

AGENDA

REGULAR MONTHLY MEETING OF THE BOARD OF TRUSTEES

DEKALB PUBLIC LIBRARY

WEDNESDAY, JULY 12, 2017

7:00 P.M.

1. Call to Order
2. Oath of Office – Two New Members
3. Board Elections
4. Additions/Changes to Agenda
5. Public Comments
6. Approval of Minutes
 - a) Minutes of the Policy Review Committee May 9, 2017, June 12, 2017
 - b) June 14, 2017 Board Minutes
7. Communications
8. Announcements
 - a) AIA Award Ceremony Update
 - b) FY 2018 Budget Preparation
9. Reports
 - a) Director's Report
 - b) Report from Liaison to Friends of the Library
10. Discussion/Action Items
 - a) FOIA Notice Update
 - b) Trustee Facts File: Chapter: Chapter 1 and 2. Review
 - c) Standards for Libraries: Chapter 1. Review
 - d) Report from Policy Committee
 - 1) Approval of Tutoring Policy
 - e) Select Liaison to Friends of the Library
 - f) Website Bids
 - g) Logo Approval
11. Finance
 - a) Approval of Monthly Bills
 - b) Financials
 - c) Fundraising Report
12. Old Business
13. New Business
14. Adjournment

**MINUTES OF THE BOARD OF TRUSTEES
DEKALB PUBLIC LIBRARY
WEDNESDAY, June 14, 2017
7:00 p.m.**

MEMBERS PRESENT: Virginia Cassidy, Bill Cummings, Veronica Garcia-Martinez, Wendell Johnson, Janis Kirts, Carolyn Massey, Joe Mitchell, Susan Richter, Gary Vander Meer.

MEMBERS ABSENT: None.

GUESTS: Joshua McCarthy, Theresa Winterbauer, Mayor Jerry Smith.

CALL TO ORDER

The meeting was called to order at 7:00 p.m.

ADDITIONS/CHANGES TO AGENDA

None

PUBLIC COMMENTS

Mayor Jerry Smith thanked the Board for their service. He said that the library was the catalyst in the City of DeKalb. Mayor Smith said that he would support the Library Board.

APPROVAL OF MAY 2017 BOARD MINUTES

Richter move and Garcia seconded to approve the May 10, 2017 Board Minutes. Minutes approved.

ANNOUNCEMENTS

- a) Presentation Ceremony for the Haish Plaque will be June 17, 2017 at 10:30 am in the Courtyard.
- b) Board Training dates:
 - 1) August 5, 2017 (Saturday 10:00 a.m.) at Hinckley P.L.-Duties and Director's Duties for Library
 - 2) October 21, 2017 (Saturday 10:00 a.m.) at Hinckley P.L.-Library Law for Trustees
- c) LEED: We have been awarded LEED Certified. The library is looking for a plaque of some type to display in the Library.

COMMUNICATIONS

Nagle Hartray won the 2017 AIA Mies vander Rohe Innovation in Library Design Award for the design of our library. An award ceremony is being planned and will be held at DKPL.

REPORTS

- a) Director's Report. Emily Faulkner announced that instead of Harry Potter Day the library will be doing a Science, Technology, Engineering, Arts & Math (STEAM) event. Faulkner reported she is receiving quotes for updating the Website and they are working on different ideas for a new logo.
 - 1) Theresa Winterbauer presented information on Summer Reading. The Youth Department has already reached their goal of over 1000 readers. The Teens have 75 signed up. There are many programs planned for Summer Reading. The latest program 'Hillbilly Science' had 134 in attendance. There have been many sponsors for prizes from the community.
 - 2) Joshua McCarthy talked about his programming for the Collaboration Studio. His Tinker Cad class has had 50 sessions so far. The Fidget Spinners have been a great success and they are on sale. STEAM Day will be September 8, 2017.
 - 3) Director's University Recap. Faulkner reported that the session from Monday through Thursday were non-stop sessions. She has learned many new things which will take probably over the next several years to incorporate.
- b) Report from Liaison for Friends of the Library. Veronica Garcia mentioned that the Friends were giving money to the library to buy more tables. They have also been funding Summer Reading Programs.

DISCUSSION/ACTION ITEMS

- a) Non Resident Fees Determination

Robert Aspatore did the computation for the non-resident fees for this year and it has come out to be the same as last year. Richter moved and Vander Meer seconded to approve the non-resident fees. Approved. \$118.89 for Family and \$49.13. (The calculation was done by the Tax Computation Method).

- b) Adopt Prevailing Wage Ordinance from the City of DeKalb.

Johnson moved and Massey seconded to approve the Prevailing Wage Ordinance. Motion approved.

