

## **BYLAWS OF THE BRADLEY PUBLIC LIBRARY**

### Article I: Name and Authority

#### Section 1: Name

This organization shall be called “The Board of Library Trustees of the Bradley Public Library District, Kankakee County, Illinois.” The name of this library is the Bradley Public Library District. The library is located at 296 N. Fulton Ave, Bradley, Illinois.

#### Section 2: Authority

The Bradley Public Library District is established and operated in compliance with the Illinois Compiled Statutes, Chapter 75, Act 16, *The Illinois Public Library District Act of 1991*. The Bradley Public Library District is in compliance with all other federal and state laws that affect library operations, including the Americans with Disabilities Act, the Fair Labor Standards Act, the Bloodborne Pathogen Standard, the Illinois Accessibility Code, the Open Meetings Act, the Freedom of Information Act, the State Records Act, the Library Records Confidentiality Act, and the Drug Free Workplace Act.

#### Section 3: Purpose of Bylaws

These Bylaws have been established to govern and help guide the activities of the Board and its officers. These Bylaws are supplementary to the provisions of the statutes of the State of Illinois as they relate to the procedures of Boards of Library Trustees.

### Article II: Board of Trustees

#### Section 1: Election and Terms

Trustees shall be elected every 2 years at the regular election scheduled for trustees of public library districts under the Election Code for 6-year terms. The trustees' terms shall be staggered. The trustees elected to succeed those whose terms have expired shall hold office for the full term of 6 years from the third Monday of the month next following the election and until their respective successors are elected and qualified. The terms of all trustees shall begin on the third Monday of the month next following the month of the election. Seven trustees shall constitute a board. [75 ILCS 16/30-10]

#### Section 2: Eligibility

A trustee and/or candidate for trustee must be a resident of the Library District.

#### Section 3: Vacancies

Vacancies shall be declared in the office of trustee by the board when a trustee (i) declines, fails, or is unable to serve, (ii) becomes a nonresident of the district, (iii) is convicted of a misdemeanor by failing, neglecting, or refusing to discharge any duty imposed upon him or her by this Act, or (iv) has failed to pay the library taxes levied by the district. Absence without cause from all regular board meetings for a period of one year shall be a basis for declaring a vacancy. All

vacancies shall be filled by appointment by the remaining trustees until the next regular library election, at which time a trustee shall be elected for the remainder of the unexpired term. If, however, the vacancy occurs with less than 28 months remaining in the term, and if the vacancy occurs less than 88 days before the next regular scheduled election for this office, then the person so appointed shall serve the remainder of the unexpired term and no election to fill the vacancy shall be held. [75 ILCS 16/30-25]

#### Section 4: Compensation and Expenses

Board members are not to be compensated pursuant to statute, but will be reimbursed for necessary and related expenses as trustees. [75 ILCS 16/30-30]

Board members are not exempt from late fees, fines, or other user fees.

#### Section 5: Conflicts of Interest

No Trustee or employee of the Library shall engage in any business or transaction, or have a financial or personal interest, whether directly or indirectly, that is incompatible with the proper discharge of his or her official duties in the public interest, or that may tend to impair his or her independence of judgment or action in the performance of such official duties. In general, no Trustee may be related, by blood or marriage, to a member of the Library staff. If such a relationship exists or is contemplated, the Trustee must make prompt disclosure to the Board, which may, if it chooses, condone and allow such employment by means of a Board resolution approved at a duly convened meeting. All Library District Trustees must file the *Disclosure of Economic Interests* Statement as required by the *Illinois Governmental Ethics Act*. [5 ILCS 420/4A-101]

#### Section 6: Powers and Duties

The Board of Library Trustees of the Bradley Public Library District is charged with the responsibility of the governance of the library. The Board shall have the powers conferred by and duties set forth in the Illinois Public Library District Act. [75 ILCS 16/30-5 et. seq.] The Board of trustees has exclusive control of all property owned by the library and of all expenditure of moneys collected, donated, or appropriated for the library fund. The Library Board carries full responsibility for the Library and its policies.

