

Chapter 10- IDA PUBLIC LIBRARY Bylaws

Article I- Purpose of Ida Public Library

To give educational, recreational, and informational support to the entire Belvidere community by providing a variety of library materials, services, activities, and facilities.

Article II- The Board of Directors

The board of trustees is responsible for governing the conduct of the Ida Public Library.

Section 1- The office of the board of trustees is located in Belvidere, Illinois.

Section 2- The number of members on the board of trustees shall be nine (9).

Section 3- Members of the board of trustees shall be appointed by the mayor of Belvidere, with the approval of the Belvidere City Council.

Section 4- The term of office for trustees shall be three (3) years as appointed, or until the end of the term for a trustee filling a vacancy on the board.

Section 5- Vacancies on the board, declared by the board when an appointed trustee declines or is unable to serve, shall be filled in the same manner as original appointments.

Section 7- The Mayor of Belvidere may remove any trustee from the board in the manner provided in the Illinois Municipal Code.

Section 8- Not more than one member of the Belvidere City Council shall be a member of the board at any time.

Section 9- The officers of the board of trustees shall be elected from among its members. The officers shall be elected at the regular July annual meeting, and shall serve for a term of one year. Any vacancy of an office shall be filled by the board for the balance of the term. No officer shall serve for more than three (3) consecutive terms, except the treasurer, who may serve for five (5) consecutive terms.

The officers shall be:

President- Shall supervise the affairs of the board of trustees by presiding at all meetings when present and appointing such committees as may be necessary to carry out the purposes of the board, and shall be an ex officio member of all committees so appointed with voting power, but without veto power. The president shall be authorized to sign checks drawn on funds deposited to the credit of the board of trustees. The president shall give bond to the library board to faithfully discharge the duties of the

office. The amount of the bond shall be based on a minimum of 50% of the total funds received by the Ida Public Library in the last fiscal year. Cost of the surety bond will be borne by the Ida Public Library.

1st Vice-president- Shall preside at all meetings in the absence of the president.

2nd Vice-president- Shall preside at all meetings in the absence of the president and 1st vice-president.

Secretary- Shall assure that an accurate written record of the board of trustee's actions for each meeting is generated and maintained. The record must include the names of all trustees present and absent at each meeting.

Treasurer- The treasurer shall keep and maintain accurate and complete financial records of all the library accounts, including all receipts, disbursements, and balances in all funds. The treasurer shall be authorized to sign checks drawn on funds deposited to the credit of the board of trustees.

The Treasurer shall give bond to the library board to faithfully discharge the duties of the office. The amount of the bond shall be based on a minimum of 50% of the total funds received by Ida Public Library in the last fiscal year. Cost of the surety bond shall be borne by Ida Public Library.

Section 8- Liability insurance coverage shall be purchased by the board of trustees in accordance with Illinois State Statutes to ensure against any personal assets loss by members of the board of trustees resulting from any damage claims or suits claiming damages for negligent or wrongful acts allegedly committed while performing the duties of a member of the board of trustees.

Article III- Meetings

Section 1- Regular meetings of the Board of Trustees will be held monthly at the time and place designated in board policies.

Section 2- All meetings of the board shall be conducted in accordance with the Illinois Open Meetings Act.

Section 3- The library director shall give public notification in writing of the time, location, and agenda for each meeting at least 48 hours prior to each meeting. except in the case of an emergency meeting.

Section 4- Special meetings of the board may be called by the president, the secretary, or by any four (4) trustees by written notice delivered the date immediately preceding the day of the special meeting, or by oral notice in case of a stated emergency. A special meeting may be called by any five trustees with at least 48 hours public notice.

Section 4- A quorum of the board shall consist of five (5) members.

Section 5- Robert's Rules of Order shall govern the conduct of the board meetings.

Article IV- Finances

Section 1- An annual operating budget proposal shall be prepared by the library director and the board finance committee for approval by the board of trustees at least sixty (60) days prior to the beginning of the next fiscal year.

Section 2- An annual audit of Ida Public Library finances shall be conducted by an independent auditor appointed by the City of Belvidere no later than ninety (90) days after the end of the fiscal year.

Section 3- The members of the board of trustees shall serve without monetary compensation, but shall be reimbursed for their actual and necessary expenses in performance of their duties from Ida Public Library funds.

Article V- Policies

Section 1- The board of trustees shall prepare and approve policies to govern how the board and all library personnel shall operate the Ida Public Library. Any changes to the approved policies will require approval of the board.

Article VI- Amendments to Bylaws

Section 1- A proposed amendment of these bylaws shall be presented in writing at a regular or special meeting of the board preceding the meeting at which a vote on the proposed amendment is taken.

Section 2- These bylaws may be amended only by an affirmative vote of six (6) of the members of the board of trustees.

Article VII- Contracts

Section 1- The library director is authorized to approve service agreements and contracts that cost less than \$10,000 annually (or over the contract life), or which continue the same service level and cost from a previous contract, as long as they are within the approved budget limits. All other agreements and contracts must be approved by the board of trustees.