- c) Review Parking Situation with Churches. This is an FYI that each church in area will be sent a letter advising them that they can use our parking lot on Sunday Mornings.

- d) Policy Review Committee Report. Massey reported on the meeting. The Study Room Use Policy and the Meeting Room Policy have been separated into two policies. The big change is that the Policy will be a short statement (which the Board has to approve) and then followed by the procedures. This is done so that if changes need to be made to procedures that can be done and then notify the Board. There were changes to the fees in the Meeting Room Procedures. Richter moved and Johnson seconded to approve both policies. Motion approved. The Committee is also working on the Personnel Policy. Tutoring will also be a separate policy.
- e) By-Laws Committee Report. The Committee met just before the Board Meeting. The By-Laws were reviewed and there are no changes.

FINANCE

- a) Approval of MAY 2017 Monthly Bills. Richter moved to approve the May 2017 monthly bills in the amount of \$24,202.61, seconded by Cummings. Roll Call was taken. Ayes: Cassidy, Cummings, Garcia, Johnson, Kirts, Massey, Mitchell, Richter, Vander Meer. Motion approved.
- b) Financials. No comments were made on the financials.
- c) Fundraising Report. Emily Faulkner reported on fundraising. The numbers have been checked and verified and the report is easier to read.

OLD BUSINESS

None

NEW BUSINESS

- a) Officer Election in July. Since Virginia Cassidy, President, will be retiring at the end of June, a new President will have to be elected at the beginning of the July Meeting to fulfill her term. Cassidy handed out the procedure for that election.
- b) Virginia Cassidy was honored with a book of photographs from the library and a model of the library. The Board had cake in her honor.

ADJOURNMENT

The Board adjourned at 8:30 p.m.

Respectfully submitted,
Patricia Adamkiewicz
Deputy Administrator

MINUTES OF THE POLICY REVIEW COMMITTEE OF THE BOARD OF TRUSTEES

DEKALB PUBLIC LIBRARY

MAY 9, 2017

2:30 P.M.

PRESENT: Carolyn Massey, Gary Vander Meer, Joseph Mitchell, Emily Faulkner.

Call to Order

The meeting was called to order at 2:30 p.m.

Public Comments

None

DISCUSSION/ACTION ITEMS

a) Review of Meeting Room / Study Room Policy

Emily Faulkner presented the policies to the committee that had been updated. It was suggested that the Meeting Room and Study Room policies be separated into two policies. The committee reviewed the changes in both policies. Only a few changes were made to the Study Room Use Policy. The use of 'non-residents' was changed to DeKalb Card holder or card holders of reciprocal libraries. Tutors must purchase a card to use study rooms to tutor and this will also include Internet access. The Library is not responsible for materials left in the rooms.

The Meeting Room policy was discussed. The main changes in this policy had to do with fees. The fees were lowered in most cases. The section on 'library not responsible for any accidents...' we eliminated. Liability Insurance would be needed for rental of lobby or great room. The cost for Wi-Fi after hours was added for a cost of \$10.00.

b) Personnel Policy.

The committee reviewed the first 8 sections of the Personnel Policy. In those sections there were minimal changes. Under promotions some wording was removed. More sections will be added for each meeting.

The Committee will meet one more time to review the Meeting Room and Study Room policies and bring it to the Board for approval in June.

The committee will continue to meet to review the Personnel Policy.

Adjournment

The meeting adjourned at 4:15 p.m.

Respectfully Submitted,

Patricia Adamkiewicz

Deputy Administrator

MINUTES OF THE POLICY REVIEW COMMITTEE OF THE BOARD OF TRUSTEES

DEKALB PUBLIC LIBRARY

MONDAY, JUNE 12, 2017

3:30 P.M.

PRESENT: Carolyn Massey, Gary Vander Meer.

ABSENT: Joseph Mitchell

ALSO PRESENT: Emily Faulkner, Patricia Adamkiewicz

1. Call to order: 3:30 p.m.
2. Public Comments: None.
3. Approval of May 9, 2017 Committee Minutes. Vander Meer moved to approve seconded by Massey. Minutes approved.
4. DISCUSSION/ACTION ITEMS
 - a) Faulkner presented both the Study Room Use Policy and the Meeting Room Policy. Her recommendation was that the Policy that the Board has to approve be separate from the actual procedures. The reason being is that the policy would be in place and if there were any changes to procedures they could be made and then just let the Board know.

There were some minor changes in the Study Room procedures and Meeting Room procedures. The number of occupants in each room needs to be re-checked. The policies will be brought to the Full Board at June Board Meeting.
 - b) Personnel Manual. Several more sections of the manual were looked at such as the dress code, personal property, patron confidentiality, communications, use of electronic and telephone equipment, and Trustee/employee relations. Only minor changes were made. The committee will continue to review the rest of the policy at their next meeting.
5. Adjournment. The committee adjourned at 4:45 p.m.