#### Section 7: New Trustee Orientation

The Director shall meet with new trustees to examine the property and review services and shall present to new trustees a packet which includes the Library Policy and other procedural material, a list of trustees and committees, minutes and financial reports for the previous 12 months, and other pertinent information.

#### Section 8: Training

To be effective, Board members must attend most meetings, read materials presented for review, and attend an occasional library related workshop, seminar, or meeting if available. The Library Director will make the dates of these workshops known to the Board in a timely manner. Board members using their

own vehicle will be reimbursed at the rate allowed by the IRS for travel to and from any library related workshop, seminar, or meeting.

### Article III: Officers

#### Section 1: Officers and Election

- a. The officers of the Board shall be a president, a vice-president, a secretary, and a treasurer.
- b. Those officers shall be elected by a vote for two-year terms at the regular meeting in the month of May.
- c. The officers shall not serve more than two consecutive terms unless by majority board consent.
- d. In the event of a resignation from an office, an election to fill the unexpired term of that office will be conducted by a vote at the next regular meeting.

#### Section 2: Duties of the 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 all other such duties as may be assigned by the board. The President shall not have or exercise veto powers. The President shall be the *only* spokesperson for the Board of Library Trustees in all advisory or disciplinary action directed to the staff.

#### Section 3: Duties of the Vice President.

The Vice President, in the absence of the president, shall assume all duties of the President.

#### Section 4: Duties of the Secretary

The Secretary shall keep minutes of all board meetings and other records as required by statute. The Secretary shall perform the duties of Election and all other such clerical duties as may be assigned by the Board.

#### Section 5: Duties of the Treasurer

The Treasurer shall oversee all financial records of the Board. The normal depository of all financial records shall be the library. The Treasurer shall be bonded in the amount to be approved by the board and according to statute requirement.

### Article IV: Meetings

#### Section 1: Open Meetings

All regular and special meetings of the Board and its committees shall be open to the public and conducted in conformance with the Illinois Open Meetings Act. [5 ILCS 120/1 et seq.] Public notice for all meetings and all changes in meeting date/time/place will be posted in accordance with the Open Meetings Act.

## Section 2: Closed Meetings

All regular and special meetings of the Board and its committees shall be open to the public, except closed sessions as authorized by Illinois statutes. At any Board meeting for which proper notice under the Illinois Open Meetings Act has been given, the Board may decide to hold a closed session for any purpose(s) authorized by this Act. [5 ILCS 120/2] The closed session must be approved in open session by a majority vote, and the purpose of the closed session recorded in the minutes of the open meeting. Only topics specified in the vote to close may be considered in the closed session. No final action may be taken at a closed session. All proceedings of a closed session shall be kept in strict confidence by all those in attendance.

## Section 3: Regular Meetings.

The Board of trustees meets a minimum of 10 times per year. The regular meeting of the Board of Library Trustees of the Bradley Public Library shall be on the third Wednesday of each month. The meeting shall be at the library at 6:00pm. The meetings shall be open to the public and noticed in advance. At the beginning of each calendar year, the Board shall, by ordinance, specify regular meeting dates and times. The Secretary of the board shall then publish in the local newspaper the schedule of regular meetings of the board for the ensuing year, and post the schedule of meetings in the library. Both notices shall have the dates, times, and places of such meetings.

## Section 4: Special Meetings.

Special meetings shall be held at any time when called by the President 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 stated in the notice and agenda shall be transacted. [75 ILCS 16/30-50]

## Section 5: Committee Meetings

Committees shall meet as necessary, and public notice of all committee meetings shall be given as required by law.

