

By-Laws
Policy Statements
Board of Trustees Manual
For the
DeKalb Public Library

February 1990
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January 2013
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October 12, 2016.

DeKalb Public Library

On July 1, 1893, the City Council of DeKalb passed an ordinance establishing a public library. A room in the City Hall was used as the Library. In 1923, the Library was moved to the second floor of the local newspaper building. The Haish Memorial Library building, erected through the generous bequest of Jacob Haish, was completed in 1931. It was remodeled in 1968, and an addition was constructed in 1977. Space was reorganized and the building was refurbished in 1989-90.

Mission

The DeKalb Public Library seeks to enrich the lives of DeKalb residents by supporting and encouraging lifelong learning and being a vital center of community life.

Responsibilities

A public library is one of the basic institutions of a democratic civilized society. It is the responsibility of the DeKalb Public Library:

To select, organize, and make accessible to the people of the community printed and other materials that will contribute to the dissemination of knowledge, to formal education and informal self-education, to the profitable and pleasurable use of leisure time, and to the general enrichment of life.

To include in the collection all appropriate media through which ideas or experience are transmitted for furthering understanding of the present, knowledge of the past, and concern for the future by including materials specifically designated for the needs of children, young people, and adults, chosen according to accepted standards of quality and value, representing different points of view and styles of writing, and following the Library Bill of Rights and the "Freedom to Read" statement of the American Library Association.

To further enlarge the usefulness of the Library by providing reader's advisory, information, and reference services, and by making know the Library's resources through various activities,

To provide adequate and efficient physical facilities where books and other materials may be used and enjoyed in a pleasant and comfortable environment conducive to their use.

To be closely identified, as an institution and in terms of staff involvement, with the educational, cultural, and civic life of the community.

By-Laws and Rules Governing the DeKalb Public Library, DeKalb, Illinois

Governing Authority

The Board of Trustees of the DeKalb Public Library is charged with the responsibility for the governance of the Library.

Article I: Membership

The Board of Trustees consists of nine members who are appointed by the mayor and serve three-year terms as provided for in the Illinois Revised Statutes, Chapter 81, 4-1.1.

Article II: Officers

Section 1: The Board of Trustees shall elect, every two years (in the even years) at the September meeting, from its own number: a President, a Vice-President, a Secretary, and a Treasurer. All officers shall hold offices for two years or until their successors are elected.

- a. Trustees eligible to serve as officers are those who have served on the board for at least one full year prior to the election vote.
- b. A vacancy in any office shall be filled by a Board vote on nominations for the office at its next regular meeting after the vacancy has occurred.

Section 2: The election process shall occur as follows:

- a. At the August Meeting of the election year the President shall include on the agenda a notice of the upcoming election of officers and the Recording Secretary shall prepare and distribute a listing of all members eligible to serve as officers.
- b. Prior to the September meeting of the election year Board members shall inform the Recording Secretary of their self-nomination or the nominations of others as Board officers. The names of all eligible members nominated for offices shall be included on a ballot distributed with the agenda of the September meeting.
- c. Elections shall be conducted by either secret ballot or voice vote as determined by the Board.
- d. All members of the Board are eligible to vote for Board officers.

Section 3: The Director shall designate a staff member to serve as Recording Secretary.

Article III: Duties of the Board and Officers

Section 1: The Board shall:

- a. Select a Director, evaluate the Director annually, and approve the appointment of all exempt staff members as defined by the Federal Labor Standards Act.
- a. Serve as the basic policy-making body.
- b. Promote public relations and interpret the Library program to the community.
- c. Be responsible for preparing and administering the Library budget and ascertaining that the necessary funds are available for the proper administration of the Library.

Section 2: It shall be the duty of the President to preside at all meetings of the Board and to appoint standing committees and any special committees as deemed necessary.

Section 3: The Vice-President shall conduct the meetings of the Board in the absence of the President. In the absence of the President and Vice-President the Secretary shall conduct the meetings of the Board

Section 4: The Director and any one of the four officers of the Board, the President, the Vice-President, Secretary and the Treasurer, shall sign all checks over \$1,000.

Article IV: Meetings of the Board

Section 1: There shall be regular monthly meetings of the Board of Trustees held in the Library on the second Wednesday at 7:00 p.m. unless otherwise specified.

Section 2: The Director shall provide an agenda for all meetings of the Board in consultation with the President. Any Board member who wishes to have an item placed on the agenda shall call the Director not later than the Wednesday immediately preceding the meeting.