Respectfully submitted,

Patricia Adamkiewicz

Deputy Administrator

Pat Adams

From: PLenzini@aol.com
Sent: Monday, June 26, 2017 1:39 PM
To: Pat Adams
Subject: Re: FOIA/OMA

Dear Pat,

There really aren't any recent "changes" that bear on libraries in OMA or FOIA. The most active or "hot" area on my desk for FOIA (and Local Records Act destruction rules/disposal certificates) relate to security cameras and that footage. Originally less than 2 libraries had such cameras and now it seems like everybody is getting them or has them installed and none have followed the laws (those two laws in particular) so if you are in that boat you better give me a call as it can be a long story.

Otherwise, and these should be repeats for you, the most recent changes were:

P.A. 99-0515, effective 6/30/16, provides that any newly elected OR appointed board member of the public body has the right to review the minutes of closed session meetings and listen to any verbatim recordings (that still exist) of closed session meetings, whether they have been released to the public by the board or not.

OMA "case law" changes: in the Appellate Court, Fourth District case of Allen and Kraft v. Clark County Park District, from November 16, 2016, the Court held that the OMA requires that prior to any action being taken a "public recital must describe 'the nature of the matter being considered' and include such information that will inform the public of the 'business being conducted'" before the board can take action like a vote on a matter. In that case of a lease approval, the Court stated that the key terms of the lease, public contract or agreement might not be essential to the recital but would certainly be helpful in evaluating whether the recital was sufficient. And there, where no details were provided at all the OMA requirement was not met.

FOIA statutory changes: P.A. 99-0586 (frequently downstate referred to as "Molly's Law") effective 1/1/17, provides a public body may be penalized by a court for up to \$1,000 each day they fail to comply with a court order under FOIA after 30 days, and there is a rebuttable presumption the body willfully and intentionally failed to comply with FOIA if they failed to follow an Attorney General binding opinion within 35 days of service.

FOIA "case law" changes: there have been numerous trial court proceedings including those brought by the Chicago Tribune against Mayor Emanuel in what has been called the Laquan McDonald case, but also against the Univ of Illinois, and binding opinions of the Attorney General, all to the same conclusion that emails are required to be produced under FOIA when pertaining to public business whether or not their location is on private devices or in email accounts (e.g. Google Mail; AOL; etc).

Phil



Phil Lenzini on Security Cameras

Footage on cameras are susceptible to FOIA.

1. This is expensive because you have to search the footage, copy, retrieve and in some instances redact information. No circulation records, etc. should be seen on cameras.
2. Cameras are public records. There are no exemptions made under FOIA so far.
3. Have to remember the "Library confidentiality Law".

Local Records Act

1. Check with IT to see what our cameras are capable of doing, how long information is stored.
2. Write to Local Records and put on our list of items to destroy after certain amount of time

Chapter 1 [Core Standards]

NATIONAL PUBLIC LIBRARY DEFINITION

Public library statistics are collected annually from more than 9,000 public libraries through the Public Library Statistics Cooperative (PLSC) for public library data and disseminated by the Institute of Museum and Library Services (IMLS).

Descriptive statistics are collected for all public libraries. Data is available for individual public libraries and is also aggregated to state and national levels.

In order to accurately compare public library data from all fifty states, every state has agreed to collect public library data using the "PLSC Public Library Definition" as detailed below:

A public library is an entity that is established under state enabling laws or regulations to serve a community, district, or region, and that provides at least the following:

1. an organized collection of printed or other library materials or a combination thereof;
2. paid staff;
3. an established schedule in which services of the staff are available to the public;
4. the facilities necessary to support such a collection, staff, and schedule; and,
5. is supported in whole or part with public funds.

INTRODUCTION

The *Serving Our Public 2.0* Task Force struggled in finding the balance between inclusivity and setting the bar at a meaningful level. The consensus of the task force is that a "one-size-fits-all" document is not plausible. Public libraries are largely locally funded and should be uniquely suited to the needs and resources of their communities and users. Nevertheless, it is in the public interest and the interest of the library community to have the word "library" signify certain standard conditions that one could expect to find. A library that does not currently meet one or more of the core or other standards might cite that deficiency in making a case for increased funding. Coming up to the standard might be the focus of one or more objectives in a library's strategic plan. The staff and boards of libraries that meet basic standards might pose the query, "What makes a library effective?" and consider ways of enhancing the library's effectiveness in serving its community. After reviewing the federal library standards and other states' library standards, the task force outlined the following basic essential standards that all Illinois public libraries should work daily to uphold:

1. operate in compliance with Illinois library law;*
2. have an organized collection of information;
3. have written library policies approved by the library's governing body;
4. have a fixed location(s) with posted regular hours of services;
5. have a trained, paid staff to manage the collection and provide access to it;
6. be supported in part or in whole by public funds; and,
7. have an identifiable library materials budget.

