

Policy #1 BYLAWS
MORTON PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES

The Morton Public Library District was founded as a tax-supported Village Library by a referendum held in 1924. The Library was established under the provisions of the Illinois Statutes Chapter 81. On Sept. 19, 1991, the library legally converted to a Library District.

The purpose of the Morton Public Library District is to serve the informational, cultural, educational and recreational needs of all Morton Village residents, regardless of age or educational background. Therefore, the Library is a non-profit educational organization.

The Library provides access to the universe of information which is of immediate relevance and interest to all Morton Village residents regardless of age. Special emphasis is placed on the library's role as facilitator for life-long independent learning and promoter of the importance of reading for all ages.

ARTICLE I - General Provisions

Section 1: These bylaws are intended to set out the duties of the officers of the Board of Library Trustees, provide procedures by which meetings of the board are to be conducted, set out methods by which the business of the Board of Trustees is to be carried on, to specify the powers and duties of the library director, and to provide other general rules relating to the government of the board of library trustees.

Section 2: These rules are supplementary to the provisions of the statutes of the State of Illinois as they relate to the procedures of boards of library trustees.

Section 3: The Board of Library Trustees consists of 7 elected members who reside within the Morton Public Library District.

Section 4: Any member who has any interest of a personal nature in a matter before the board shall not vote thereon and shall remove himself from any meeting or hearing at which said matter is under consideration.

Section 5: The office of the Board of Trustees shall be located at the Morton Public Library District, 315 W. Pershing, Morton, Illinois 61550.

ARTICLE II - Officers and Duties

Section 1: The officers of the Board of Library Trustees shall be a president, a vice-president, a secretary, and a treasurer.

Section 2: The term of each member of the Board of Library Trustees shall commence on the effective first day of the term to which he or she is elected and continue to the effective first day of the term of his or her successor, unless state law shall hereafter otherwise provide.

Section 3: The Board of Library Trustees shall elect the president, vice-president, secretary and the treasurer from among its members at the regular May meeting, and they shall serve for a term of two years. If a vacancy occurs in any of the said offices of the board, the vacancy shall be filled by the board for the balance of the term.

Section 4: The president shall supervise the affairs of the Board of Library Trustees. He or she shall preside at all meetings of the board, and shall appoint such committees and subcommittees as may be necessary to carry out the purposes of the board. The president shall be an ex-officio member of all committees and subcommittees so appointed.

Section 5: The vice-president shall preside at meetings of the board in the absence of the president and shall work closely with the president to ensure strength and continuity to the program of Morton Public Library District.

Section 6: The secretary shall make certain there is a written record and permanent minutes of the board's proceedings, showing the vote of each member upon every question, or if absent or failing to vote, indicating that fact: shall keep records of all official actions of the board; shall provide for conduct of the correspondence of the board; shall file the said minutes and shall be the custodian of the files of the board and its records.

Section 7: The treasurer shall review and recommend for approval by the board all payment vouchers for purchases of books, payroll expenses, and other expenses for the library. The treasurer shall be authorized to sign checks drawn on funds deposited to the credit of the board. In the absence of the treasurer, or his inability to serve, the president, the vice-president, or secretary may perform the duties of the treasurer and may sign checks or payment vouchers drawn on funds deposited to the credit of the board. The treasurer, and any other member of the board of trustees authorized to sign checks or payment vouchers drawn on funds deposited to the credit of the board shall give a bond to be approved by the board of the library trustees in the amount of one-half of the library's annual income.

ARTICLE III - Meetings

Section 1: Regular meetings of the board shall be held on the second Wednesday of each month at 4:30 p.m. in the public library unless such day shall be a recognized holiday. In that event, the regular meeting shall be held at such other time as the Board of Library Trustees may designate.

Section 2: The date, place, or time of a particular meeting may be changed by the affirmative vote of a majority of the trustees present and voting at the regular meeting prior to the meeting affected.

Section 3: A special meeting of the board may be held at any time at the call of any two members of the board. No special meeting shall be held unless notice of the time and place thereof shall be given to all trustees and the public at least 48 hours in advance of the said special meeting.

Section 4: All meetings of the board shall be open to the public, and conducted in accordance with the Illinois Open Meetings Act.

Section 5: A quorum of the board shall consist of four members.

Section 6: Robert's Rules of Order shall govern the deliberations of the Board of Library Trustees, except when such rules are in conflict with any of the rules provided herein.

Section 7: The rules of order, other than such rules as may be prescribed by statute, may be suspended at any time by the consent of a majority of the members present at any meeting.

Section 8: An agenda for each regular meeting of the Board of Library Trustees and minutes of the previous meeting shall be prepared by the library director preceding such meeting. Board members who wish to have items included on the agenda for a regular meeting shall submit such items to the library director on or before noon of the Thursday preceding such regular meeting.

Section 9: Within 15 days after the beginning of each fiscal year, the library director shall give public notice of the schedule of regular meetings of the board for the ensuing fiscal year, stating the regular dates, times, and places of such meetings, by posting a copy of the notice in the library. Whenever any meeting of the board is called public notice of such rescheduled regular meeting or special meeting shall be given at least 48 hours before such meeting by posting public notice in the library. Such public notice of a reconvened meeting need not be given when the announcement of the time and place of the reconvened meeting has been made at the original meeting and there has been no change in the agenda for such meeting.

