



# LaSalle Public Library

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**Hours: Mo. & We. 9 a.m. - 6 p.m. ♦ Tu & Th 9 a.m. - 8 p.m. ♦ Fri & Sa 9 a.m. - 5 p.m.**

## BY-LAWS

### THE LASALLE PUBLIC LIBRARY BOARD OF TRUSTEES

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**TABLE OF CONTENTS**

**ARTICLE I – NAME / ADDRESS / AUTHORITY..... 3**

**ARTICLE II – GENERAL PROVISIONS..... 3**

**ARTICLE III – BOARD MEMBERSHIP AND TERMS..... 3**

**ARTICLE IV – BOARD OFFICERS - ELECTIONS AND DUTIES..... 4**

**ARTICLE V – BOARD RESPONSIBILITIES..... 5**

**ARTICLE VI – BOARD MEETINGS - GENERAL..... 6**

**ARTICLE VII – BOARD MEETING - ATTENDANCE..... 7**

**ARTICLE VIII – BOARD MEETINGS – ORDER OF BUSINESS..... 8**

**ARTICLE IX – COMMITTEES..... 9**

**ARTICLE X – APPOINTMENT / TERMINATION OF LIBRARY DIRECTOR..... 9**

**ARTICLE XI – REMOVAL OF BOARD TRUSTEES..... 9**

**ARTICLE XII – PROCEDURES FOR REPEALING, AMENDING, OR ADDING TO BY-LAWS..... 10**

## BY-LAWS OF THE LASALLE PUBLIC LIBRARY

### BOARD OF TRUSTEES

#### ARTICLE I – NAME / ADDRESS / AUTHORITY

The name of this organization shall be the LaSalle Public Library. The LaSalle Public Library is located at 305 Marquette Street / LaSalle / Illinois / 61301. The governing authority of the LaSalle Public Library is the LaSalle Public Library Board of Trustees, hereafter known as "Board". The LaSalle Public Library is constituted and holds authority as specified in the *Illinois Compiled Statutes*, Chapter 75, Article 5 and other applicable Illinois laws and ordinances of the City of LaSalle.

#### ARTICLE II – GENERAL PROVISIONS

**Section 1: Mission Statement:** The mission of the LaSalle Public Library is to strive to maintain the position of principal information resource center for the City of LaSalle, Illinois by utilizing new informational technology as it becomes available. Further, the LaSalle Public Library provides an avenue for lifelong learning and reading to the citizens of LaSalle. The Board of Trustees and staff are committed to maintaining a helpful and friendly atmosphere conducive to creating opportunities for personal enrichment.

**Section 2:** These by-laws are intended to: (1) set duties for the Board of Trustees; (2) provide procedures for conducting Board meetings and carrying out Board business; (3) specify the powers and duties of the Library Director; and (4) provide other general rules relating to Board governance.

**Section 3:** Board trustees who have a personal or vested interest in a matter before the Board shall disqualify themselves from votes related to the matter, and may be excused from any meeting or hearing where the matter is under consideration.

#### ARTICLE III – BOARD MEMBERSHIP AND TERMS

**Section 1:** Nine trustees are appointed to three year terms by the Mayor of the City of LaSalle with the approval of the City Council. One appointment shall be a LaSalle City Council member. Appointments are made so three trustees are appointed each year, with terms expiring April 30<sup>th</sup>. There is no limit to the number of terms a trustee may serve.

**Section 2:** Recommendations of Board trustees should be given to the Mayor in writing. Persons interested in serving on the Board may send a letter to that effect to the Mayor.

**Section 4:** Trustees resigning their appointments prior to the end of their term shall provide a written notice, one month in advance, to the Mayor, Board President, and the Director. Vacancies developed as a result of resignation or death will be filled by the Mayor of the City of LaSalle. This appointment will be to complete the remaining term of the vacancy. Whenever possible, a trustee who decides not to seek reappointment shall provide a written notice, three months in advance of the end of their term, so that the Mayor may search for a new trustee.

#### **ARTICLE IV – BOARD OFFICERS - ELECTIONS AND DUTIES**

**Section 1:** Officers of the Board shall be: (1) President; (2) Vice-President; (3) Secretary; and (4) Treasurer.

**Section 2:** A nominating committee comprised of at least two present trustees must meet prior to the April Board meeting each year and prepare a slate of nominees. The committee shall present its report at the April Board meeting. An election shall be conducted at the April meeting. The new elected Officers assume the duties of office on May 1 of the same year.

**Section 3:** The Officers shall serve a one year term, and may serve additional succeeding term. After completing 2 one year terms the board trustee must vacate the office for at least one year before serving in the same office for another term. If a vacancy occurs in any of these Board offices, the vacancy shall be filled by a trustee of the Board for the balance of the term.

