PERU PUBLIC LIBRARY

BYLAWS

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

General
The Board of Library Trustees of the Peru Public Library District is charged with the responsibility of the governance of the library. The Board hires a skilled Library Director responsible for the day-to-day operations of the library.

The board meets a minimum of 11 times each year. These meetings are open to the public and noticed in advance in accordance with the Open Meetings Act.

The Library Director distributes the agenda and board packet one week prior to meetings. Any Board member wishing to have an item placed on the agenda will contact the Library Director to have the item added.

Any board member unable to attend a meeting should contact the board president or Library Director to indicate their absence. Trustees unable to physically attend may participate via communication devices such as audio/video equipment as allowed by the Illinois Open Meetings Act. Only trustees physically present count towards establishing a quorum.

Board members serve without compensation pursuant to statute but with reimbursement for necessary and trustee-related expenses.

To be effective, Board members must attend most meetings, read materials presented for review, and attend an occasional 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-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 related workshop, seminar, or meeting.

Board members are not exempt from late fees, fines, or other user fees.

Regular Meetings
The regular meetings of the Board of Library Trustees of the Peru Public Library District are on the second Thursday of each month, except December. The meeting is at the library at 6:00 p.m. The meetings are open to the public and noticed in advance. At the beginning of each fiscal year, the board specifies regular meeting dates and times. The library adheres to the Illinois Open Meetings Act.

Special Meetings
The president or any three trustees of the board may call a special meeting. Special meetings adhere to the Open Meetings Act.

Emergency Meeting
The president or Library Director may call an emergency board meeting in response to a disaster or unexpected crisis. Emergency meetings adhere to the Open Meetings Act.

Quorum
A quorum of four (4) trustees is necessary to conduct business at a board meeting. A majority of a quorum present is needed to pass or adopt motions.

Elections
Election to the Board of Trustees takes place in accordance with Illinois Statutes. Trustees are elected for six (6) year terms at the Consolidated Election in odd-numbered years.

The board fills board vacancies until the next Trustee Consolidated Election.

Officers and Officer Elections
The officers of the board are president, vice-president, secretary, and treasurer. Officers are elected by a ballot vote for two (2) year terms at the regular meeting in the month of June and seated in July. The president serves only two consecutive terms unless elected by unanimous board consent.

In the event of a resignation from a trustee office, an election to fill the unexpired term of that office will be conducted by a ballot vote at the next regular meeting.

President
The president presides at all board meetings, appoints committees, serves as ex-officio member of all committees, and performs such duties as assigned by the board. The president is the only spokesperson for the Board of Library Trustees in all board or library related issues directed to the staff.

Vice President
In the absence of the President, the Vice President shall preside at all meetings and perform such duties as are imposed upon the office of the President by law or by action of the Board. The Vice President shall assist the President with the duties as requested by the President and may be the representative for the Board at public events or in associate bodies.

Secretary
The secretary keeps minutes of all board meetings, records attendance, and records all voting measures. The secretary or the Library Director as designee performs all other such clerical duties as assigned by the board or statute. The President appoints secretary pro tem when the secretary is absent.

Treasurer
The Treasurer, and, by designation, the Director of Finance, acting under the authority of the Library Board of Trustees shall keep and maintain accounts and records of the library during their term of office, indicating therein, a record of all receipts, disbursements, and balances in any funds.

Standing and Special Committees
The President appoints standing and special (ad hoc) committees as necessary. All committees adhere to the Illinois Open Meetings Act by posting agenda, keeping minutes, etc.

Order of Business
Annually, the board determines the format of the agenda's order of business. The board may change or add to the Order of Business as needed.

Parliamentary Procedure
Robert's Rules of Order, Revised governs the parliamentary procedure of the Board, unless otherwise specified in the bylaws.

Meeting Attendance
Trustees are expected to attend all meetings unless prevented by a valid reason with prior notification. Action will be taken at the fourth (4th) missed unexcused meeting. This action may include removal from duty.

Vacancies
The Board shall declare a vacancy in the office of Trustee when any elected or appointed Trustee dies, resigns, declines, fails or is unable to serve. All vacancies shall be filled by appointment by the remaining Trustees until the next regular District election, at which time a Trustee shall be elected for the remainder of the unexpired term.

Gifts, Donations, and Bequests
On behalf of the library, the board may accept gifts, in cash or kind, donations, or bequests for immediate use or as endowments if acceptance does not alter the intent of the board bylaws or library policies.

New Trustees
The Board President and/or Library Director meet with new trustees to tour the property, review services and present an orientation packet. The packet includes the library policies and other procedural material, a list of trustees, minutes and financial reports for the previous 12 months, and other pertinent information.

Duties of the Library Director
The Library Director administers the policies adopted by this board. Among duties and responsibilities of the Library Director is 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 to promote the efficiency and service of the library. The Library Director attends board and committee meetings as ex-officio, non-voting member.

Amendments
Amendments to these bylaws, library policies, or other board-adopted documents may be proposed at any regular meeting of the board, becoming effective when adopted by a majority of those members present providing, they represent a quorum.

Administrative Records
Administrative records of the library are kept in the library and are posted on the library website. 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 Library Director shall file there.

Staff personnel records are confidential and kept in a secure location. Only the Library Director or any person authorized by the Library Director has access to these records.

Confidential records of the board, such as personnel records concerning the Library Director, are kept in the library. Only members of the Board shall have access to these records.

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