

COAL CITY PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES POLICY

APPROVED BY  
THE BOARD OF TRUSTEES

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## **BOARD**

### ***Committees***

#### **Accountability**

Committees are a subsidiary of the board, and will be expected to report their work to the board on a regular basis.

The library board will annually review the work of each committee and determine which committees will be reappointed and which committees will be abandoned as no longer necessary.

#### **Appointment of Committees**

Trustees will actively serve on at least one committee. The president of the board will appoint the chairperson of each committee and all committee members, taking into consideration the preference of the trustees for committee assignment. Trustees will be polled as to their committee preference.

#### **Authority**

Any committee established by the board will have only the powers specifically delegated to it by the board. Functions of each committee will be in writing as part of board policy or recorded in the minutes of the meeting at which the committee was established.

#### **Committee Meetings**

The committee chairperson will convene all meetings of the committee or a majority of the committee members may call a committee meeting. Meeting dates will be coordinated with the library director to avoid conflict and to ensure completion of staff support and research for the committee.

Minutes will be kept of committee meetings.

Each committee will be expected to make recommendations to the board for action, such recommendations to be made by a member of the committee in the form of a motion at a board meeting.

Committee meetings are cancelled and rescheduled only due to lack of committee quorum or library closings.

### **Duties of Committee Members**

Duties of the members of individual board committees will vary, but certain basic committee member responsibilities remain the same for all committees. Those responsibilities include:

- A. Attend all meetings of the committee to which the trustee is assigned.
- B. Prepare for committee meetings by studying the agenda and researching issues to be discussed at committee meetings.
- C. Actively participate in discussions at committee meetings.
- D. Follow through promptly on any assignments for the committee.
- E. Support committee recommendations before the board.

### **Ex Officio Committee Member**

The president of the board will be an ex-officio member of all committees except a nominating committee, if used. The president has the right to attend committee meetings, discuss issues and vote in the case of a tie. The president isn't required to do an equal share of the work. The library director or the library director's delegated representative will be a nonvoting member of all committees and function as a resource to the committee.

### **Guidelines for the Committee Chairperson**

The committee chairperson will be expected to lead the committee just as the board president is expected to lead the board. The committee chairperson is accountable for ensuring the productivity of the committee by:

- A. Planning the agenda for the committee meetings.
- B. Ensuring that all members of the committee are notified of committee meetings.

- C. Convening committee meetings, and keeping meetings on track.
- D. Keeping a written record of committee actions.
- E. Encouraging the committee to take action on the issues discussed by the committee.
- F. Ensuring that reports and recommendations for action from the committee are presented to the board.
- G. Leading the committee to evaluate its' own operations.
- H. Contacting the board president or library director to have committee issues/reports placed on the agenda prior to agenda deadline.
- I. Auditing and verifying that all committee minutes, created during their chairpersonship, are signed, approved, and filed correctly before committees are reappointed. Any discrepancies found will be brought to the board's attention.

### **Kinds of Committees**

Although committees can have countless names, they all fall into one of two categories, standing or special.

#### *Standing Committees*

A standing committee exists from one year to the next, and is typically charged with a continuing function. The standing committees of the Coal City Public Library District are as follows:

- A. **Budget:** The Budget Committee works with the library director to develop a plan for the coordination of revenue and expenditures for the library's fiscal year.
- B. **Policy:** The Policy Committee works with the library director to develop and revise written principles for guiding trustees and library staff in providing a full range of library service to the community.

- C. **Building and Grounds:** The Building and Grounds Committee works with the library director to increase the useful life of the building and its systems, ensure the safety of library patrons and capital equipment, ensure sanitary conditions and maintain an attractive appearance without impeding the service priorities of the library.
- D. **Bylaws:** The Bylaws Committee works with the library director to develop and revise a set of rules that define the structure and function of the board and its operational procedures.
- E. **Executive:** The Executive Committee consists of the officers of the board. Its' only purpose is to advise the board president, when needed. This committee does not meet regularly.