**Section 4:** An Officer may be removed for cause with a vote of three-fourths of the Board.

**Section 5:** It is the duty of the President to preside at all meetings of the Board; to appoint all standing committees, ad hoc committees, to issue calls for special meetings; and to perform all other usual duties of a presiding officer. The President shall be an ex-officio member of all committees and subcommittees so established. The President shall be responsible for monitoring all forms of correspondence among trustees so as to adhere to the Open Meetings Act. The President shall not have, nor exercise, veto powers.

**Section 6:** In the absence of the President, the Vice-President performs all duties of the President.

**Section 7:** The Secretary shall make certain that a written record, and permanent minutes, of the Board's proceedings are kept on file. This record shall include: (1) the names of those in attendance; (2) resolutions, rules and regulations adopted; and (3) all other pertinent written matter as it affects the operation of the library. The Board Secretary shall record, transcribe, and maintain the minutes of any closed session meetings. The Board Secretary shall provide for the Board of Trustees an annual review of all closed session meeting minutes for possible action of making the minutes public.

**Section 8:** The Treasurer shall review and recommend for Board approval all payment vouchers for purchases of books, payroll expenses, and other expenses for the library. The Treasurer shall be authorized to sign checks drawn on funds deposited to the credit of the library. In addition to the Treasurer, the Board President and the Director are authorized to sign checks. Two signatures are required on all checks. The Treasurer shall give bond to the library to faithfully discharge the duties of the office and to account, to the library, for all library funds received. This bond shall be in such an amount, and with such sureties, as shall be approved by the Board. The amount of the bond shall be based upon a minimum of 50% of the total funds received by the library in the last previous fiscal year. Cost of the surety bond shall be paid by the City of LaSalle.

An audit for each fiscal year shall be conducted by an accountant licensed to practice public accounting under the laws of the state hired by the City of LaSalle. The audit shall certify for the fiscal year just ended: (1) Total cash receipts from all sources; (2) Total disbursements; and (3) Discrepancies. The LaSalle Public Library is included as a "component unit" on the financial statement in the City's audit report.

## ARTICLE V – BOARD RESPONSIBILITIES

**Section 1:** General – Pursuant to Illinois Public Library Law (75ILCS 5/4-7) the Board 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" and to "appoint a competent Director and necessary assistants, to fix their compensation, to remove such appointees, and to retain professional consultants as needed." The Board recognizes that the ultimate responsibility to the community to provide "the greatest benefit to the greatest number" rests with the Board. Policy determination is the Board's power and duty. Management is the Director's responsibility, for which he or she is responsible to the Board.

The Board of Directors of the LaSalle Public Library will establish the core staffing group as listed to operate the library. The core staffing group will consist of the following: Library Director, Youth Services Librarian, Part-time Technical Services Librarian, Part-Time Technology Coordinator/Trainer, two Full-Time Clerks, two Part-time Clerks, one Library Aide, and one Custodian. The Board of Directors of the LaSalle Public Library may add non-core staff to run programs not currently offered and fund salary and benefits for non-core employees from the Alwin C. Carus Trust.

**Section 2:** Budget - The Board and Director develops an annual budget for the library and requests a levy from the LaSalle City Council. The Board shall present the budget to the general public, shall explain and defend it, and shall help to secure adequate funds, staff, and services. The Board shall keep aware of the financial status of the library. The Board shall effectively manage the revenues and expenses in a fiscally responsible manner with the management goal of meeting community needs while maintaining adequate reserves.

Each year at the January board meeting the president will appoint a budget committee comprised of the library director, the treasurer, and two additional board members. The committee will prepare a budget taking into consideration the library needs, long term plan, and funding availability.

The committee will submit to the Board of Trustees the proposed budget for approval at the February board meeting of each year. After approval this budget will become the operating budget for the following fiscal year.

**Section 3:** Goals and Objectives for the Library - It shall be the duty of the Board to determine the goals and objectives of the library and the methods of meeting them, to review the goals and objectives annually, and to evaluate progress.

**Section 4:** Policy - The Board is charged with setting policy for the library, including policies relating to collection, library services, patron use, personnel, and its own Board By-laws. The Board reviews and revises specific policies at a minimum frequency dictated by the State Library or more frequently as library needs arise. The Board shall know local, state, and national laws which affect libraries.

**Section 5:** Governance - The Board shall cooperate with other local government officials, keeping in mind the special legal responsibilities of a library board. Board trustees shall attend all Board meetings and committee meetings to which they are assigned and shall carry out all special assignments promptly.

**Section 6:** Hiring of Director - The Board hires the Director and conducts performance evaluations on an annual basis. The Director hires all other library employees.

