

EUREKA PUBLIC LIBRARY DISTRICT

BYLAWS OF THE EPLD BOARD OF TRUSTEES

These rules are supplementary to the provisions of the statutes of the State of Illinois as they relate to the procedure of Boards of Library Trustees.

ARTICLE I. IDENTIFICATION.

This organization is The Board of Library Trustees of the Eureka Public Library District in Eureka, Illinois, existing by virtue of the provisions of the Illinois Library Laws, Chapter 75 of the Illinois Compiled Statutes, and exercising the powers and authority and assuming the responsibilities delegated to it under the said statute.

ARTICLE II. BOARD OF LIBRARY TRUSTEES.

Section 1: The governing body of the library is composed of 7 members as elected at the consolidated election in even-numbered years, as provided under the general election law.

Section 2: The term of office is 4 years.

Section 3: Vacancies shall be declared when trustees decline, fail, or are unable to serve, or become nonresidents of the district, or otherwise fail to discharge their duties. Absence without cause from all regular board meetings for a period of a year shall be a basis for declaring a vacancy. All vacancies are to be filled by appointment by the remaining trustees until the next election, unless the next election occurs within 180 days of vacancy.

Section 4: The Board of Library Trustees of the Eureka Public Library District is charged with the responsibility of the governance of the library. Duties and powers of the Board of Trustees are detailed in sections 16/30-5 through 16/30-105 of the Illinois Compiled Statutes, Chapter 75. They include the following:

- a) To enact ordinance and adopt bylaws.
- b) To have exclusive control of expenditures and to administer the taxing scheme of the Illinois Library District Act.
- c) To construct, purchase, or lease property for the use of the library, and supervise care and custody of such property.
- d) To hire and supervise a qualified library director, who holds an MLIS or MLS degree from an ALA-accredited university, or is within six months of the completion of such a degree.
- e) To establish and review at least biannually a written policy for the selection of library materials and the use of library materials and facilities.

Section 5: The Board will hire a skilled Library Director who will be responsible for the day-to-day operations of the library.

Section 6: The Board will meet at least once per month with no meeting in December unless called by the President. These meetings will be open to the public, and noticed in advance.

Section 7: The agenda and/or information packet for the meetings will be distributed to the Board by the Library Director prior to meetings. Any Board member wishing to have an item placed on the agenda will

call the Library Director in sufficient time preceding the meeting to have the item placed. Any Board member who is unable to attend a meeting will call the library to indicate that he or she will be absent. Due to the fact that a quorum is required for each meeting, this phone call should be placed as far in advance as possible.

Section 8: Board members are not to be compensated pursuant to statute, but will be reimbursed for necessary and related expenses to trustees. To be effective, Board members must attend most meetings, read materials presented for review, and attend an occasional Library System (or other library related) workshop, seminar, or meeting during each calendar year. Board members using their own vehicle will be reimbursed at the rate allowed by the IRS for travel to and from any Library System (or other library related) workshop, seminar, or meeting. Board members are not exempt from late fees, fines, or other user fees.

ARTICLE III: MEETINGS.

Section 1: The regular meeting of the Board of Library Trustees of the Eureka Public Library District shall be on the fourth Monday of each month, with the following exceptions:

No meeting will be planned for the month of December.

Should the fourth Monday fall upon a nationally recognized holiday, the scheduled meeting for that month will be held on the third Monday of the month.

The meeting shall be at the library at 6:30 p.m. The meetings shall be 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. The schedule of regular meetings of the board for the ensuing fiscal year shall be posted in the library and shall have the dates, times, and places of such meetings.

Section 2: The Eureka Public Library District is committed to conducting its business in compliance with the Illinois Open Meetings Act (5 ILCS 120). Meeting agendas will be posted 48 hours in advance of all meetings of the Board of Trustees and its committees, and all, whether state or special, are open to the public and shall be conducted in compliance with the Illinois Open Meetings Act. Closed sessions of such meetings shall also be conducted in compliance with the Open Meetings Act.

Section 3: 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 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 except in the case of a bona fide emergency.

Section 4: A quorum at any board meeting shall consist of 4 board members, and a majority of those present shall determine the vote taken on any question, unless a larger majority is required by state law.

Section 5: All votes on any questions shall be ayes and nays and recorded by the Secretary. Absentee and abstentions from voting shall be noted. A roll call vote shall be taken at the request of any member.

Section 6: The latest edition of Robert's Rules of Order shall be the authority for all questions of parliamentary law and procedure.

ARTICLE IV: OFFICERS AND ELECTIONS.

Section 1: The officers of the Board shall be a president, a vice-president, a secretary, and a treasurer. Those officers shall be elected by a vote (by voice or by ballot) from among the trustees for two year terms at the regular meeting in the month of May or within 60 days after their election. The term of each office shall be two years, commencing on the effective first day of the term to which he or she is elected and ending when successors are elected. In the event of a resignation from an office, an election to fill the unexpired term of that office will be conducted by a ballot vote at the next regular meeting.

