

# **By-Laws of Dixon Public Library**

## **Article I**

The name of the association shall be DIXON PUBLIC LIBRARY and is sometimes referred to in these by-laws as the Library.

## **Article II**

It is the mission of the Dixon Public Library to provide access to the universe of information, and especially that information which is of immediate relevance and interest, to the community it serves. Its aim is the enrichment of personal lives with library materials, programs and services available for members of the public of all ages. The library provides current, high-demand, high-interest materials in a variety of formats. Special emphasis is placed on providing accurate timely and useful information for community residents.

## **Article III**

### **Basic Policies**

The following are basic policies of the Library:

1. To provide comprehensive community library services for all residents and taxpayers of the City of Dixon free of any charge, except for nominal fines for materials borrowed but not timely returned and other nominal charges; and to provide such services to non-residents of the City of Dixon for a fee assessed in accordance with statutes of the State of Illinois.
2. To acquire books, periodicals and other reading materials, and audio and video recordings, consonant with the interests of the community; and to continuously update and revise such collections.
3. To develop particular collections of historical significance, such as but not limited to collections relative to Abraham Lincoln, Ronald Reagan, the City of Dixon, and Lee County (Illinois).
4. To cooperate with schools to support the improvement of education.
5. To cooperate with organizations, agencies, and individuals in improving the quality and accessibility of library materials.
6. To follow all requirements of applicable statutes.

## **Article IV**

### **Board of Library Trustees**

1. The Board of Library Trustees shall consist of nine (9) individuals appointed by the Mayor of the City of Dixon, with the approval of the Dixon City Council, pursuant to Article IV, Section 1, of the Illinois Local Library Act (Illinois Revised Statutes, Chapter 81, Section 4-1). Trustees shall hold office for three-year terms. No more than three terms shall expire in any one year. Each member of the Board of Library Trustees shall serve until the appointment and qualification of his or her successor.
2. The Board of Library Trustees is charged with the responsibility of the governance of the library. The Board will hire a qualified 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 at least three library business days prior to meetings. Any Board member wishing to have an item placed on the agenda will contact 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 contact the Library Director to indicate that he or she will be absent. Due to the fact that a quorum is required for each meeting, this contact should be made as far in advance as possible.

3. The duties of the Board of Library Trustees shall be
  - (a) To transact all necessary and proper business of the Library;
  - (b) To create standing committees;
  - (c) To approve the plans of work of the standing committees;
  - (d) To prepare and submit to the City of Dixon for approval a budget for each fiscal year; and
  - (e) To ratify the payment of routine bills within the limit of the budget and approve expenditures which require amendments to the budget.

## **Article V**

### **Officers and Their Election**

1. Officers
  - (a) The officers of the Board of Library Trustees shall consist of a President, Vice President, Secretary, and Treasurer.
  - (b) The President shall preside at all board meetings, appoint all standing and ad-hoc 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.
  - (c) The Vice President shall perform all of the duties of the President in the event of the President's absence.
  - (d) The secretary shall keep minutes of all board meetings, record attendance, and 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.
  - (e) The Treasurer shall keep detailed accounts of all holdings exclusive of City of Dixon funds and shall make a monthly report of income and expenditures. The Treasurer shall prepare an annual report. All checks in excess of \$5000 drawn on special funds shall be signed by any two (2) officers of the Board of Library Trustees. (President, Vice-President, Secretary, Treasurer). The Treasurer shall be bonded in the amount to be approved by the Board and according to statute requirement.
2. Election
  - (a) There shall be a nominating committee composed of two (2) members of the Board of Library Trustees who shall be appointed by the President at a regular meeting at least one (1) month prior to the election. The President shall designate one of such two persons as Chairman of such nominating committee.

- (b) The nominating committee shall nominate one (1) eligible person for each office to be filled and report its nominees at the regular meeting in May of each year, at which time additional nominations may be made from the floor.
- (c) Only those persons who have signified their consent to serve if elected shall be nominated for or elected to such office.
- (d) Officers shall be elected by ballot annually in the month of June.
- (e) Officers shall assume their official duties following the close of the annual meeting in June of each year and shall serve for a term of one (1) year and until the election and qualification of their successors.