Special Committees

A special committee is formed to perform a specific task. It comes together, performs the task, gives its final report, and then ceases to exist. The special or ad hoc committees of the Coal City Public Library District are as follows:

- A. **Strategic Planning:** The Strategic Planning Committee works with the library director to develop a strategic plan that assures the services and activities reflect the library's mission, set priorities, show measureable progress and provide a strong foundation for decision making.
- B. **Any committee as needed.**

Purpose

It will be the purpose of any committee appointed by the board to assist the trustees to govern more efficiently. A board committee is not designed to do staff work. Committees will be used to investigate, deliberate and analyze special issues on behalf of the board.



## ***Communication***

### **Board Calendar**

At its organizational meeting, the board will determine the regular meeting dates, time and place for the next year. Regular meetings of the board will be held monthly. So that trustees can schedule for the meetings well in advance, the specific dates will be established for the full year at the board's annual organizational meeting. The board will make every effort to maintain those dates as board meeting dates.

### **Board Correspondence**

The trustees or the board president will approve correspondence from the board. Except for reports which are legally required to be sent out with the secretary's or treasurer's name, all correspondence from the board will use the board president's or secretary's name and will be on library stationery. Use of library stationery will be limited to official library business only. Copies of all communication sent on library stationery must be provided to all trustees.

### **Board Directory**

After election, trustees provide their mailing address, phone numbers, and email address to the library director. This information is kept on file for use in board communications and updated by the trustee, when necessary, so the file remains current at all times.

### **Email Communication**

Emails are considered informal communication and are used to share information with trustees and the library director. Emails are not used to take board action between board meetings or to poll trustee opinion. Electronic communication (i.e., e-mail, chat rooms, instant messaging, etc.) is construed as a gathering for Open Meetings Act purposes. This does not mean electronic communication is prohibited. It means electronic communication will be treated the same as in person communication.

## Speaking for the Board to the Public or Media

Individual trustees may not speak to the public or the media on behalf of the board unless authorized by the board to do so.

When speaking about the library or about board action, trustees should make remarks representing official board positions and avoid personal opinions. Please note the following:

- A. Trustees must be aware that they are always seen as trustees even when they designate comments as personal.
- B. The board recognizes the importance of a positive library image and is committed to presenting such an image to the public.
- C. Trustees and the library director are expected to participate in community activities and give talks to groups or individuals about library services as requested.
- D. Two prime aims of the library's public relations program are:
  - i. To make governing leaders, civic officials and the general public aware of the library's objectives and services and to promote understanding of these objectives and services.
  - ii. To encourage active participation by people of all ages in the varied services of the library.

It is the Library Board's policy to encourage release of board approved information to the public regarding programs, board activities and consumer concerns. The library director is the official spokesperson and shall provide the news media with a formal channel of communication. That communication will:

- A. Maintain integrity in dealing with the public and news media.

- B. Use the various news media for the promotion of library programs and raise the community awareness regarding library services.
- C. Communicate accurately and consistently with other related board policies.

### ***Governance/Administration Relationship***

The board of trustees recognizes and maintains the following guidelines in the board's relationship with the library director:

- A. Good management is recognized as one of the key factors in the success of the organization. The board reserves the authority to establish policies, approve plans and delegate authority to the library director.
- B. The library director will be responsible for hiring capable personnel within the limitations of board policy and budget constraints, determining the appropriate compensation, training, supervising, disciplining and terminating if necessary.
- C. Trustees will refrain from individually discussing management and personnel issues with library personnel other than the library director. The board, in consultation with the library director, may confer with key personnel at regular or special meetings of the board.
- D. Authority for management of the library will be through the board of trustees to the library director and then to other personnel. The board will require full and timely information from the library director concerning pertinent matters that relate to the management of the library.
- E. The board recognizes that efficient management of the library can exist only through mutual understanding and cooperation between the board and the library director. The board also recognizes that the library director is accountable to the board to show results, and must be given the latitude to exercise independent judgment in executing board policy.

- F. The board recognizes its position as the employer of the library director and will be responsible for systematic annual evaluation of the library director's performance. The evaluation will be for the purpose of improving the library director's performance and to provide a basis for consideration of salary for the next year.
- G. The library director's employment with the library may be terminated for any cause upon written notice to the library director and in accordance with the Personnel Policy.