**Section 7:** The Board upholds and supports "The Library Bill of Rights", "The Freedom to Read", "Freedom of Information Act", "Open Meetings Act", and the "American with Disabilities Act."

**Section 8:** Daily Operations - Although the Board sets policy to guide the overall operation of the library, the procedural implementation of policy and the daily operations of the library are managed by the Director and library staff.

## ARTICLE VI – BOARD MEETINGS - GENERAL

**Section 1:** The Board shall determine the time and place of all meetings. There shall be ten (10) regular meetings each year. Regular monthly meetings of the Board are open to the public and be held in the meeting room of the LaSalle Public Library on the fourth Wednesday of the month at 7:00 p.m. excluding July. The November/December meeting shall be held after Thanksgiving and before Christmas.

**Section 2:** Time and location of meetings shall be posted in the Library. The date, place or time of a particular meeting may be changed by the affirmative vote of a majority of the trustees present and voting at the regular meeting prior to the meeting affected. Public notice of any changes shall be given.

**Section 3:** Special meetings may be called by: (1) the President, the Vice-President or by any two Board trustees; (2) written notice delivered the date immediately preceding the day of the special meeting; or (3) oral notice in the case of a stated emergency. The Secretary shall record the vote, including the absentees and abstentions.

**Section 4:** All meetings of the Board shall be open to the public and conducted in accordance with Illinois statutes, the "Illinois Open Meetings Act" and City of LaSalle ordinances.

**Section 5:** A quorum of the Board shall consist of five trustees. All motions shall be decided by a majority vote of the trustees present.

**Section 6:** If a situation should arise where there are not enough Board trustees present to establish a quorum at a scheduled meeting, the only items of business that should be discussed under these conditions would be those that require immediate attention. Any other items should be tabled until the next meeting of the Board.

**Section 7:** *Robert's Rules of Order* shall govern the deliberations of the Board, except when such rules are in conflict with any of the rules provided herein.

**Section 8:** The rules of order, other than rules prescribed by statute or ordinance, may be suspended at any time by the consent of a majority of the trustees present at any meeting.

**Section 9:** An agenda for each regular meeting of the Board shall be prepared by the Director in conjunction with the President prior to the meeting. Board trustees who wish to have items placed on the agenda must notify the Director or the President on, or before, the Wednesday preceding the regularly scheduled meeting.

**Section 10:** At the beginning of each fiscal year the Board shall publish a list of its regular meetings and post a copy of the notice at the principal office of the Board. Special meetings, rescheduled regular meetings, or reconvened meetings, must be posted, and the press notified twenty-four (24) hours prior to the meeting. The notice should include the meeting agenda. In the case of an open, public meeting reconvened within twenty-four (24) hours, a further public notice is not required provided that a public announcement of the time and place of the reconvened meeting was made at the original meeting, and provided there is no change in the agenda. Notice of a bona fide emergency meeting shall be given as soon as practical but in any event prior to the holding of the meeting.

**Section 11:** The time and place of all meetings shall be advertised in a local newspaper, and a notice of the time and place of each meeting shall be conspicuously posted in the library, in accordance with the "Illinois Open Meetings Act" as provided in the *Illinois Compiled Statutes*, 5 ILCS 120.

**Section 12:** The "Illinois Open Meetings Act" applies whenever a majority of a quorum of the Board or a majority of a quorum of any Board committee discusses public business. The Act applies equally to in-person, phone, or electronic communication; thus, phone and email discussions also are prohibited whenever the majority of the quorum limit is exceeded.

**Section 13:** Under the "Illinois Open Meetings Act" public notice of any Board meeting is posted in the library at least 48 hours prior to the meeting. All news media which have requested notification of Board meetings also are notified. The public notice includes the date, time, and place of the meeting and the agenda. The agenda must include all items on which action will be taken.

**Section 14:** Closed Meetings under the "Illinois Open Meetings Act" - The Board may vote, by a majority of the quorum present, to close the public meeting for exceptions specifically authorized by law. The vote to close must be taken and recorded in an open meeting, with the minutes reflecting the vote of individual trustees and citing the authorized exception. Authorized exceptions include personnel matters related to an identified employee; litigation or evidence relating to litigation; the purchase, lease, or sale of property; and security issues related to the safety of staff, public, or public property. Discussion in the closed session is limited to the matter of the exception, and no action may be taken in closed session.

**Section 15:** Minutes shall be kept of all meetings. Minutes will include the meeting's date, time, and place; the trustees present and absent; a summary of discussions and decisions; and a record of any votes taken. Minutes of open meetings will be available to the public within seven days of approval. Minutes of closed meetings will be reviewed by the Board in accordance with the "Illinois Open Meetings Act" and made available to the public when the need for confidentiality has passed.