### 3. Vacancy

A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority vote of the remaining members of the Board of Library Trustees, notice of such election having been given. In case a vacancy occurs in the Office of President, the Vice President shall serve notice of the election.

## **Article VI**

### Meetings

1. Regular meetings of the Board of Library Trustees shall be held on the second Monday of each month at 5:30 p.m. at the Library Building, 221 South Hennepin Avenue, Dixon, Illinois, unless otherwise provided by the Board of Library Trustees. Ten (10) days notice shall be given of any change of date.
2. Special meetings may be called by the President upon the request of three (3) Board Members. In the absence of the President, the Vice President may call a special meeting upon the request of three (3) Board Members. Notices for special meetings shall state the purpose of the meetings and no other business shall be transacted at such meetings. No less than forty-eight hours' notice shall be given prior to any special meeting.
3. A quorum at any meeting shall consist of five (5) Board members.
4. The President shall preside over all regular and special meetings, except upon his or her absence, in which case the Vice President will preside.
5. The order of business at all regular meetings shall be as follows:
  - (a) Call to order
  - (b) Roll call, recording both present and absent members
  - (c) Citizens comments
  - (d) Trustees comments
  - (e) Reading of the minutes of the last meeting and approval thereof
  - (f) President's Report
  - (g) Director's Report
  - (h) Treasurer's Report
  - (i) Reading of current bills and ratification thereof
  - (j) Reports from standing and ad-hoc committees
  - (k) Regular calendar business
  - (l) Unfinished business
  - (m) New business

- (n) Other business
- (o) Adjournment

## **Article VII**

### **Standing and Ad-hoc Committees**

1. The standing committees shall be appointed annually in the month of August and shall consist of three board members. Ad hoc committees may be appointed by the president to present reports or recommendations to the Board and shall serve until the completion of the work for which they were appointed. The Library Director shall participate in meetings as requested by the committee. The library shall be the depository of all committee reports.
2. The following standing committees are hereby created:
  - (a) Committee on Finance and Budget
  - (b) Committee on Building and Grounds
  - (c) Committee on Personnel and Salaries
  - (d) Committee on By-laws, Policies, and Procedures
  - (e) Committee on Technology and Technology Resources
3. Additionally, the President, with the approval of the Board of Library Trustees, may create such other standing committees, and such ad-hoc committees, as he or she may deem necessary or appropriate to promote the purposes and carry on the work of the Library. The President shall also appoint the members of such standing and ad-hoc committees, and shall designate one such member of each committee to be the Chairman of each committee. The term of each Chairman shall be for one (1) year and until the appointment and qualification of his or her successor, except in the event of ad-hoc committees, in which event the Chairman shall serve during the term of the existence of such committee.
4. The Chairman of each standing and ad-hoc committee shall present a plan of work to the Board of Library Trustees for approval. No committee work shall be undertaken without the consent of the Board of Library Trustees, except with respect to the work of the standing committees as designated in number 1, above.

## **Article VIII**

### **Administrative Officer**

The Director shall be the chief administrative officer of the Board of Library Trustees.

The Director shall:

- have general charge of the Library in consultation with the Board of Library Trustees.
- give due notice of all meetings, and shall present at Board meetings reports of the financial conditions of the Library, the sums expended each month, and the reports of the work and materials of the Library.
- have the power to expend the budget adopted by the Board of Library Trustees.
- certify to all bills, money expended, and shall present monthly and annual reports to the Board of Library Trustees.
- prepare and forward bills to the City Treasurer as required by the Illinois Local Library Act and by the city government and shall report the same to the Board.
- purchase materials for the Library in accordance with the Collection Development policy.
- be responsible for the maintenance and care of Library property.

- have charge of the appointment and promotion of all Library employees.
- attend regular and special meetings of the Board of Library Trustees, but shall have no vote.
- be the Freedom of Information Act Officer, and the Open Meeting Act designee for the Library. The director may designate such further and other employees of the Library as Open Meeting Act designees and Freedom of Information Act officers.

## **Article IX**

### Amendments

These by-laws may be amended, repealed, or altered in whole or in part by a majority vote at any regular or special meeting of the Board of Library Trustees of the Library.

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.

These by-laws of the City of Dixon Library are adopted by the Board of Library Trustees as of the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_

President

Attest:

\_\_\_\_\_

Secretary