

TALCOTT FREE LIBRARY DISTRICT  
Board of Trustees

**BYLAWS**

**Regular Meetings**

The regular meeting of the Board of Library Trustees of the Talcott Free Library District shall be on the first Monday of each month, unless the first Monday is a holiday. Then the published schedule will be followed. The meeting shall be at the library at 7:00 p.m. The meetings shall be open to the public and noticed in advance. At the beginning of each calendar year the board shall specify regular meeting dates and times. The secretary of the board shall then (1) provide for the local newspaper the schedule of regular meetings of the board for the ensuing calendar year, and (2) post the schedule of meetings in the library and on library website. Both notices shall have the dates, times, and places of such meetings.

**Special Meetings** *(Updated 05/2016)*

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, to website, and to any news 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 in the front foyer of the library and on the library website, except in the case of a bona fide emergency.

### **Annual Meeting** *(Updated 05/2016)*

An annual meeting shall be held in September for the purpose of hearing the annual reports of the Library Director and committees (as needed). The report should include a summary of the year's work with detailed account of the receipts and expenditures, a budget for the following year, and other information according to statute. A copy of this report shall be forwarded to the Illinois State Library in accordance with the law. A copy should also be on file in the library.

### **Quorum**

A quorum at any meeting shall consist of four (4) trustees.

### **Open Meeting Act**

The intent of the Open Meeting Act is that the action of public bodies be taken openly and that their deliberations be conducted openly. The act does not require the closing of any meeting, but it does permit certain discussions in "closed" or executive sessions including: employment matters; acquisition or lease of real property; compensation issues; dismissals. To conduct a closed meeting, a motion must be passed at an open meeting to hold a closed meeting. A quorum is required at the open meeting, and a majority of those members present at the meeting must vote in favor of the motion. The motion must specify the specific exemption which authorizes the closed meeting, and the vote of each member and the identification of the specific exemption must be recorded in the minutes of the meeting. No final action may be taken at a closed meeting. The only topics allowed to be discussed in a closed meeting are those which are covered by one of the exceptions and specified in the vote to hold the closed meeting. Minutes of the closed meeting must be recorded in writing. An amendment effective January 1, 2004, requires all public bodies to keep a "verbatim record of all of their closed meetings" in the form of an audio

or video recording.

### **Rules Governing Public Comment**

Recognizing its obligation under the Illinois Open Meetings Act to provide members of the public an opportunity to address it, and also recognizing its ability to establish rules governing how such public comment should occur, the Board of Trustees hereby adopts the following rules governing public comment:

1. Members of the public are welcome to provide comment on matters before the Board of Trustees at any of its regularly scheduled meetings. Time at the beginning of each regular meeting will be designated for public comment. Unless otherwise allowed by the President, all public comment will occur only during the public comment portion of the meeting.
2. In order to comment, a person must sign the sign-in sheet available prior to the call to order. The sign-in sheet will request the person's name and topic to be addressed. A person may sign the sign-in sheet until the public comment period begins, at which time public comment will be taken and sign-ins will cease.
3. Public comment will be governed and limited as follows:
  - a. Speakers will be limited to three (3) minutes each.
  - b. A maximum of twenty (20) minutes will be set aside for public comment at each meeting.
  - c. The President may cut off comments which are irrelevant, repetitious, scurrilous, or disruptive.

(Adopted July 2013)

### **Board of Library Trustees** *(Updated 05/2016)*

The term of office for members of the Board of Library Trustees shall be for four years. The Board of Library Trustees of the Talcott Free 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. The agenda and/or information packet for the meeting will be distributed to the trustees by the Library Director at the meeting. Any trustee wishing to have an item placed on the agenda will contact the Library Director in sufficient time preceding the meeting to have the item placed. Any trustee who is unable to attend a meeting will contact the library to indicate that he or she will be absent. Due to the fact that a quorum is required for each meeting, this contact should be placed as far in advance as possible.

Trustees are not to be compensated pursuant to statute, but will be reimbursed for necessary and related expenses as trustees. To be effective, trustees must attend most meetings, read materials presented for review, and attend an occasional Library System (or other library related) workshop, seminar, or meeting. The Library Director will make the dates of these workshops known to the trustees in a timely manner. Trustees using their own vehicles 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.

### **Officers and Terms**

The officers of the Library Board shall be a president, a vice-president, a secretary, and a treasurer. Those officers shall be elected for 2-year terms at the regular meeting in the month of May. The president shall not serve more than two consecutive terms unless by unanimous board consent. In the event of a trustee resignation, an appointment to fill the unexpired term of that office will be conducted by vote at the next regular meeting.

**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.

**Vice President**

The Vice President, in the absence of the president, shall assume all duties of the president. Vice President will be responsible for reviewing bylaws and policies in odd number years.

**Secretary**

The secretary shall keep minutes of all board meetings, record attendance, and record all votes. The secretary shall perform all other such clerical duties as may be assigned by the board.

**Treasurer** *(Updated 05/2016)*

The treasurer is authorized by the board to sign checks. The treasurer shall keep 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. Treasurer will report: resolutions, ordinances, annual audit and financial reports, notification of estimate of property tax increase, certificate of estimate of revenue by source, and Truth in Taxation certificate of compliance to the State of Illinois

Comptroller, Winnebago County Clerk and local newspaper. If a library accountant is hired by the board, the accountant will assume the responsibility for creating the previously mentioned reports which will then be reviewed by the treasurer and the board as a whole prior to publication.

### **Special Committees** *(Updated 05/2016)*

Special committees may be appointed by the president and shall serve until the completion of the work for which they were appointed.

### **Order of Business** *(Updated 05/2016)*

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

Call to order

Record attendance

Public Comment

Secretary's report, approval of minutes as received or corrected

Financial report, approval of bills payable

Library Director's report

Correspondence, communications and public comments

Old business

New business

Adjournment

### **Parliamentary Procedure**

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

### **New Trustees**

The Library 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.

**Duties of the Library Director** *(Updated 05/2016)*

The Library Director shall administer the policies adopted by this board. Among duties and responsibilities of the Library Director 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. The Library Director shall attend all board meetings. The Library Director will appoint a senior member of the staff as Director pro-term to perform the duties of the director when the Director plans to be absent for an extended period of time. All authority pursuant to this appointment will cease upon the Director's return.

**Evaluation of the Library Director** *(Updated 03/2017)*

The Library Director shall be evaluated annually in April by the Library Trustees.

**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 if and as adopted by a majority of those trustees present providing they represent a quorum. Any proposed alteration or amendment cannot be acted upon at the meeting at which it is presented. There must be a one month waiting period.

### **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 prominently post all required notices regarding the copying of any materials in the library.

### **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, minutes of the public Board meetings, 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 any person authorized by the Library Director 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.

## **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 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 Director 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.

## **Policy Review**

Board will review adopted policies and bylaws every two years.

## **Requests for Public Records**

Form for requesting public records is available upon request.