*Illinois law does also recognize contractual libraries.

In addition to these essential standards, listed below are standards that have been enhanced and defined.

ILLINOIS PUBLIC LIBRARY CORE STANDARDS

- Core 1** The library provides uniformly gracious, friendly, timely, and reliable service to all users.
- Core 2** The library is established and operates in compliance with Chapter 75 of the *Illinois Compiled Statutes*.
- Core 3** The library is governed by a board of trustees elected or appointed and constituted in compliance with the relevant sections of Chapter 75 of the *Illinois Compiled Statutes*.
- Core 4** The library complies with all other state and federal laws that affect library operations. (See Appendix F)
- Core 5** The library adopts and adheres to the principles set forth in the American Library Association's (ALA) *Library Bill of Rights* and other ALA intellectual freedom statements and interpretations. (See Appendices A, B, and C)

Chapter 1 [Core Standards]

- Core 6** The library adopts and adheres to the *Public Library Trustee Ethics Statement*. The library adopts and adheres to the *Code of Ethics of the American Library Association*. (See Appendices D and E)
- Core 7** The board of trustees adopts written bylaws that outline the board's purpose and operational procedures and address conflict-of-interest issues. (See Appendix H)
- Core 8** The board of trustees appoints a qualified librarian as library administrator and delegates active management of the library to the library administrator. (*For the purposes of this document, a qualified librarian is a person holding a Masters of Library Science (MLS) degree from an ALA-accredited program and/or actively participates in continuing education opportunities each year offered by the Illinois State Library, regional library systems, and the Illinois Library Association. Library boards and communities should strive to have a minimum of one staff member holding an MLS from an ALA-accredited institution.*)
- Core 9** The board of trustees meets regularly, in accordance with the *Illinois Compiled Statutes*, with the library administrator in attendance. All board meetings and board committee meetings shall comply with the *Open Meetings Act*.
- Core 10** The board of trustees has exclusive control of the expenditure of all monies collected, donated, or appropriated for the library fund and all property owned by the library.
- Core 11** The library has a board-approved written budget. The budget is developed annually by the library administrator and the board with input from the staff.
- Core 12** The board of trustees annually determines if the library's revenues are sufficient to meet the needs of the community. If the revenues are not sufficient, the board of trustees will take action to increase the library's revenues.
- Core 13** The library has a board-approved mission statement, a long-range/strategic plan, disaster prevention and recovery plan, collection management policy, personnel policy, technology plan, and other policies as appropriate to the library's operation. (See Appendices J, L, M, O, P, and R)
- Core 14** The library administrator presents written monthly reports, including statistics, on library operations to the board of trustees. In addition, monthly fiscal reports are presented by the library administrator and/or the library board treasurer.
- Core 15** The board of trustees annually reviews the performance of the library administrator.
- Core 16** The library is a member of an Illinois regional library system, fulfills the membership requirements of its system, is a responsible partner in the Illinois Library and Information Network (ILLINET), and participates in resource sharing through interlibrary loan and reciprocal borrowing.
- Core 17** The library provides access to resource sharing databases, participates in resource sharing by entering the library's collections into a regional, statewide, or national database, and actively promotes resource sharing via interlibrary loan and reciprocal borrowing.
- Core 18** The library utilizes a variety of methods to communicate with its community.
- Core 19** The library is located in a facility designed or renovated for library purposes and complies with all applicable local, state, and federal codes.
- Core 20** A library is open a minimum of fifteen hours per week according to the *Illinois Compiled Statutes*. Ideally, a library should be open twenty-five hours per week. The hours are scheduled for the convenience of the community the library is serving. (See Appendix N)
- Core 21** As a baseline, the library appropriates monies to major budget categories (personnel, benefits, library materials, other operating expenditures) using the *Illinois Public Library Annual Report* statewide percentages analysis.
- Core 22** The library board and staff promote the collections and services available to its community.
- Core 23** At least every five years, and more frequently if necessary, the library conducts a review to determine if the library is providing collections and services in a quantity, at a time, and in a manner that meets the needs of the community.
- Core 24** At least every five years, and more frequently if necessary, the board of trustees determines if the physical facility is sufficient to meet the needs of the community. If the facility does not meet the needs of the community, the board of trustees takes steps to correct the need.
- Core 25** The library board shall be in compliance with the *Open Meetings Act*.

