

5. b. BYLAWS

These rules are supplementary to the provisions of the statutes of the State of Illinois as they relate to the policies of Boards of Library Trustees.

ARTICLE I NAME

1. The name of the organization is the River Valley District Library Board of Trustees, hereto forward known as the “Library”, and the “Board”.

ARTICLE II BOARD OF LIBRARY TRUSTEES

1. Election—Elections of trustees shall take place as provided by statute, and shall be conducted by the District in accordance with the provisions of the Library District Act and the Illinois Election Law. Newly elected trustees shall be seated at the first regularly scheduled meeting following certification of their election.
2. Vacancies—A seat vacancy will be declared after receipt of a written resignation or if a trustee misses all the regular meetings in a year. Vacancies in the office of Trustee shall be filled by the Board as described in the Library District Act. The Board of Trustees shall give appropriate publicity to the existence of a vacancy or election in an effort to secure the most highly qualified applicants and candidates.
3. Responsibilities—Under the Illinois Public Library Law, the Board of Library Trustees is, among other functions, empowered to formulate “reasonable rules and regulations... in order to render the use of the Library of the greatest benefit to the greatest number. Thus, the Board is responsible for:
 - a. Determining the goals and objectives of the library and the methods for meeting them; reviewing them annually; and evaluating progress.
 - b. Adoption of written policies to govern operation and use of the library.
 - c. Levying taxes to maintain and improve library services.
 - d. Developing and approving the Library’s annual budget and keeping abreast of its financial status.
 - e. Presenting to the public and publishing ordinances as required by law.
 - f. Cooperation with other local government officials.
 - g. Hiring and evaluation of the Library Director.
4. Expectations—To be effective, Trustees are expected to attend meetings, read materials presented for review, and attend training workshops, seminars, or meetings as required by law or as may be useful.
5. Compensation and Expenses—Trustees shall serve without compensation, but shall be reimbursed for their actual and necessary expenses incurred in the performance of their duties from District funds. Such expenses include, but are not limited to travel, room, and board which will be reimbursed at the rate legally allowed.

ARTICLE III OFFICERS

1. Officers and Elections—The officers of the Board shall be a president, a vice-president, a secretary, and a treasurer, who shall be elected for one (1) 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.
2. Duties of Officers—The duties of each officer are:
 - a. President—
 - i. Prepares agendas for each regular and special meeting.
 - ii. Presides at all board meetings.
 - iii. Appoints all standing and special committees.
 - iv. Signs official documents as required by law.
 - v. Serves as ex-officio member of all committees.
 - vi. Functions as the liaison between the Library Director and the Board.
 - b. Vice President—
 - i. Assumes all the duties of the president in his or her absence.
 - ii. Performs other duties as assigned.
 - c. Secretary—
 - i. Keeps minutes of all regular and special board meetings, recording attendance, and roll call on all votes.
 - ii. Provides for publication and posting of the schedule of regular meetings of the board for the ensuing fiscal year.
 - iii. Certifies ordinances as required by statute.
 - iv. Keeps the Ordinance Book current.
 - v. Records and maintains minutes from closed sessions.
 - vi. Performs other duties as assigned
 - d. Treasurer—
 - i. Keeps all financial records of the Library. Examines monthly financial statements provided by the accountant and reports at each regular meeting the state of the funds.
 - ii. Prepares and publishes an annual Financial Report by December 31 each year, according to state statute.
 - iii. Performs other duties as assigned.
3. Bonding—The President, Treasurer, and Director shall be bonded in the amount to be approved by the board and according to statute requirement.
4. Resignations—An Officer wishing to resign must provide written notice to the Board. In the event of a resignation from an office, a Board election to fill the unexpired term of that office will be conducted.

ARTICLE IV COMMITTEES

1. Special Committees—Special Committees shall be appointed by the President as needed. They will consist of two members and the Library Director who attends in an advisory role. Committee chairmen will be appointed by the President. Special committees shall report to the Board until the completion of the work for which they were appointed.

2. Director Search Committee—When the position of Director falls vacant, the Board shall immediately appoint an acting Director for the interim and establish a Director Search Committee, which shall consist of the President and two members elected from the Board. Applications and/or resumes for the position of Director shall be filed at the library and available to all Board members. The Search Committee shall report the results of applications and interviews to the Board. Four votes shall be required for the Board to hire a Director, after which the Search Committee is dissolved.

ARTICLE V MEETINGS

1. Regular Meetings—Regular meeting dates and times are set by the Board in June of each year. The meetings shall be open to the public and noticed at least 48 hours in advance, as required by law. Notices shall have the dates, times, and places of such meetings. The Board will meet at least 10 times per year.
2. Special Meetings—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. No business except that stated in the notice and agenda shall be transacted.
3. Closed Sessions—Closed sessions shall be noticed and held according to the Open Meetings Act. The verbatim recordings of closed sessions must be kept until three things happen: (1) a minimum of 18 months has passed; (2) written minutes of the closed session in compliance with the OMA requirements for minutes are done; and (3) the Board has voted to destroy a particular closed meeting's tape. Session minutes will be reviewed no less than semi-annually to determine whether they must remain sealed or can be publicly disclosed.
4. Quorum—A quorum at any regular or special meeting shall consist of four (4) Board members. A quorum of any committee is a majority of the voting members present.
5. Board Packet—The agenda, financial report, Director's Report, and other pertinent information will be sent to the Board prior to each meeting by the President and/or Director.
6. Absences—Any Board member who is unable to attend a meeting must notify the President as soon as possible to ensure a quorum remains.
7. Order of Business—The following Order of Business shall be followed at regular meetings:
 - a. Call to order
 - b. Roll call, recording both present and absent members
 - c. Secretary's report, approval of minutes as received or corrected
 - d. Correspondence, communications, and public comments
 - e. Financial report, approval of bills payable
 - f. Director's Report
 - g. Committee reports, as needed
 - h. Unfinished business
 - i. New business
 - j. Other
 - k. Adjournment

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

ARTICLE VI NEW TRUSTEES

The President and Director shall meet with new trustees to examine the property and review library services. Each new trustee shall be presented a packet which includes the Library's Policies and other procedural material, a list of trustees and committees, minutes and financial reports for the previous 12 months, and other pertinent information.

ARTICLE VII RECORD KEEPING

The Library shall be the depository of all Board records.

1. 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 Director shall file there.
2. Personnel Records—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.
3. Closed Session Minutes—Confidential records of the Board, such as personnel records concerning the Director, shall be kept by and with the President, and only Trustees of the Board shall have access to these records. Such records shall be reviewed every six (6) months by a Special Committee to determine their continued confidentiality. These records may be made public by a majority vote of the Board.
4. Patron Records—Records identifying the names of library users with specific materials are recognized as confidential in nature, and access is restricted to library staff. Such records shall not be made available to 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 discover procedures or legislative investigative power. The Board President and Library Attorney will be notified if a legal request for such information is made.

ARTICLE VIII AMENDMENTS

Amendments to these Bylaws may be proposed at any regular meeting of the Board. Action on the proposed amendment/s will take place at the next regular meeting and become effective immediately.

ARTICLE IX DISSOLUTION

Upon dissolution of the Library District, the assets remaining after payment of all debts and liabilities shall be distributed according to state statute.

Adopted 6/20/12, Revised 7/21/14, Reviewed 10/16/17