## Section 6: Quorum and Voting

A quorum at any meeting shall consist of four Board members. A majority of those present shall determine the vote taken on any question, unless a larger number is specified in the Public Library District Act of 1991. All votes on any questions shall be by ayes and nays and recorded by the Secretary. Absentees and abstentions from voting shall be noted but shall not be counted for or against the question being voted on. A roll call vote shall be required on any matter creating a liability or expenditure or on request of any Trustee. [75 ILCS 16/30-50]

Committees shall meet as necessary, and public notice of all committee meetings shall be given as required by law. A quorum at any committee meeting shall consist of a majority of the appointed members.

#### Section 7: Order of Business

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

Call to order  
Roll call, recording both present and absent members  
Approval of minutes as received or corrected  
Public comments  
Treasurer's Report  
Approval of Bill Payments  
Director's report  
Committee reports  
Unfinished business  
New business  
Executive session, if needed  
Other  
Communications  
Adjournment

#### Section 8: Citizen Participation

Members of the public are welcome to make comments to the Board of Trustees of the Bradley Public Library District at the beginning of each regularly scheduled Board meeting. Pursuant to 5 ILCS 120/2.06(g), the following rules shall govern individuals appearing before the Board:

- a. Public comments are permitted during the time designated on the meeting agenda.
- b. Members of the public wishing to speak at a regularly scheduled Board Meeting must sign in on the Sign-In Sheet prior to the scheduled meeting. Address and group affiliation (if applicable) is requested but not required to speak. The participants will be asked to speak in the order in which they signed in.
- c. Unless additional time is granted by the Board President, each person is allowed a maximum of five minutes to speak. The total time for Public Comment will not exceed 20 minutes. Should there be more than four persons who wish to speak, the 20 minutes will be divided equally among the participants.
- d. The President of the Board of Trustees shall have the discretion to override the above time limits, as well as to allow speakers to address the Board during other portions of the meeting.

- e. When recognized by the President of the Board, each speaker shall provide his/her name, address, topic to be addressed, and if speaking for an organization or other group, identify the group represented.
- f. Comments should be brief, to the point, and restricted to issues that are within the subject jurisdiction of the Library Board. All remarks should be addressed to the Board of Trustees as a whole, not to individual Trustees or Staff. Personal attacks on Library Board members or staff members will not be tolerated, nor will repetitive comments or language that is considered offensive, harassing, or profane. The Presiding Officer may take such actions as are required to maintain an orderly and civil hearing. Discourtesy or disorderly conduct shall be deemed a breach of order, and such misconduct shall be dealt with as appropriate.
- g. The Library Board will listen to public comments and may ask questions for clarification, but members of the Library Board will not engage in discussion or debate. The Board may, however, refer any matter of public comment to the Library Director, Library staff, an appropriate agency for review, or may place the matter on a subsequent agenda for discussion.
- h. Minutes are a summary of the Board's discussion and action. Speaker requests to append written statements or correspondence to the minutes will not be honored; written materials presented to the Board will be included in the Library's files rather than the minutes.

#### Section 9: Parliamentary Procedure.

Robert's Rules of Order, Revised shall govern the parliamentary procedure of the Board, unless otherwise specified in the Bylaws.

#### Section 10: Non-official Recording of Public Meetings

It is the Bradley Public Library District's policy to cooperate with representatives of the print and broadcast media and with other members of the public who wish to record public meetings so long as said recordings neither disrupt a meeting, nor violate the rights of the members of the public body, witnesses, and the public.

The following rules govern the non-official recording of meetings:

- a. The recording of the proceedings of a public meeting of the Board or Committee of the Board is permitted provided that it does not interrupt the proceedings, inhibit the conduct of the meeting, or distract Board members or other observers present at the meeting.
- b. Persons intending to record the proceedings of a public meeting must inform the Board or Committee Chairperson of that intent prior to the start of the meeting to be recorded.
- c. Meetings or portions of meetings which are permitted by the Open Meetings Act to be closed to the public may not be recorded by the public.
- d. The Board or Committee Chairperson may designate a location for recording equipment or camera, may restrict the movements of

individuals who are using recording equipment, and may take such other steps as are deemed necessary to preserve decorum and facilitate the meeting.