Chapter 1

TRUSTEE DUTIES AND RESPONSIBILITIES



The Big Picture

If legions of jobseekers were vying for trustee positions on library boards, a want ad for the job might read as above.

Of course, service on a library board is pro bono public service, so you will not have arrived here by dazzling a job interviewer. As a library user and supporter, you may have campaigned for an elected trustee position, or perhaps you hesitantly accepted appointment. Either way, you have a most important job to do.

A public library might be defined as a repository of information available to all in the community. This public resource addresses and meets a wide variety of needs. For some members of the community, the library is the chief or only source for recreational reading. For others, it is a valuable professional resource. Young children discover the wide world of ideas in the library. People of all ages use computers and the Internet at libraries to prepare themselves to function in the modern digital world. Disabled people find resources in public libraries that may not be available elsewhere. You, as a trustee, represent all of these people.

A public library, even of relatively small size, is a complex operation that requires informed and skillful administration and management. You, along with the other trustees on the library board, oversee performance of these roles by library staff.

The Board of Trustees

Library trustees do their work collectively on the library board. Though the board has broad powers—it is answerable only to the governing body that has oversight over the library or, if elected, to the voters—those powers are exercised collectively. No individual trustee can speak or act for the board, or for the library, unless specifically empowered to do so by board action or adopted bylaws.

The board's crucial partner in administering the library is the library director. This professional has been hired by the board and serves at the board's pleasure. The board depends

heavily on the professional judgment and experience of the director. For example, the board of trustees can draft an annual budget for the library, but specific input about what moneys are needed for which purposes comes mainly from the director. As a trained professional, he or she is employed to assess needs such as acquisitions, staff coverage, and public services.

The remainder of this chapter details duties of the board of trustees, both those assisted and unassisted by the library director; responsibilities of individual trustees; and basic rules of ethics for trustees.

Duties

Broadly speaking, the board of trustees establishes library policies, and the library director implements those policies in the day-to-day operations of the library. However, these roles are interdependent and require careful distinction of responsibility and authority.

The degree to which the board relies on the librarian's professional knowledge and experience will, of course, vary with the situation. In every case, however, cooperation is the key to a smoothly run, successful library. A library in which all the players work cooperatively toward the common goal will inevitably deliver greater benefits to the community than one in which trustees and librarian work competitively, at odds with each other. The following lists detail duties carried out collectively by boards of trustees in public libraries.

Duties of the Board Assisted by Input from the Director . . .

- Write and maintain an official mission statement for the library.
- Develop long-range plans to address anticipated community needs.
- Establish and support library policies. Examples of such policies include
 - levels of service (for example, open hours).
 - registration and circulation policies and other rules directly affecting patron use.
 - types of service (in addition to circulation and informational services, will the library provide special programs for children? the disabled? the visually impaired? or literacy training?).
 - confidentiality and privacy policies.
 - patron access to the Internet.
 - collection development policy.
- Authorize salary and benefits plans for library staff.
- Assess maintenance of library grounds and buildings, and authorize purchase of lands or construction of new buildings when necessary and appropriate.
- Develop an annual budget.
- Review monthly financial reports to ensure accountability to budget goals.
- Provide financial information and an independent audit as required by Illinois law.
- Advocate for funding necessary to meet community library needs.
- Engage in other fundraising activities as necessary and appropriate.
- Promote the library in the community.

Duties of the Board, Exclusively . . .

- Hire a qualified library director.
- Evaluate director's performance periodically, at least annually.
- Establish policies for the functioning of the board. Such policies include
 - by-laws governing meetings, quorums, selection of officers and the length of their terms as officers; and other matters relating to handling the business of the board.
 - finance policies (for example, how funds will be dispersed or invested, or who will be authorized to write checks).
 - trustee's code of ethics.

For more information about division of duties between the board of trustees and the library director, go online to the Illinois State Library Administrative Ready Reference, <http://www.webjunction.org/partners/Illinois/il-topics/readyref.html>: select **Policy Model; Board of Trustees**; select **Division of Responsibility**. . . .

You, Personally

For the library machine to hum smoothly, every participant—trustee and staff—must shoulder a fair and proper load. To carry out the trustee duties which you have accepted, you will need to make a substantial commitment of time and effort.

Your Duties as a Trustee . . .

- Attend board meetings.
- Preview agenda, minutes, and documents before each board meeting.
- Participate in discussion and decision making at board meetings.
- Stand by decisions made by the board.
- Serve on committees as assigned by chair.
- Commit time outside of board meetings for the work of the board, as necessary and appropriate.
- Participate in activities sanctioned by the board, such as fundraising or public relations in the community.
- Represent the library at community events—be visible and accessible to those you represent.
- Become informed about library issues through participation in the regional library system, ILA, and ALA.
- Become informed about state laws that govern public libraries in Illinois.
- Become an advocate for the library community.