Section 3: A notice of as least forty-eight hours must be given of any meeting of the Board and Board Committees. Notice of such meetings must be sent to local news media.

Section 4: Special meetings of the Board may be called by the President or by the Director or upon written request of any two members of the Board.

Section 5: The business to be transacted at a special meeting of the Board must be specified in the notice. No other business shall be transacted as this special meeting.

Section 6: The Board shall hold meetings in closed session to discuss matters permitted under the Illinois Open Meetings Act (5 ILC 120/101et seq):

- a. Notice of a closed session shall be provided on the published agenda of a Board meeting.
- b. In a meeting open to the public, a motion to move into closed session citing the specific exemption(s) of the Open Meetings Act shall be acted on by roll call vote of the Board. The roll call shall be recorded into the minutes of the meeting.

Article V: Quorum

A majority of the members of the Board shall constitute a quorum for the transaction of business at regular and special meetings. Absent a quorum, the Board shall not meet, hold discussions of, nor vote on Board business.

Article VI: Minutes

The approved minutes of all regular and special Board meetings and Committee meetings shall be posted on the Library website.

Section 1: The minutes of all regular and special Board meetings shall be approved at the next regular meeting of the Board.

Section 2: The minutes of all committee meetings shall be approved by the Board.

Section 3: The minutes of a closed session of the Board shall be reviewed at the next scheduled closed session, and approved in the open session that immediately

follows. Twice yearly the Board shall review and then vote on which closed session minutes, if any, shall be made available for inspection.

Article VII: Duties of the Director

- A. Serve as chief executive for the Library and be responsible for the administration of the Library under the policies approved by the Board of Trustees.
- B. Be directly responsible to the Board and, through the Board, to the community.
- C. Be responsible for the administration of the budget as set forth by the Board of Trustees.
- D. Attend all meetings of the Board and serve with voice but no vote.
- E. Is responsible for ensuring that an accurate record of all proceedings is kept. Under the direction of the President, conduct all correspondence and keep a record of same.
- F. Be responsible for selection and purchase of Library materials according to Library policies.

Article VIII: Committees

Section 1: There shall be five standing committees: Executive, Finance, By-Laws, Policy, and Director's Review. Other committees shall be created as needed.

Section 2: All committees shall have three or more members and shall be designated annually in July by the President.

Article IX: Duties of Committees

Section 1: The President, Vice-President, and Secretary shall constitute the Executive Committee: the authority of this Committee is limited to emergency action.

Section 2: The President, Secretary, and Treasurer shall constitute the Finance Committee: this Committee shall assist with the preparation of the annual budget and submit same to the Board for approval.

Section 3: At least three members of the Board shall constitute the By-Laws Committee, which shall be chaired by the Vice President. This Committee shall receive, consider, and put into proper parliamentary form all proposed amendments

to the By-Laws. It shall review the By-Laws annually and bring proposed revisions to the Board for action when necessary.

Section 4: At least three members of the Board shall constitute the Policy Committee. This Committee shall receive, consider, and put into proper form all newly proposed policies and bring them to the Board for action. It shall systematically review existing policy statement annually and bring proposed revisions to the Board for action when necessary.

Section 5: At least three members of the Board shall constitute the Director's Review Committee, which shall be chaired by the President.

- a. In January of each year the President shall request that the Director submit a self-evaluation for the past calendar year based upon the duties outlined in the position description.
- b. In conducting the review of the Director, the Board shall consider this self-evaluation and the duties outlined in the position description as well as feedback obtained from Board members, library staff, community members, and/or others as the Board deems appropriate.
- c. The President shall prepare a draft of the evaluation for review and revision by the committee. The draft approved by the committee shall be forwarded to the Board for action.
- d. The President shall provide the Director with the written evaluation approved by the Board, and meet with the Director to discuss the evaluation.
- e. Salary increases and/or other compensation, if any, shall be implemented July 1 of year in which the evaluation occurred.

Article X: Funds

Section 1: The Library Board shall control the expenditures of all Library funds.

Section 2: Expenditure of funds shall be approved by a roll call vote.

Article XI: Fiscal Year

The fiscal year shall end on December 31st and begin on January 1.

Article XII: Amendments

The By-Laws may be altered, repealed, revised or amended by the majority vote of the whole Board. No amendment shall be acted upon until the next regular meeting of the Board after the amendment shall have been proposed.

Article XII: Parliamentary Authority

Library Board meetings shall be conducted according to parliamentary procedure.