### **Board - Library Director Responsibilities**

To assist the board and the library director to work as a team, the following principles will guide the team members to determine responsibilities of each part of the team:

- A. Responsibility for determining general policy shall be entrusted to the board. The library director shall keep the board informed regarding the progress of library programs.
- B. The board represents the public in setting the goals and establishing the basic policies and long-range goals of the library.
- C. The board shall refrain from involvement in administrative functions except to monitor and evaluate.
- D. The board shall transact official business with professional staff members and other employees only through the library director.
- E. The library director shall be responsible for administering programs in accordance with board policies and regulations.
- F. The library director shall be responsible for the selection and assignment of staff. The library director may delegate this responsibility to other supervisory persons.
- G. The library director shall prepare and submit for board action, an annual budget.

- H. The library director shall provide the board with data, information, and periodic reports to enable the board to make effective decisions.

### **Budgeting**

The library director and the budget committee with staff input will prepare an annual operating budget. It will be presented to the board for approval prior to the beginning of the next fiscal year. The budget will reflect the cost of carrying out the programs and services of the library for the next fiscal year. This budget will also reflect anticipated revenues.

The budget will be viewed by the board as their financial plan for the library, and approval of the budget by the board will give the library director authorization to manage finances according to the plan without seeking further approval of the board. However, the library director will keep the board well informed of the ongoing status of the financial plan, and will not make expenditures outside of the budget plan without seeking board approval. Amendments to the budget will be presented to the board for approval for any of the following reasons:

- A. The library enters into agreements or contracts that were not included in the approved budget.
- B. Management proposes a major expenditure that was not included in the approved budget.
- C. Significant unanticipated revenues are received or cost overruns occur.

### ***Legal Counsel***

The board will designate legal counsel to serve the needs of the library district. Legal counsel may be requested to attend board meetings by request of a majority of the trustees or at the mutual agreement of the board president and the library director.

Only the board president, the library director or a board designee may contact legal counsel on behalf of the board. The board president, library director or board designee will report any contact with legal counsel at the next regularly scheduled board meeting. Costs billed to the library and associated with individual trustees contacting

legal counsel, auditors or other professional consultants without specific authority from the board of directors, will be billed to the trustee making the unauthorized contact.

## ***Meetings***

A meeting is an assembly of trustees gathered to conduct library district business in accordance to the Open Meetings Act. Meetings must satisfy quorum requirements. The board recognizes in all instances its right to control board meetings.

### **Kinds of Meetings**

#### **Closed Meetings**

Trustees are prohibited from disclosing closed meeting information. Nor may trustees in any way use such information to the detriment of the library district.

All regular meetings of the board will be open unless excepted in subsection C and closed in accordance with Section 2a of the Open Meetings Act. Some examples are as follows:

- A. Discussion by the board could harm the reputation and character of personnel.
- B. Information discussed by the board could have an adverse legal impact on the organization's legal position if the information were public knowledge.
- C. Information discussed by the board could have an adverse financial impact on the organization if the information were public knowledge.

To close a meeting, a motion must be made and approved by a majority of quorum present stating the specific reasons for closing the meeting. Business conducted in the closed session must pertain directly to the stated purpose for closing the meeting.

No final action is allowed in closed meetings.

#### **Open Meetings**

It is the policy of the Library Board to hold regularly scheduled, open board meetings using the following guidelines:

- A. Notice of all meetings will be given to the local news media.
- B. Agenda will be provided to guests at the beginning of the meeting.
- C. Guests may comment to the board only at the designated "Public Comment" section on the agenda or when the board requests public comment.
- D. When dealing with confidential matters the board may elect to go into closed session, according to the Open Meetings Act.

### Special Meetings

Special meetings of the board should be called only rarely when the business to be addressed cannot wait until the next regularly scheduled meeting. A special meeting of the board may be called by the board president or by a majority of trustees. A call for a special meeting will state the business to be addressed by the board at the special meeting. Every member of the board and the library director must be notified by the board president or initiating trustee of the special meeting at least four days prior to the established meeting time.