As with any position of responsibility and accountability, library trusteeship calls for adherence to high standards of ethical behavior.

Your Ethical Responsibilities . . .

- If you have a conflict of interest in a matter taken up by the board, you must remove yourself from consideration and voting on that matter. For example, your financial stake in a firm with which the board does or intends to do business would constitute a conflict of interest. (For more information about conflicts of interest, see Chapter 4, "Legal Responsibilities and Liability.")
- Respect the opinions and contributions of other trustees; refrain from dogmatic or bullying behavior at board meetings. Work toward acceptable compromise on contentious issues.
- Do not voice opposition to board decisions in public; limit criticism to debates within board meetings.
- Respect confidential information: do not reveal content of closed session board discussions.
- Refer patron/public requests for information to the library director.
- Refer staff grievances or problems to the library director, who has full responsibility for managing staff; refrain from becoming involved in controversy or conflict among staff.
- Refer complaints from the public to the library director.
- Do not initiate or participate in ad hoc board meetings called without advance notice and knowledge of all participants. Conform to the Open Meetings Act in posting required meeting notices for the public and the press.
- Assume full responsibility as a board member. Attend board meetings regularly and perform all assigned committee work in a timely manner. If you are unable to fulfill your duties, consider resigning so that someone else can better serve.

- Support open access to information and resist moves toward censorship.

Finally, consider the benefits you will derive from serving as a library trustee. You will make new acquaintances and friendships with people who are passionate about, and dedicated to, values of public service. Some of these people will become personal friends; others will remain good professional associates. Whether you are a worker in a trade, a professional, a homemaker, an independent businessperson, or are engaged in some other life activity, the people network you establish during your tenure of trusteeship will likely prove to be of great benefit to you.

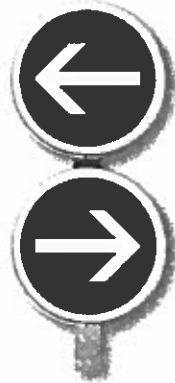
Then, of course, there is the obvious: you will be making an important contribution to the people in your community and to your community's future. A public library is one of the most universal and accessible institutions in our society. Your contribution as a public library trustee will help bring opportunity to all the people, irrespective of all the differences that sometimes divide communities in other spheres. Don't underrate the satisfaction you will derive from this endeavor.

Resources

- Gale, Robert L. *Leadership Roles in Nonprofit Governance*. Washington, D.C.: Board Source, 2003.
- Grace, Kay Sprinkel. *The Ultimate Board Member's Book*. Medfield, Mass.: Emerson & Church Pub., 2008.
- Ingram, Richard T. *Ten Basic Responsibilities of Nonprofit Boards*, second ed. Washington, D.C.: Board Source, 2009.
- O'Connell, Brian. *The Board Member's Book: Making a Difference in Voluntary Organizations*, third ed. New York: Foundation Center, 2003.

Chapter 2

ORIENTATION FOR NEW TRUSTEES



This chapter has two parts. The first part, which follows immediately, is for new trustees. The second part is for anyone responsible for new member orientation, including mentoring library board member(s) and/or the library director.

So, You Are a New Library Trustee

In the following sections, you will read about types of administrative units in Illinois public libraries. Then you will read a brief history of public libraries in the United States. Your colleagues on the board or the library director will conduct your orientation to the library, its services, and resources, and will provide you with various materials you need to begin your duties as a library trustee.

Illinois Public Libraries—Administrative Types

Many public libraries in Illinois are legally established by cities, villages, and townships, according to the Illinois Local Library Act, 75 ILCS 5. In these cases, the library's service boundaries are coterminous with that of the municipality or township. District libraries, which are established within independently defined boundaries, are the alternative to municipal libraries.

In towns, villages, and townships, citizens establish public libraries by referendum. Most towns and villages elect their library trustees; in villages with the commission form of government, the village council appoints library trustees.

In cities, the city government establishes a public library, and the mayor appoints trustees. Illinois law allows mayors to appoint one city council member to the library board, among a total of nine library trustees.

District libraries are public libraries established under the Illinois Public Library District Act, 75 ILCS 16. A district may include area from more than one local governmental unit and outlying unincorporated areas. District libraries have independent corporate authority and taxing power for support of public library services. Like other library administrative units, district libraries are run by a board of trustees.

The following table gives more detailed information about boards of library trustees among the various types of local libraries.

