

BYLAWS OF THE PERU PUBLIC LIBRARY

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.

Board of Library Trustees

The Board of Library Trustees of the Peru Public 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 Board will meet at least 11 times each year. These meetings will be open to the public and noticed in advance.

The agenda and/or information packet for the meetings will be distributed to the Board by the Library Director one week prior to meetings. Any Board member 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 Board member unable to physically attend a meeting should contact the library to indicate their absence. Trustees unable to physically attend may participate via communication devices such as audio/video equipment as allowed by the Illinois Open Meetings Act. Only trustees physically attending may be counted towards establishing a quorum.

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

To be effective, Board members must attend most meetings, read materials presented for review, and attend an occasional library related workshop, seminar, or meeting. The Library Director will make the dates of these workshops known to the Board in a timely manner. It is the goal of the Board of Library Trustees to have each member attend a minimum of one 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 related workshop, seminar, or meeting. Board members are not exempt from late fees, fines, or other user fees.

Regular Meetings

The regular meeting of the Board of Library Trustees of the Peru Public Library shall be on the second Thursday of each month, except December. The meeting shall be at the library at 6:00 p.m. The meetings shall be open to the public and noticed in advance. At the beginning of each fiscal year, the board shall specify regular meeting dates and times. The library adheres to the Illinois Open Meetings Act concerning meeting postings and publications.

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. 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.

Quorum

A quorum at any meeting shall consist of 5 Board members.

Officers and Elections

The officers of the Board shall be a president, a vice-president, a secretary, and a treasurer. Those officers shall be elected by a ballot vote for 2 (two) year terms at the regular meeting in the month of April and seated in May. The president shall not serve more than two consecutive terms unless by unanimous board consent. 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.

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. Semi-annually, the vice-president will review the library's closed minutes to recommend opening or continuing the minutes as closed.

Secretary

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

Treasurer

The treasurer keeps the financial records of the Board, with a report at each board meeting. The normal depository of all financial records is delegated to the Library Director. 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.

Standing and Special Committees

The President shall appoint standing and special (ad hoc) committees as necessary. All committees will adhere to the Illinois Open Meetings Act by posting agenda, keeping minutes, etc.

Order of Business

Annually, the Board determines the format of the agenda's order of business. The board may change or add to the Order of Business as needed.

Parliamentary Procedure

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

Gifts, Donations and Bequests

The Library Board may accept gifts, in cash or kind, donations, or bequests for immediate use or as endowments if acceptance does not alter the intent of the board bylaws or library policies.

New Trustees

The Board President and Library Director shall meet with new trustees to examine the property, review services and shall present to new trustees an orientation packet which includes the Library Policies 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

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.

Amendments

Amendments to these Bylaws, Library Policies, 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.

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 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 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.