

**BY-LAWS OF BERKELEY PUBLIC LIBRARY  
BERKELEY, ILLINOIS**

**MISSION STATEMENT**

The Berkeley Public Library provides materials and services to help community residents obtain information meeting their personal, educational, and professional needs. The Library serves as a learning and educational center for all residents of the community.

**ARTICLE I – ALL MEETINGS**

All meetings shall be in compliance with the Illinois Open Meetings Act and Robert’s Rules of Order. All meetings of the Board of Trustees, except closed meetings, are open to members of the public who wish to observe.

**SECTION 1 – REGULAR MEETINGS**

Regular meetings of the Board shall be held monthly with the day and dates of such meetings to be set for the entire year at the Annual Meeting and shall be open to the public. The agenda must be posted on the Library Notice Board and website 48 hours prior to the meeting.

Executive Sessions covering personnel, salaries or other topics meeting the exemptions as stated in Section 5B of the Illinois Open Meetings Act shall be closed and must be recorded.

**SECTION 2 – SPECIAL MEETINGS**

Special meetings of the Board of Trustees, except in the event of an emergency, may be called by the President or upon the request of two Trustees for the transaction of such business as may be stated in the notice, provided that notice thereof is given to all Trustees at least 48 hours in advance of the special meeting.

**SECTION 3 – ANNUAL MEETING**

Nominations and election of officers will be done at the Annual Meeting to be held immediately before the regular May meeting. The outgoing President shall present his/her report at the Annual Meeting. The day and dates of the regular board meetings shall be set at the Annual Meeting.

**SECTION 4 – QUORUM**

Four Trustees shall constitute a quorum for Board Meetings.

A majority of the members of any standing committee shall constitute a quorum for the transaction of committee business.

**SECTION 5 – ORDER OF BUSINESS**

Unless otherwise provided, meetings shall be conducted in accordance with Robert’s Rules of Order with the President voting. In the absence of a quorum, the Trustees present may adjourn a meeting to a day that they shall fix, notice of which shall be given by the Secretary. The order of business shall be as follows, but may be changed or suspended at any meeting of the Board by unanimous consent of the Trustees present.

Call to Order  
 Roll Call and Declaration of Quorum  
 Introduction of Visitors and Questions and Answers  
 Consent Agenda  
     Minutes of Previous Meetings  
     Correspondence  
     Librarian's Report  
 Finance  
     Financial Reports  
     Claim Ordinances  
 Unfinished Business  
 Report of Standing Committees  
 Report of Special Committees  
 New Business  
 Adjourn to Executive Sessions  
 Return to Regular Meeting  
 Adjournment

An agenda for Board meetings shall be prepared by the Library Director and the Board President. The agenda of all regular Board meetings will be posted for public review on the Library Notice Board and the website no later than 48 hours before the time established for the meeting.

The Introduction of Visitors and Questions and Answers portion of the meeting will allow up to ten minutes total time for brief questions from the public. Non-Board members who wish to address the Board should present a written request for a place on the agenda not later than 24 hours before the time established for the meeting. Requests from non-Board members to be placed on the agenda must pertain to items on the posted agenda for the meeting. Written requests must be directed to the President or the Library Director.

## **ARTICLE II – TRUSTEES AND OFFICERS**

### **SECTION 1 – DUTIES OF TRUSTEES**

The Board of Trustees of the Berkeley Public Library shall consist of seven members who are elected for a term of six years by the public in accordance with the ordinances of the Village of Berkeley and the statutes of the State of Illinois.

The Board of Trustees represents all citizens of the community. It must therefore take into account the needs of the population. No special interest or political consideration may intrude on the formulation of general policy as it pertains to the present and future good of the community.

Any vacancy on the Board may be filled by a majority vote at any regular or special meetings by the remaining members. The appointee shall hold office until the next municipal election.

The Board shall appoint a qualified Library Director with an ALA Accredited Master's Degree in Library/Information Science. The Board will work with the Library Director to approve all contractual relationships with the library such as legal, accounting or any other professional area. The Library Director may hire additional staff as necessary within the budget provided by the Board. Any needs that exceed the budgeted levels must be approved by the Board. The Board, in cooperation with the Director, shall review and update operating policies at least every three years. The Board shall establish and approve the annual budget with input from the Library Director and staff. The Board members shall attend all Board meetings. The Board, along with the Library Director, shall pursue grant opportunities for the Library.