Trustee Service by Type of Administrative Unit

Type: City

Trustees Appointed/Elected: 9, appointed by mayor

Term of Service: 3 years

Type: Village/town/township

Trustees Appointed/Elected: 7, elected

Term of Service: 4 or 6 years

Type: Village with commission government

Trustees Appointed/Elected: 6, appointed by village council

Term of Service: 6 years

Type: District

Trustees Appointed/Elected: 7, elected

Term of Service: 4 or 6 years

A Brief History of Public Libraries

In early colonial America, academic pursuits were largely allied with the education of clergy. The first significant library in the colonies was Harvard College Library, founded in 1636 with a gift of about 300 mostly theological books.

An important expansion of the concept and role of a civic library occurred in 1731 when Benjamin Franklin and other Philadelphians established a subscription library in Pennsylvania's chief city. In a subscription library, patrons pay a subscription, or fee, to use the pooled reading material of all the subscribers. Further distinguishing the "Library Company of Philadelphia" was the collection's emphasis on travel, philosophy, and biography, rather than religious topics.

Truly public libraries—open to all free of charge—were the creation of the United States in the new democratic age of the nineteenth century. Inspired by the founding of the new nation, the adoption of First Amendment free speech principles in the Bill of Rights, and extension of democratic expression and personal freedoms in the early years of the republic, the movement for universal public education gained momentum by the mid-1800's, creating demand for free public libraries as well. In 1854, Boston opened the first big-city public library funded by local taxes. In 1872, the Illinois General Assembly passed legislation authorizing tax-supported public libraries. Soon thereafter, public libraries were organized in the Illinois municipalities of Chicago, East St. Louis, Elgin, Moline, Oregon, Rockford, Rock Island, and Warsaw.

In step with these developments, librarian Melvil Dewey in 1876 helped establish the American Library Association (ALA), helped found the *Library Journal*, and published the Dewey Decimal classification system. In 1887, Dewey established the nation's first library school at New York's Columbia University. In 1896, the Illinois Library Association (ILA) was established.

As the twentieth century dawned, public libraries in the United States began to benefit handsomely from the philanthropy of steel tycoon Andrew Carnegie, whose charitable foundations eventually built about 1,700 libraries. Carnegie libraries were built in communities that agreed to provide land for building a library and to contribute some funding on an ongoing basis. By the 1920s, public libraries were widespread throughout the United States, with

publicly funded institutions in most towns of any size.

An important trend beginning in the mid-twentieth century has been involvement by the federal government in public libraries. Since the 1950s, Congress has allocated funding for rural library extensions, library construction, expansion of school libraries, provision of services for people with disabilities, and Internet connectivity, among other services.

In the last half-century, technology-driven developments have transformed public libraries in many ways. The new technologies have led to nearly universal computerization of card catalogs. Electronic and digital materials such as DVDs have enhanced library collections. In all but the smallest library branches, Internet access for patrons has become standard.

New services have posed new challenges. Internet connectivity offers potential access by minors to websites with inappropriate content, for example. Congress has responded by tying libraries' eligibility for certain federal funds to installation of filtering software. (See Chapter 6, "Intellectual Freedom," for more information on Congressional mandates codified in the Children's Internet Protection Act, or CIPA.)

Today, some 9,000 administrative units in the United States offer public library services in over 16,000 libraries, including branches. Our state of Illinois has 637 public libraries—796 if you count total branches and buildings. These public libraries endeavor to serve their changing communities in a variety of ways as they strive to maintain free and open access to information.

Congratulations.

You have completed your first step of orientation as a library trustee. The remainder of this chapter is primarily for your board member colleagues or the library director who are responsible for further orientation activities.

Planning Orientation for a New Trustee

The preceding part of this chapter provides background material that will help new library trustees put into context the duties they are about to assume. Have inductees read the material as part of their overall orientation activities.

Your library board should have a well-defined, written orientation plan in place. If it does not, suggest that the board establish a committee to draw up such a plan.

The following sections provide guidelines for orientation of new library trustees. The first section outlines orientation activities. The second lists materials that the board or library director should provide to new trustees.

Orientation Activities

The board president, or her/his designate from the board, will make the initial contact with the new trustee to schedule orientation sessions. First and foremost should be a get-acquainted tour of the library with library staff. The library director or a management level staff person should conduct the tour, providing a "big-picture" overview of collections, services, and general policies. The director should introduce available staff members, explaining their duties.

The board president or her/his designate will then schedule an appointment with the inductee for an introduction to the business of the board, including bylaws; ethics; meeting times and formats; recent decisions and accomplishments; future plans and goals; and budgets.

Orientation for the incoming trustee might well extend into the next scheduled board meeting. For example, the board president might conduct business at a slower pace, encourage experienced board members to describe accomplishments of the past year, and allow time in the meeting for the new member to ask questions (no meetings after adjournment, even if

informal, if a quorum is present).