Section 10: Whenever a local newspaper of general circulation or a local radio or television station has filed an annual request with the secretary of the board for notice of the regular and special meetings of the board, and has provided the director with an address within Morton at which such notice may be given, then a copy of the notice of any special or rescheduled regular meetings shall be mailed to such local newspaper of general circulation or local radio or television station.

Section 11: Under limited circumstances, Board members unable to be physically present at a public meeting may participate in the meeting via communication devices. Communication devices include, without limitations, audio and/or video equipment which allows all Trustees to interact on all motions, discussions and votes. The limited circumstances which allow a Trustee to participate via communication devices are personal illness or disability, employment purposes, family emergency or other emergency. Personal travel is not eligible for remote participation. A Board member wishing to attend via remote participation must give advance notice to the Library Director. The circumstances supporting use of communication devices will be announced at the start of a meeting and noted in the minutes of the meeting. Only Board members attending in person shall be counted toward establishing a quorum.

ARTICLE IV - Committees

Section 1: An ad hoc committee or committees of the board may be created from time to time as the board may decide and direct.

Section 2: All special committees shall be appointed by the president unless the board shall otherwise direct.

Section 3: Members of special committees shall serve for a term of one year or for the time needed to complete the special project.

ARTICLE V - Procedures

Section 1: the order of business at all regular meetings of the board shall be as follows:

1. Roll call and declaration of quorum
2. Public Comment
3. Reading and approval of minutes of previous meeting
4. Financial reports
5. Director's report
6. Reports of committees and board members
7. New business
8. Unfinished business
9. Other

Section 2: No vote or action of the Board of Library Trustees shall be rescinded at any special meeting of the board unless there be present at such special meeting as many members of the Board of Library Trustees as were present at the meeting when such vote or action was taken.

Section 3: The Board shall provide a period not to exceed 20 minutes per topic, except at the discretion of the Board President, at each regular and special meeting for public comment. Prior to the beginning of the meeting interested citizens should indicate their desire to speak by signing their name and address on the form provided. The president will allocate 5 minutes to each person wishing to address the Board. The Board President may shorten or lengthen a person's opportunity to speak. A person addressing the Board shall limit comments to items within the jurisdiction of the Board of Library Trustees.

ARTICLE VI - Library Director

The library director shall administer the policies adopted by the Board of Library Trustees. Among his or her duties and responsibilities shall be the direction and supervision of staff members in the performance of their duties. The library director shall submit to the board monthly reports on the operation of the library and shall recommend to the board such policies and procedures as in the opinion of the library director will promote the efficiency of the library in its service to the people of the Morton Library District. The library director may expend not to exceed \$2,000 without the prior approval of the board providing the said expenditure is authorized by the annual budget adopted by the board and such expenditure will not make the total expenditures in any budget account in excess of the amount authorized for that account pursuant to the annual budget.

ARTICLE VII - Amendment of Bylaws

Section 1: These bylaws may be amended by an affirmative vote of five of the members of the Board of Library Trustees.

Section 2: A proposed amendment of these bylaws shall be presented in writing at a regular or special meeting preceding the meeting at which the vote is taken.

DUTIES AND RESPONSIBILITIES

Of the Library Board of Trustees:

1. Employ a competent and qualified library director
2. Determine and adopt written policies to govern the operation and program of the library
3. Determine the purposes of the library and secure adequate funds to carry on the library's program.
4. Know the program and needs of the library in relation to the community; keep abreast of standards and library trends.
5. Establish, support, and participate in a planned public relations program.
6. Assist in the preparation of the annual budget.
7. Know local and state laws; actively support library legislation in the state and nation.
8. Establish among the library policies those dealing with book and materials selection.
9. Attend board meetings and see that accurate records are kept on file at the library.
10. Consider attending regional, state, and national trustee meetings and workshops, and affiliate with the appropriate professional organizations.
11. Be aware of the services of the state library
12. Report regularly to the Illinois State Library, state and county officials as required by law and to the general public.

Of the Library Director:

1. Act as technical advisor to the Board of Trustees; recommend needed policies for board action recommend employment of all personnel and supervise their work.
2. Be responsible for hiring, dismissal, disciplining, and promotion of all library personnel with board approval.
3. Carry out the policies of the library as adopted by the Board of Trustees.
4. Suggest and carry out plans for extending the library's services and facilities.
5. Prepare regular reports embodying the library's current progress and future needs; cooperate with the Board of Trustees to plan and carry out the library program.
6. Maintain an active program of public relations.
7. Prepare an annual budget for the library in consultation with the Board of Trustees and give a current report of expenditures against the budget quarterly.
8. Know local and state laws; actively support library legislation in the state and nation.
9. Have overall responsibility for selection acquisition, processing and maintenance of all library materials in accordance with the selection policy.

10. Attend meetings of the Board of Trustees other than in which his or her own salary or tenure are under discussion; may serve as secretary to the board.
11. Affiliate with local, state and national professional organizations and attend professional meetings and workshops.
12. Make use of the services and consultants of the state library.
13. Report regularly to the Board of Trustees, the officials of local government, and the general public.

7/2003.

Revised 03/09/2010

Revised 8/12/2015

Revised 10/9/2019