and/or write checks, those payments shall be authorized by two Board members. 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 the amount to be approved by the Board and according to statutory requirements. The premium for such a bond shall be at the expense of the Library. The Treasurer is authorized to pay salaries and insurance invoices as they come due. The Board may authorize the use of a bonded paid professional to perform some or all of these duties.

### **2.3.2 Vacancies**

When, for any reason, an office is vacated, the remaining officers shall select a replacement from the current Board of Trustees, to be voted on at a regular or special meeting of the Board.

### **2.3.3 Terms**

Each officer shall serve for a term of two years and may serve consecutive terms.

## **2.4 QUORUM**

A Quorum of the Board of Trustees shall consist of 4 or more trustees for purposes of conducting a Board of Trustees regular or special meeting. Any Board member who cannot attend a meeting shall notify the Library Director as far in advance as possible to confirm that a quorum will be present.

## **2.5 MEETINGS**

Meetings, as used in these by-laws, include meeting in person or by any other means authorized by laws of the State of Illinois.

### **2.5.1 Regular Meetings**

The regular meeting of the DCDL Board of Trustees shall be on the first Monday of each month at 6:00 pm. When the first Monday of the month falls on a holiday, the meeting shall be held on the following Monday. The meetings shall be at the library, open to the public, and noticed in advance. At the beginning of each fiscal year the board shall, by ordinance, specify regular meeting dates and times for the year. The Secretary of the Board shall post the schedule of meetings in the library and elsewhere as required. Notices shall have the dates, time, and place of such meetings. The board is required to meet a minimum of ten months per year.

### **2.5.2 Special Meetings**

Special meetings shall be held at any time when called by the President or Secretary, or by any three trustees 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 new medium which has filed an annual request for notice under the Open Meetings Act; no business except that which is stated in the notice and agenda shall be transacted. Notice and agenda shall be posted 48 hours in advance on the front door of the library or elsewhere as required, except in the case of a bona fide emergency.

### **2.5.3 Voting**

The business of the Board shall generally be transacted by voice vote unless otherwise requested by a trustee. Every trustee shall have one vote.

### **2.5.4 Agenda**

The agenda and/or information packet for the meetings will be distributed to the Board by the Library Director. Any Board member wishing to have an item placed on the agenda shall contact the Library Director in sufficient time preceding the meeting to have the item placed on the agenda.

### **2.5.5 Order of Business**

The following Order of Business shall be followed:

- Call to Order
- Roll Call (recording both present and absent members)
- Approval of Agenda
- Approval of Minutes
- Correspondence & Communications
- Public Comment
- Financial Report and Approval of Bills Payable

Library Director's Report  
Continuing Business  
New business  
Adjournment

### **2.5.6 Procedure**

The rules contained in the most recent version of Robert's Rules of Order shall govern the procedures of any meeting of the Library in which those rules are not in conflict with these by-laws.

### **2.6 COMMITTEES**

Special or Ad Hoc 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.

### **2.7 LIBRARY DIRECTOR**

The Board will hire a skilled Library Director who will be responsible for the day-to-day operations of the library.

#### **2.7.1 Duties**

The Library Director shall administer the policies adopted by the Board. Among other duties and responsibilities of the Director shall be that of hiring personnel; directing, supervising and disciplining of all staff members as per the Library Personnel Policy; monthly and annual reports as required by the Board; and recommending such policy and procedures as will promote the efficiency and service of the library.

#### **2.7.3 Trustee Orientation**

The Director shall meet with new trustees to tour the property, review services and procedures, and make introductions to other staff members. The Director shall provide to new trustees, information which includes the Library Policy and Procedures, bylaws, a list of trustees and committees, minutes and financial reports for the previous 6 months, and other pertinent information.

### **2.8 RECORDS**

#### **2.8.1 Circulation Records**

Circulation records and other records identifying the names of library users with specific materials hereby are recognized as confidential in nature, and access thereto is hereby restricted to library staff and those members of the public with a legitimate interest therein, as hereafter provided for. All library staff and employees are hereby advised that such records shall not be made available to casual members of the public, the press, or to any agency of State, Federal, or Local government, except

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pursuant to such process, order, or subpoena as may be authorized under the authority of and pursuant to Federal or State law relating to civil, criminal, or administrative discovery procedures or legislative investigative power. Library staff shall observe the following procedures: On receipt of any legal process, order, or subpoena, the library staff member in charge will immediately consult with the President of the Board and the Library Attorney to ensure that (a) the document is in proper legal form, and (b) there has been a proper showing of good cause for its issuance in a court or administrative body of competent jurisdiction. Until the legality of such process, order, or subpoena has been affirmatively shown to the satisfaction of the Library Attorney, the Library will resist its issuance or enforcement until any defects have been cured.

### 2.8.2 Administrative Records

Administrative records of the Library shall be kept in the Library and shall be available to the general public upon request. These shall include the monthly and annual reports of the library, all financial reports, approved minutes of the public Board meetings, and actions and other such items as the Board or Library Director shall file there. Staff personnel records are confidential and shall be kept in a secure place, and only the Library Director or authorized persons shall have access to these records. Confidential records of the Board, such as personnel records concerning the Library Director, shall be kept in the Library, and only members of the Board shall have access to these records.

### 2.8.3 Copyright and Copying

The Library may copy for its own collection, material that has been lost or deteriorated only if such material is not available at a fair cost. It will post prominently all required notices regarding the copying of any materials in the library.

## 2.9 ALTERATIONS AND AMENDMENTS

Amendments to these bylaws, the Library Policy, or any other policy or procedural document may be proposed at any regular meeting of the Board. Bylaw amendments are to be voted on at the next scheduled meeting of the Board following the proposal of the amendments. Bylaws, policies, and procedures will become effective if, and as adopted, by a majority of those members present, providing they represent a quorum.

Notice of the proposed amendment of the by-laws and a copy of the proposed changes shall be included in the call of any meeting of the Board of Trustees at which action is to be taken.

## 2.10 BYLAWS & POLICIES

Items and issues not specifically addressed in these by-laws shall be considered by the Board of Trustees for inclusion in the Policy Manual to be maintained by the Library Director and distributed to the Board. Additions, deletions, and changes to said policy manual shall be made subject to a majority vote of the Board. The Policies and Bylaws shall be reviewed by the Board of Directors at least every 2 years.