Section 2:

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 be the *only* spokesperson for the Board of Library Trustees in all advisory or disciplinary action directed to the staff. The president shall not serve more than two consecutive terms unless by unanimous board consent.

Vice-President. The vice-president, in the absence of the president, shall assume all duties of the president. The vice-president, in the event of the absence or disability of any office, or of a vacancy in any office, shall assume and perform the duties and functions of the office.

Secretary. The secretary shall keep minutes of all board meetings, record attendance, record a roll call on all votes (except when a ballot or voice vote is taken). The secretary shall perform all other such clerical duties as may be assigned by the board. The records shall be audited by two other trustees appointed by the president and conducted each fiscal year.

Treasurer. The treasurer is authorized by the Board to sign checks, approve of online banking expenditures and shall chair the finance/personnel committee. The treasurer shall oversee all financial records of the Board. The normal depository of all financial records shall be the library. The treasurer shall have charge of the library funds and income, sign all the checks on the authorization of the board, and report at each meeting the state of the 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 the amount to be approved by the board and according to statute requirement.

ARTICLE V: STANDING AND SPECIAL COMMITTEES.

Section 1: The standing committees shall be appointed annually in the month of May and shall consist of at least 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 and personnel committee, the library services committee, and the building and grounds committee. The library shall be the depository of all committee reports.

Finance/Personnel Committee.

The Finance and Personnel Committee shall be comprised of two members of the Library Board of Library Trustees, one of whom is the Treasurer. The Library Director also serves on this committee. The

President serves in ex-officio. With regard to finance, the 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 investment policy.

With regard to personnel, the committee's responsibilities include, but are not limited to, preparation of the annual review of the Library Director, 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. The annual review will be initiated in January of each year and be comprised of the following steps: gathering input from all board members, compiling input and meeting with the Library Director to discuss, and reporting a summary of the meeting with the Library Director to the full board in February. The Library Director is responsible for the annual review of all other library employees.

Building and Grounds Committee. The Building and Grounds Committee shall be comprised of two members of the Library Board of 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 2: Special Committees

Librarian Search Committee. When the position of director falls vacant, the Board shall immediately select an acting director for the interim and establish a Library Search Committee, which shall consist of the President and two members elected from the Board. Applications for the position of 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 Librarian, after which the Search Committee is dissolved.

Ad Hoc Committees. Ad Hoc Committees are established for the study of special problems and are appointed by the president with the approval of the board. The committees may include staff or community representatives; i.e., Long-range planning committee.

ARTICLE VI: 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 the minutes of the previous meeting
- Approval of the financial report and approval of expenditures
- Treasurer's report
- Committee reports, in order of their appearance in the bylaws
- Director's report
- Unfinished business
- New business
- Announcements
- Adjournment

The order of business shall include, but not be limited to, these items.

ARTICLE VII: NEW TRUSTEES

The librarian 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.

ARTICLE VIII: DUTIES OF THE DIRECTOR.

Section 1: Under the direction and review of the board, the library director shall administer the policies adopted by this Board. Among the duties and responsibilities of the director shall be that of [making recommendations for] 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: The director is responsible for the care of the building and equipment, the employment and direction of the staff, for the efficiency of the library's service to the public, and for the operation of the library under the financial conditions set forth in the annual budget.

Section 3: The director is expected to attend all board meetings and submit monthly reports on the operations of the library to the board. If the director is unable to attend a board meeting, a full report from the director is expected, and will be read by the board president or another selected trustee.

Section 4: The director is authorized to spend up to \$1000 on any single item without prior board approval. The director is authorized to spend up to \$2500 on any single item with the approval of the finance committee.

ARTICLE IX: 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 and will become effective immediately upon the vote of the Board.

ARTICLE X: 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.

ARTICLE XI: ADMINISTRATIVE RECORDS.

Section 1: 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, minutes of the public Board meetings, and actions and other such items as the Board or Librarian shall file there.

Section 2: Staff personnel records are confidential and shall be kept in a secure place, and only the Director or any person authorized by the Director shall have access to these records.

Section 3: Confidential records of the Board, such as personnel records concerning the Director, shall be kept in the library, and only members of the Board shall have access to these records.

ARTICLE XII: CIRCULATION RECORDS.

Section 1: 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.

Section 2: 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 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 discover procedures or legislative investigative power.

Section 3: 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 insure 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 such defects have been cured.

ARTICLE XIII: AMENDMENT AND EXCEPTIONS.

Section 1: These bylaws may be amended by an affirmative vote of the majority of trustees at any regular meeting.

Section 2: Any rule of the board may be temporarily suspended in connection with business at hand by unanimous vote of a quorum of the board.

Adopted by the Board 10/18/2010

Amended by the Board 01/16/2012

Amended by the Board 07/25/2016

Amended by the Board 10/26/2020

Amended by the Board 04/24/2023

Amended by the Board 01/27/2025

Amended by the Board 02/23/2026