Orientation Activities Summarized . . .

- Activities conducted by the board president:
 - initial contact with inductee to schedule orientation
 - introduction of the bylaws and other business of the board
 - review of duties of the board and of the director
 - presentation of budget and other financial information
 - planning the agenda of the next scheduled board meeting so as to accommodate the information needs of the new member (if feasible and appropriate)
- Activities conducted by the director:
 - tour of library facilities
 - introduction of library staff members

Orientation Materials

Eventually, new trustees will need to master the wide range of information relevant to governing the public library. Because the volume of such information is necessarily large, it is useful to focus on a smaller subset of such materials during the initial orientation. Following is a suggested list of materials for new trustees.

Orientation Materials List . . .

- Library mission statement
- List of board members and the director, including address, telephone number, and e-mail addresses
 - Indicate terms of office and identify officers.
- Calendar of board meetings and library holidays
- Organization chart of library staff
- Illinois Library Association *Trustee Facts File* (the publication you are reading)
 - Have inductee read Chapter 1 and the first part of Chapter 2 (this chapter) initially.
 - Draw attention to subsequent sections of the *Trustee Facts File*, as appropriate.
- Board of Trustees bylaws (reference the *Trustee Facts File*, Chapter 3)
- Library policy manual (reference the *Trustee Facts File*, Chapter 5)
- Budget for current and previous year (reference the *Trustee Facts File*, Chapter 10)
- Annual report, most recent available
- Monthly reports, most recent available
 - financial report: dispersal of monies
 - statistical report: volume of circulation, etc.
- Minutes from recent board meetings (reference the *Trustee Facts File*, Chapter 3)
- *Illinois Library Laws & Rules* (copyright 2012)
- *Serving Our Public: Standards for Illinois Public Libraries*, 2.0 (copyright 2009)
- Recent issues of the *ILA Reporter*, which can be obtained online from www.ila.org/store/ila-reporter
- Information about the Illinois State Library, regional library systems, and their relationships to local libraries
- Contact information, including website addresses, for the American Library Association (ALA), Illinois Library Association (ILA), and Illinois State Library (See Appendix G, "Selected Resources.")
- Local library history, if available
 - Append to the general history of U.S. public libraries in the first part of this chapter.
- Promotional materials—for example, the latest issue of the library newsletter or newspa-

per articles about the library and its services (reference the *Trustee Facts File*, Chapter 13)

Resources

- Hughes, Sandra R., Berit M. Lakey, and Marla J. Bobowick. *The Board Building Cycle: Nine Steps to Finding, Recruiting, and Engaging Nonprofit Board Members*, second ed. Washington, D.C.: Board Source, 2007.
- Kurtz, Daniel L. *Board Liability: Guide for Nonprofit Directors*. Mt. Kisco, N.Y.: Moyer Bell Limited, 2007.
- Moore, Mary Y. *The Successful Trustee Handbook*, second ed. Chicago: American Library Association, 2010.
- Reed, Sally Gardner and Jillian Kalonick. *The Complete Library Trustee Handbook*. New York: Neal-Schuman Publishers, 2010.
- Sturgis, Alice. *The New Standard Code of Parliamentary Procedure*, fifth ed. New York: McGraw-Hill, 2011.

DeKalb Public Library Tutoring Policy

POLICY STATEMENT:

The DeKalb Public Library allows tutors to utilize the Library to conduct their business. The Board of Trustees authorizes the Library Director to establish reasonable procedures governing tutors and tutoring in collaboration with the Board of Trustees. The Library does not sponsor, recommend, or assume liability or responsibility for the work and/or activities of any tutor or group of tutors. Tutors may not use the Library logo in any form or identify or imply that the Library is a sponsor of their activities.

Approved 06/14/2017

DeKalb Public Library Tutoring Procedures

PROCEDURES:

- Tutors who receive payment of any kind must purchase an annual Tutoring card at a cost of \$50 per year, which includes guest internet access.
- The Library does not sponsor, recommend, or assume liability or responsibility for the work and/or activities of tutors who use Library space.
- All tutoring arrangements must be made between the tutor, student, and parents. Library staff will not deliver messages or help find a tutor.
- Tutors are encouraged to use the study rooms. Tutors assisting children ages birth through 8th grade may also use study tables in the Youth Services department. Tables can neither be reserved, nor can the expectation be made that others will be asked to move to accommodate a tutoring session. Tutors serving adults may use the "S-desk" tables in the Main Lobby, but the magazine area, Teen area, Grand Reading Room, Local History Room, and Quiet Reading Room may not be used for tutoring sessions.