## **SECTION 2 – DISQUALIFICATION**

When any Trustee is absent without cause from all regular board meetings for a period of one year, there shall be a basis for declaring a vacancy on the Board. After three consecutive months absence without cause or notification the Library Board President, the Board Secretary and/or Vice-President will contact the Trustee and request a private meeting to ascertain the reason for absences. After six consecutive months absence without cause or reasonable notifications to the Library Board President, a formal letter will be sent to the Trustee from the Board President asking for the resignation of the Trustee on the grounds that the Trustee is violating the public trust and confidence as an elected official. This action shall be repeated at subsequent two-month intervals or until such time as satisfactory attendance is reinstated or the interval of one year for declaring a vacancy has been reached.

## **SECTION 3 – OFFICERS**

Officers of the Board shall be President, Vice-President, Secretary, and Treasurer. Officers shall be elected in the following manner:

At the April Board meeting, the President shall appoint a nominating committee, consisting of a minimum of two members of the Board of Trustees. At the Annual meeting in May, the Nominating Committee shall present a slate of officers. Additional nominations may be made from the floor. Only those members who have consented to serve and fulfill the responsibilities and duties of officers shall be eligible for nomination.

Election of officers shall be at the Annual meeting in May. The elected officers shall assume their official duties at the close of the Annual meeting and shall serve for a term of one year and/or until re-elected or until their successors are elected.

Any vacancy, prolonged absences or lack of performance in any office may be filled by a majority vote of the Trustees at any meeting and/or if a special meeting is called for this purpose.

## **SECTION 3 – DUTIES OF OFFICERS**

The **President** shall preside at all meetings of the Board; shall be a member ex-officio of all committees except the Nominating Committee; shall appoint and assign all special committees and generally perform the duties of a presiding officer. The President shall cooperate with the Director to prepare the agenda for all meetings. The President shall sign the ordinances,

resolutions, and contracts of the Board including Board meeting minutes. The President shall certify by signing such documentation. The President is responsible for seeing that the By-Laws and other policies of the Board are reviewed at regular intervals.

The **Vice-President** shall perform the duties of the President in his/her absence or inability to serve. The Vice-President and Library Director will participate in the orientation of new Trustees.

In the absence of the President and Vice President, the Board may appoint a President pro tem.

The **Secretary** shall have responsibility for the records of the Board of Trustees, including taking of minutes at all Board meetings; shall call the roll where it is required; shall, in the absence of the President and Vice-President, call the meeting to order and preside until the election of a President Pro Tem, which should take place immediately. The Secretary is responsible for ensuring that all correction(s) to minutes are noted in the minutes as stated in accordance with the Illinois Open Meetings Act.

The Secretary shall maintain record book(s) in which the By-Laws, policies, and minutes are entered, including any amendments to these documents properly recorded. The Secretary shall have on hand at every meeting the current record books and a list of all existing committees and their members.

At the end of each fiscal year the minutes must be bound. The original copy shall be placed in the Director's office; another copy shall be placed in the Trustee File Cabinet.

The **Treasurer** shall oversee the funds of the Berkeley Public Library. Accurate books of accounts shall be kept under the supervision of the Library Director and under the direction of the Treasurer, showing receipts and disbursements. Authorization for payment of bills submitted should be in resolution form requiring a roll call vote approval. The Treasurer shall notify the Board of Trustees of any depletion of funds in a budgeted line item.

The Treasurer shall make monthly reports consisting of revenues (including investment income) and expenditures, to the Board of Trustees, and such other reports as may be required from time to time. The Treasurer shall, with the approval of the Board, invest funds pursuant to (75 ILCS 5/4-7), Illinois Local Library Act.

### **ARTICLE III – COMMITTEES**

All committee meetings shall be in compliance with the Illinois Open Meetings Act. The President shall appoint the various committee members. Standing committees shall be Administration, Facilities, Community Relations, Library Laws & RAILS, Technology and Finance and should consist of at least two members.

The President may appoint special committees as the need arises and these committees shall serve until the committee makes a final report to the Board of Trustees or upon expiration of the President's term of office. Each committee shall be comprised of a chairperson and at least one additional trustee. All committees shall make a progress report at the board meetings. The

President and Library Director shall be an ex-officio member of all committees. The President shall appoint replacement members to fill all vacancies.

The **Administration Committee** serves as the liaison between the Library Board of Trustees and the Library Director, staff and patrons. It will bring to the Board's attention for action, recommendations that will help improve the function of the Library, its staff and administration. This committee is responsible for overseeing the annual evaluation of the Library Director, which should be conducted prior to the Annual Meeting.

The **Community Relations Committee** shall cooperate with all persons or groups of the community interested in improving or expanding the services of the Library. This committee will prepare a public relations plan and an annual survey of community needs.

