

Bylaws  
of the  
Board of Library Trustees  
of the  
Hinckley Public Library District

Adopted by the Hinckley Public Library District Board of Trustees  
March 9, 2015  
Amended 12/14/15, 1/8/18, 9/13/21, 4/8/24

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# Bylaws of the Hinckley 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 the Board of Library Trustees of the Hinckley Public Library District.

## Meetings

### Regular Meetings

The regular meeting of the Hinckley Public Library District Board of Trustees shall be on the second Monday of each month. The meeting shall be held at the library at 6:30pm. 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 Hinckley Public Library Board of Trustees for the ensuing fiscal year if requested, 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 at any time when called by the President or Secretary or by any three trustees of the board, 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. In accordance with 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 bulletin board within the library and on the library's website, except in the case of a bona fide emergency.

### Annual Meeting

An annual meeting shall be held in August for the purpose of hearing the annual reports (IPLAR) of the Director and the committees. The IPLAR shall include a summary of the year's work with detailed account of the receipts and expenditures, and other information according to statute. A copy of this report shall be forwarded to the Illinois State Library in accordance with the law. A copy shall also be on file in the library.

### Remote Attendance

If a trustee is prevented from physically attending a meeting, the trustee may be allowed to attend the meeting by video or audio conference provided all of the following conditions are satisfied:

- A. The trustee must be prevented from physically attending because of:
  1. Personal illness or disability;
  2. Employment purposes or the business of the public body, or
  3. A family or other emergency; or
  4. An unexpected childcare obligation; and
- B. Forty-eight-hour advance notice shall be given by the trustee to the Secretary or the President of the Board unless such advance notice is impractical; and
- C. A quorum of the Board must be physically present at the meeting; and
- D. A minimum of four trustees must vote affirmatively to permit the attendance by audio or video conference.

Trustees participating electronically are afforded all of the same rights and are held to the same laws and standards of conduct as trustees physically participating.

### **Quorum**

A quorum at any meeting shall consist of four Board members.

### **Board of Library Trustees**

The Hinckley Public Library District Board of Trustees 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 hold no fewer than ten monthly meetings per year. 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 prior to the Board meetings. Any Board member wishing to have an item placed on the agenda will notify the Library Director in sufficient time preceding the meeting to have the item placed on the agenda. Any Board member who is unable to attend a meeting will notify the library to indicate that he or she will be absent. Due to the fact that a quorum is required for each meeting, this notification should be made as far in advance as possible.

Board members are not to be compensated pursuant to statute, but may 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, webinar, 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 Library Board of Trustees to have each member attend a minimum of one Library System (or other library related) workshop, seminar, webinar, or meeting during each calendar year. Board members using their own vehicle may be reimbursed at the rate allowed by the IRS for travel to and from any Library System (or other library related) workshop, seminar, webinar, or meeting, subject to full Board approval in accordance with the rules established in the Library Reimbursement Policy. Board members are not exempt from library late fees, fines, or other user fees.

### **Officers and Elections**

Trustees will be elected on a rotating schedule at the consolidated election every two years according to state statute. Persons wishing to run for election to the Library Board may request an election packet from the Library Director. In the case of a trustee vacancy between election cycles the Board will appoint a suitable candidate to fill the position until the next consolidated election. The officers of the Board shall be a president, a vice-president, a secretary, and a treasurer. Those officers shall be elected by a ballot vote for two-year terms at the regular meeting in the month of June following an election. Newly elected trustees begin their terms at the same meeting. 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 a ballot vote at the next regular meeting.

### **Officer Responsibilities**

#### 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 bonded in the amount to be approved by the board and according to statute requirement. The president shall be the *only* spokesperson for

the Hinckley Public Library District Board of 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 oversee the keeping of 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 clerical duties as may be assigned by the board.

#### Treasurer

The treasurer is authorized by the Board to sign checks. The treasurer shall oversee the financial records of the library. The normal depository of all financial records shall be the library. The treasurer shall have charge of the library funds and income, sign most 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 president or vice president 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 insurance bills as they come due. On occasion, the bookkeeper will sign checks between meetings as necessary.

