**Bylaws of the Sherman Public Library District**

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

**Regular Meetings**.

The regular meeting of the Board of Library Trustees of the Sherman Public Library District shall be on the third Wednesday of each month. The meeting shall be at the library at 6 P.M. The meetings shall be open to the public and noticed in advance. At the beginning of each fiscal year, the board shall, by ordinance, specify regular meeting dates and times. The secretary of the board shall then (1) provide for the local newspaper the schedule of regular meetings of the board for the ensuing fiscal year, and (2) post the schedule of meetings in the library. Both notices shall have the dates, times, and places of such meetings.

**Special Meetings**.

Special meetings shall be held when deemed necessary, provided that notice with the agenda of the special meeting is given at least 48 hours in advance, except in the case of a bona fide emergency, to board members and to any new medium which has filed an annual request for notice under the Open Meetings Act; no business except that stated in the notice and agenda shall be transacted. Notice and agenda shall be posted 48 hours in advance on the front door of the library except in the case of a bona fide emergency.

**Quorum.**

A quorum at any meeting shall consist of 4 of the 7 Board members.

**Board of Library Trustees**.

The Board of Library Trustees of the Sherman Public Library District is charged with the responsibility of the governance of the library. The Board will hire a skilled Library Director who will be responsible for the day-to-day operations of the library. The Board will meet at least once per month. These meetings will be open to the public, and noticed in advance.

The agenda and/or information packet for the meetings will be distributed to the Board by the Library Director. Any Board member wishing to have an item placed on the agenda will call the Library Director in sufficient time preceding the meeting to have the item placed. Any Board member who is unable to attend a meeting will call the library to indicate that he or she will be absent. Due to the fact that a quorum is required for each meeting, this phone call should be placed as far in advance as possible.

Board members are not to be compensated pursuant to statute, but will be reimbursed for necessary and related expenses as trustees. To be effective, Board members must attend most meetings, read materials presented for review, and attend an occasional Library System (or other library related) workshop, seminar, or meeting. The Library Director will make the dates of these workshops known to the Board in a timely manner. It is the goal of the Board of Library Trustees to have each member attend a minimum of one Library System (or other library related) workshop, seminar, or meeting during each calendar year. Board members using their own vehicle will be reimbursed at the rate allowed by the IRS for travel to and from any Library System (or other library related) workshop, seminar, or meeting.

**Officers and Elections**.

The officers of the Board shall be a president, a vice-president, a secretary, and a treasurer. Those officers shall be elected for ONE 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. In the event of a resignation from an office, an election to fill the unexpired term of that office will be conducted by at the next regular meeting.

**President.**

The president shall preside at all board meetings, appoint all standing and special committees, serve as ex-officio member of all committees, and perform all other such duties as may be assigned by the board. The president shall be the *only* spokesperson for the Board of Library Trustees in all advisory or disciplinary action directed to the staff.

**Vice President**.

The vice-president, in the absence of the president, shall assume all duties of the president.

**Secretary**.

The secretary shall keep minutes of all board meetings, record attendance, record a roll call on all votes (except when a ballot vote is taken). The secretary shall perform all other such clerical duties as may be assigned by the board.

Treasurer.

The treasurer is authorized by the Board, in accordance with Banking Policy, to sign checks, shall serve on the finance committee, and shall draw up checks. The treasurer shall keep all financial records of the Board. The normal depository of all financial records shall be the library. The treasurer shall have charge of the library funds and income, sign all the checks on the authorization of the board, and report at each meeting the state of the funds. In the absence of the treasurer or when he or she is unable to serve, the director and one other officer may perform the duties of the treasurer. The treasurer shall be bonded in the amount to be approved by the board and according to statute requirement. The treasurer is authorized to pay salaries and those bills that would be rendered past due if held until the date of the regular meeting.

**Order of Business**.

 The following Order of Business shall be followed at regular meetings:

Call to order

Roll call, recording both present and absent members

Secretary’s report, approval of minutes as received or corrected

Financial report, approval of bills payable

Librarian’s report

Old business

Action Items

New business

Action Items

Other

Adjournment

**Parliamentary Procedure**.

*Robert’s Rules of Order* shall govern the parliamentary procedure of the Board, unless otherwise specified in the Bylaws.

**New Trustees**.

The Director shall meet with new trustees to examine the property and review services and shall present to new trustees a packet which includes the Library Policy and other procedural material, a list of trustees and committees, minutes and financial reports for the previous 12 months, and other pertinent information.

**Duties of the Director**.

The director shall administer the policies adopted by the Board. Among duties and responsibilities of the director shall be that of [making recommendations for] hiring personnel, directing, supervising and disciplining of all staff members, monthly and annual reports as required by the Board, and recommending such policy and procedure as will promote the efficiency and service of the library.

**Amendments.**

Amendments to these Bylaws, the Library Policy, or any other policy or procedural document may be proposed at any regular meeting of the Board and will become effective if and as adopted by a majority of those members present providing they represent a quorum.

**Copyright and Copying.**

The Library may copy for its own collection material that has been lost or deteriorated only if such material is not available at a fair cost. It will post prominently all required notices regarding the copying of any materials in the library.

**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, approved minutes of the public Board meetings, and actions and other such items as the Board or Director shall file there.

Staff personnel records are confidential and shall be kept in a secure place, and only the Library Board or any person authorized by the Director shall have access to these records.

Confidential records of the Board, such as personnel records concerning the Director, shall be kept in the library, and only members of the Board shall have access to these records.

**Circulation Records**.

Circulation records and other records identifying the names of library users with specific materials hereby are recognized as confidential in nature, and access thereto is hereby restricted to library staff and those members of the public with a legitimate interest therein, as hereafter provided for.

All library staff and employees are hereby advised that such records shall not be made available to casual 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.

**Library staff** shall observe the following procedures: On receipt of any legal process, order, or subpoena, the library staff member in charge will immediately consult with the Director who will consult with the President of the Board and the Library Attorney to insure that (a) the document is in proper legal form, and (b) there has been a proper showing of good cause for its issuance in a court or administrative body of competent jurisdiction. Until the legality of such process, order, or subpoena has been affirmatively shown to the satisfaction of the Library Attorney, the Library will resist its issuance or enforcement until any such defects have been cured.

**See FOIA Policy and Library Records Confidentiality Ordinance 2010-01 for additional provisions**.

Reviewed and Approved \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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President, Board of Trustees

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Secretary, Board of Trustees