## ARTICLE VII – BOARD MEETING - ATTENDANCE

**Section 1:** Board trustee attendance of regular and committee meetings is essential to the board's operations

**Section 2:** Board trustees are expected to attend every meeting. Notification must be given to the Director if a trustee is unable to attend a meeting.

**Section 3:** State of Illinois Public Act 94-1058 amends the "Illinois Open Meetings Act" and provides for electronic participation in lieu of physical presence at a public meeting as defined by the Act, provided that there is a quorum physically present at the meeting. In accordance with the Act, a Board trustee may participate and vote electronically at public meetings, including Board meetings and committees meetings, if the Trustee is unable to physically attend due to: (1) personal illness or disability, (2) employment purposes or business related to the LaSalle Public Library, or (3) family or other major emergency. Electronic participation shall not be valid unless it provides a means for the trustee to hear and participate in the discussion preceding any action of the Board. Thus, in order for such participation to be valid, the trustee must provide notice sufficiently in advance of the meeting for the library to be able to provide the technical means necessary to fulfill the request to participate by electronic means. The Board may deny a trustee's electronic attendance request by a 2/3 vote if the request does not meet one of the above criteria. A trustee may vote on motions and issues coming before the Board. His or her electronic attendance does not count towards a quorum.

## **ARTICLE VIII – BOARD MEETINGS – ORDER OF BUSINESS**

**Section 1:** The order of business at all regular meetings of the Board shall be as follows:

1. Call to Order, Declaration of a quorum, and Announcement of visitors
2. Public Comment
3. Approval of agenda
4. Approval of Previous Month's Meeting Minutes
5. Director's Report
6. Youth Services Report
7. Treasurer's Report
8. Old business
9. New Business
10. Officers' & Committee Reports
11. Correspondence and Communications
12. Executive Session
13. Other
14. Adjournment

**Section 2:** Requests by the public to address the Board must be in writing and received by the Friday prior to the commencement of the regular Board Meeting. The individual or group will be given an appropriate amount of time, as determined by the Board, to address the Board.



**Section 3:** No vote or action of the Board shall be rescinded at any special meeting of the Board unless there is present at such special meeting as many trustees of the Board as were present at the meeting when the initial vote or action was taken.

## ARTICLE IX – COMMITTEES

**Section 1:** The following shall be standing committees of the Board: (1) Budget; (2); Nominating. All standing and special committees shall be appointed by the President unless the Board directs otherwise.

**Section 2:** Ad hoc committees of the Board may be created from time-to-time as the Board may decide and direct.

**Section 3:** Members of standing committees shall serve for a term of one year.

## ARTICLE X – APPOINTMENT / TERMINATION OF LIBRARY DIRECTOR

**Section 1:** The Board employs a Director, who serves as the administrative officer of the library under the direction of the Board.

**Section 2:** The Director has responsibility and authority in accordance with library policy for the care and use of the library and its collections; for the selection, hiring, promotion, and dismissal of personnel; for the selection of library materials; for the expenditure of library funds as authorized by the Board in its approval of the annual budget; and for other duties as assigned by the Board. The Director shall submit to the Board monthly reports on the operation of the library and shall recommend to the Board policies and procedures which, in the opinion of the Director, will promote the efficiency of the library in its service to the people of LaSalle. The Director attends all Board meetings and Board committee meetings, except those at which his or her appointment or dismissal or salary is to be discussed or decided.

**Section 3:** The library director shall submit a three year plan of service using patron surveys, operating needs and budget limitations. The plan shall be submitted to the Board of Trustees at the January board meeting. The board will review the plan and decide on any modification to the plan. Once the plan is approved the Board of Trustees, library director, and staff will work to implement the plan. The plan will be reviewed each year for appropriateness. Following the review, the plan will be modified or renewed for an additional year.

**Section 4:** A vote of three-fourths of the Board is required for termination of the Director.

## ARTICLE XI – REMOVAL OF BOARD TRUSTEES

**Section 1:** If a Board trustee misses three consecutive meetings or a total of five meetings within a fiscal year, the Board will consider a request for removal of the Board trustee.

**Section 2:** The Board shall recommend, in writing, to the Mayor of the City of LaSalle, the removal of a Board trustee.

## ARTICLE XII – PROCEDURES FOR REPEALING, AMENDING, OR ADDING TO BY-LAWS

**Section 1:** Amendments or changes to the By-Laws may be proposed at any regular meeting of the Board.

**Section 2:** These By-laws may be amended by an affirmative vote of at least five of the Trustees of the Board.

**Section 3:** These By-laws are reviewed on an annual basis.