### **Standing and Special Committees**

The standing committees shall be appointed annually at the same meeting as the election of officers and shall consist of board members and the Library Director. The standing committees at their first meeting shall elect a chairperson. Special 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 following shall be the standing committees of the Board: Budget, Building, Long-Range Planning, Personnel, Policy, and Technology. The Librarian Search Committee is a special committee. The library shall be the depository of all committee reports.

### **Committee Descriptions**

#### Budget Committee

The Budget Committee shall be comprised of three members of the Library Board of Trustees including the Treasurer and the Library Director. The Budget Committee's responsibilities include, but are not limited to, drafting a Budget and Appropriations Ordinance for full board approval, drafting a Levy for full board approval, drafting a working budget for full board approval, monitoring library investments, and implementing the library's investment policy.

#### Building Committee

The Building Committee shall be comprised of three members of the Library Board of Trustees and the Library Director. The Building Committee's responsibilities include, but are not limited to, conducting an annual inspection of the library's physical facility to identify areas which are in need of repair, and making recommendations to the full board regarding any and all repairs which are deemed necessary either as a result of the annual inspection or throughout the year as the need arises.

Because the HPLD rents its library space in the community building, any recommendations from the Library Building Committee must be relayed to the Community Building Board (CBB). Note:

as of April 2017 all CBB positions are vacant so communications should be directed to the Squaw Grove Township Board.

#### Long-Range Planning Committee

The Long-Range Planning Committee shall be comprised of three members of the Library Board of Library Trustees including the President and the Library Director. The committee shall evaluate the strengths, weaknesses, opportunities, and threats of both the library and the community to determine the role the library wishes to assume in the community. From that evaluation, the committee shall devise a plan through which that role shall be achieved. Such work provides support and justification for fund-raising requests -- including why funds are needed, what they will support, and who will benefit.

#### Personnel Committee

The Personnel Committee shall be comprised of three members of the Library Board of Library Trustees including the President and the Library Director. The Personnel Committee's responsibilities include, but are not limited to, preparation of the annual review of the Library Director for discussion among the full board prior to the formal review, assisting the Library Director in the preparation of his or her annual statement of goals and objectives for the coming year, and assuming a leadership role in the resolution of any personnel conflict which cannot be resolved by the Library Director. The Library Director is responsible for the annual review of all other library employees.

#### Policy Committee

The Policy Committee shall be comprised of three members of the Library Board of Trustees and the Library Director. The primary responsibility of the Policy Committee is to develop the Library Policy. This policy shall include the division of responsibility between Board and staff, a Collection Development Policy, and shall adhere to the "Library Bill of Rights" and the "Freedom to Read" statements of the American Library Association. The committee shall determine the library regulations governing the use of the Library and review sections of existing policy in a systematic fashion to ensure that all policy is reviewed at an interval not to exceed three years. As a result of such policy reviews, the Policy Committee will make recommendations regarding additions or changes to existing policy as well as deleting policies which are no longer appropriate. The entire library Policy must be approved by Board vote and made readily available to the public.

#### Librarian Search Committee

When the position of Director becomes vacant, the Board shall immediately select an acting librarian for the interim and establish a Librarian Search Committee, which shall consist of the President and two members elected from the Board. Applications for the position of librarian shall be filed at the library and available to all Board members. The Search Committee shall report the results of applications and interviews to the Board. Five votes shall be required for the Board to hire a Director, after which the Search Committee is dissolved.

#### **Order of Business**

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

1. Call to order
2. Roll call, recording both present and absent members
3. Approval of minutes from the previous meeting
4. Comments from the public
5. Secretary's Report

6. Treasurer's Report, approval and payment of the bills
7. Director's Report
8. Committee reports, in order of their appearance in the Bylaws
9. Unfinished business
10. New business
11. Other
12. Adjournment

### **Parliamentary Procedure**

Robert's Rules of Order, Revised 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 library and review services. New trustees shall be given a packet which includes the Library Policies 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 this Board. Other duties and responsibilities shall include the hiring of personnel, the preparation of monthly and annual reports as required by the Board, and the recommendation of policies and procedures that will promote efficient and effective library operations.

### **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, 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 Director or person authorized by the Library Board of Trustees shall have access to these records.

Confidential records of the Board 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 are recognized as confidential in nature, and access is restricted to library staff.

All library staff and employees are advised that such records shall not be made available to 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 discovery 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 notify the Library Director who will then notify the Library Board President. The library attorney will be contacted to ensure 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.