- e. The Board or Committee Chairperson shall have the authority to determine when any recording device or camera interferes with the conduct of a Board or Committee meeting and may order that an interfering device be removed.
- f. At the start of any meeting which is to be recorded, the Board or Committee Chairperson shall notify the audience of the recording.
- g. The chairperson may prohibit the recording of any audience member who objects to the recording. [5 ILCS 120/2.05]

## Article 5: Committees

### Section 1: Standing and Special Committees

The standing committees shall be appointed in odd number years in the month of May and shall consist of three members including the Library Director. 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 standing committees shall be the finance committee, the personnel committee, the policy committee, and the building and grounds committee. Minutes shall be taken and retained for all committee meetings. The library shall be the depository of all committee reports and minutes.

### Section 2: Finance Committee.

The Finance Committee shall be comprised of two members of the Library Board of Library Trustees 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.

### Section 3: Personnel Committee

The Personnel Committee shall be comprised of two members of the Library Board of Library Trustees and the Library Director. The Personnel Committee's responsibilities include, but are not limited to, preparation of the annual review of the Library Director for discussion among the full Board prior to the formal review, assisting the Library Director in the preparation of his or her annual statement of goals and objectives for the coming year, and assuming a leadership role in the resolution of any personnel conflict which cannot be resolved by the Library Director. It shall review and make recommendations regarding salary schedules and employee benefits. The Library Director is responsible for the annual review of all other library employees.

#### Section 4: Policy Committee

The Policy Committee shall be comprised of two members of the Library Board of Library Trustees and the Library Director. The primary responsibility of the Policy Committee is to develop the Library Policy. This policy shall include the division of responsibility between Board and staff, a Library Materials Selection Policy, and shall adhere to the "Library Bill of Rights" and the "Freedom to Read" statements of the American Library Association. The committee shall determine the library regulations governing the use of the Library and review sections of existing policy in a systematic fashion to insure that all policy is reviewed at an interval not to exceed three years. As a result of such policy reviews, the Policy Committee will make recommendations regarding additions or changes to existing policy as well as deleting policies which are no longer appropriate or of value. The entire library Policy must be approved by Board vote and made readily available to the public.

#### Section 5: Building and Grounds Committee

The Building and Grounds Committee shall be comprised of two members of the Library Board of Library Trustees and the Library Director. The Building and Grounds Committee's 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.

#### Section 6: Library Director Search Committee

When the position of Library Director falls vacant, the Board shall immediately select an acting Library Director for the interim and establish a Library Director Search Committee, which shall consist of the President and two members elected from the Board. Applications for the position of Library Director shall be filed at the library and available to all Board members. The Search Committee shall report the results of applications and interviews to the Board. Five votes shall be required for the Board to hire a Library Director, after which the Search Committee is dissolved.

#### Section 7: Powers of Committees

No committee shall have other than advisory power, unless, by suitable action of the Board, it is granted specific power to act.

### Section VI: Library Director

#### Section 1: Responsibilities

The Library Director shall be selected, employed, supervised, and evaluated by the Board. The Library Director shall, subject to the authority of the Board, act as administrator of the Library. The Library Director will be responsible for the day-to-day operations of the library and shall administer the policies adopted by this Board. Among duties and responsibilities of the librarian shall be that of hiring personnel, directing, supervising and disciplining of all staff members, 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.

#### Section 2: Board Meetings

The Library Director shall attend all meetings of the Board and its committees except at such times as the terms of employment and salary of the Library Director are to be discussed or decided, or at any meeting or portion thereof which the Library Director is requested not to attend by the President or by a majority of the Board.

### Section VII: Amendments

#### Section 1: Changes in Bylaws

Amendments to these Bylaws, the Library Policy, or any other policy or procedural document may be proposed at any regular meeting of the Board and will become effective if and as adopted by a majority of those members present providing they represent a quorum.

#### Section 2: Review

These Bylaws shall be subject to a review in even numbered years by the Policy Committee.

Revised and approved: March 16, 2016