The **Facilities Committee** is responsible for the maintenance, upkeep, and repairs of the physical building, its furnishings and grounds. It shall, in consultation with the Library Director at the appropriate times, review and bring to the Board's attention for action, contracts for the maintenance, servicing, and repairs of the building, landscaping, snow removal, and alarm systems. It shall bring to the Board's attention any recommendations that will insure or improve the safety of the Library staff, Board members, and patrons and that of the general physical attraction of the Library building and grounds.

The **Library Laws and RAILS Committee** shall investigate and make reports on current library laws and pending legislation. This committee shall in consultation with the Library Director be responsible for keeping the Board informed of services and requirements of the Reaching Across Illinois Library System (RAILS). This committee shall be responsible for a bi-annual review of the By-Laws and Policy Manual.

The **Technology Committee** shall review the information services and technology equipment needs of the Library and recommend purchases, upgrades and replacement of equipment as necessary. This committee shall also review future technological requirements with the Director and make recommendations to position the Library for improvement with regard to services to the community.

The **Finance Committee** shall determine, in conjunction with the Library Director, and bring to the Board of Trustees, any findings concerning the systems, equipment, and personnel that will insure that the records, reports and financial disbursements and receipts for the Library can be prepared and maintained in an orderly, timely, and accurate manner, and consistent with the needs and legal requirements of the Library.

This committee shall, in consultation with the Library Director, prepare and submit for Board approval an annual appropriations and tax levy that corresponds to current legal requirements. The Director shall also prepare and submit for Board approval an annual operating expense budget for the guidance of the Board and staff. This Committee shall systematically compare and analyze the operating expense budget with actual current expenditures, to confirm that the Library operations are within approved parameters.

This committee shall determine that all financial assets are conserved and safeguarded in a prudent manner and are regularly subjected to internal and external audit.

#### **ARTICLE IV – PERSONNEL**

The Board of Directors/Trustees is responsible for the hiring of the Library Director.

The **Library Director** is responsible for the operations of the Library under the policies approved by the Board of Trustees. The Library Director is responsible for the hiring of staff. The Library Director shall attend all meetings of the Board of Trustees and may take part in the deliberations but shall not vote. The Library Director shall submit to the Board of Trustees a monthly and an annual report as to the progress and condition of the Library during the past month or year, accompanying the same with recommendations and suggestions as may seem expedient.

The Library Director will be considered the executive officer of the library and will have sole charge of the administration of the library under the direction and review of the Board.

The Library Director will be responsible for the care of the building and equipment; of the efficiency of the library's service to the public; and the operation of the library under the financial condition set forth in the annual budget.

The Library Director will attend all board meetings except those at which his or her appointment or salary is to be discussed or at a closed meeting where a majority of the Board voted prior to the closed meeting not to have the Library Director present.

The Board, following the annual evaluation of the Library Director, shall consider retention of the Library Director. This shall occur at a closed meeting with only Board members present. The Board should conduct the evaluation review with the Library Director in May at the May Board Meeting.

The Library Director is authorized to spend up to \$1,000 within the budget without prior approval to maintain the operations of the Library.

A table of organization and a position classification and Salary Schedule shall be developed in cooperation with the Director and adopted by the Board of Trustees. This schedule shall be used by the Library Director in recommending salary levels and by the Board of Trustees in approving salary levels.

The Bookkeeper is responsible for maintaining all financial records of the Library. S/he will work closely with the Library Director and the Treasurer to ensure that monthly reports and checks are prepared and disbursed in a timely manner.

#### **ARTICLE V - MISCELLANEOUS**

**SECTION 1 – DURATION OF POLICIES**

All policies governing the activities of the Library, which have been duly adopted by the Board, shall be reviewed at least every three years or more frequently if required by Illinois or federal statutes, but shall remain in effect until amended or repealed.

**SECTION 2 – REVIEW OF POLICIES AND BY-LAWS**

The Board of Trustees shall review policies, including but not limited to the following:

1. Library Director spending authority limit
2. Review of the By-Laws at least every two years
3. Approval of Executive Session minutes every six months in accordance with Illinois Statutes
4. Review and approve miscellaneous polices as required

**SECTION 3 – AMENDMENTS**

Amendment to these By-Laws maybe proposed at any regular meeting of the Board and become effective immediately if adopted by a majority vote of the Board at any subsequent meeting.

**SECTION 4 – EFFECTIVE DATE OF THESE BY-LAWS**

The By-Laws shall be effective upon approval by a majority of the quorum at a regular or special Board meeting and supersede previous By-Laws or amendments passed by the Board of Trustees.

These By-Laws were entered into the Board record on Wednesday, October 30, 2013.

The By-Laws were approved at a Board Meeting/Special Meeting on Wednesday, November 13, 2013.

Revisions made and approved by the Board of Trustees on Wednesday, November 13, 2013.

**Approval of vote:**

Ayes   5              Nays                   Absent   2              Abstained