### Requirements

#### Meeting Information

Matters to be considered by the board at the meeting will be included on the agenda and in a board packet of information provided to the trustees at least two days prior to the meeting. Trustees are responsible for processing this information in preparation to discuss and to determine any action to be taken at the meeting. The board packets will be received electronically unless a written or oral request is made for a hard copy format.

The library director and the board president will develop meeting agendas. A modified consent agenda may be used. Items will be placed under the consent agenda or as individual action or information items at the discretion of the library director and/or the board president. All trustees can request items be placed on the agenda by contacting the board president or library director one week

prior to the meeting. The trustee will indicate whether the agenda item is an action item or information item.

The agenda may be amended after the meeting is convened under corrections to the agenda. Only information items may be added by consensus of a majority of the members. Consent agenda items can be removed for discussion by the request of any trustee.

Board meeting handouts/documents shall be given immediately prior to the board meeting in a hard copy format unless a trustee presents the board president and/or library director with a written request to receive the board handouts/documents in electronic format. Material content will be determined by the board president or library director. Usually this information does not require any action at the meeting and can be viewed by the trustee at a later time. Trustees are responsible for analyzing the content and determining if any should be kept for future reference.

Reports and presentation material may be provided during the meeting. Trustees are responsible for retaining this information for use until an issue is finalized or a decision made. Trustees may want to keep some of this information for reference during the fiscal year.

#### Minutes of Board Meeting

Records of all actions of the board will be set forth in the minutes of the meeting. Minutes will be kept on file as the official record of the Library Board.

The secretary of the board will be custodian of the minutes. However, it is vital that all members of the board be able to fully participate in the discussions and deliberations, so the recording secretary will record minutes in writing during each meeting.

Minutes of the meeting are a record of the actions of the board, not a record of discussion. Minutes of board meetings will include:

- A. The date, time and place the meeting was called to order.
- B. The type of meeting--regular, special, public hearing or continued.



- C. The name of the presiding officer.
- D. A statement will be made if a quorum was not established.
- E. The names of those trustees present and the names of those trustees absent from the meeting and other people present at the meeting.
- F. The exact wording of all motions, whether passed or failed.
- G. Disposition of each motion made--passed or failed. (If the vote is by roll call, each trustee's vote will be recorded by name. When a voice vote is taken, the number voting for and the number voting against will be recorded. No views, protests or explanations from trustees about the vote will be recorded in the minutes unless the board votes to allow such entries.)
- H. Notation of each committee report.
- I. Notation that the board examined financial reports.
- J. Notation of time of adjournment of the meeting.
- K. Public comments.

Committee reports or resolutions may be attached to the minutes if these items are important for clarification of the minutes of the meeting.

#### Open Meetings Act Compliance

The board of trustees shall designate two people to receive training for compliance with the Open Meetings Act, according to state law. The library director will submit a list of designated employees, officers or members to the Public Access Counselor. The designees must successfully complete an electronic training curriculum, developed and administered by the Public Access Counselor, and thereafter must successfully complete an annual training program. Whenever the library board designates an additional employee, officer, or member to receive this training, that person must successfully complete the training within 30 days after that designation.

For full details on the Open Meetings Act please see Public Act 0542 96<sup>th</sup> General Assembly.

### Parliamentary Authority

Meetings of the Library Board will be governed by the parliamentary rules as outlined in Robert's Rules of Order Newly Revised in all cases where current bylaws and current board policies do not apply.

### Public Forum During Meetings

Each meeting agenda will include an item that is allocated no more than 30 minutes and labeled "Public Comment." All persons, other than trustees, wishing to speak during the forum will, prior to the meeting, complete a written form listing the speaker's name, issue to be addressed and name of organization represented. The form will be handed to the board president (**Appendix A**).

### Quorum

A majority of all current trustees of the Library Board will constitute a quorum for the purpose of conducting official board business.

### Voting

All trustees of the Library Board who are present when a question is put will vote upon the question unless abstaining or disqualified by conflicts of interest. Results of the vote will be recorded.

Voting on motions can be by voice unless requested otherwise by a member of the board or at the direction of the board president.

Once voting is completed all trustees will support the action taken.

### **Officers**

Officers of the board will be a board president, vice-president, secretary and treasurer elected by a majority vote of the board.

The board president will collaborate with the library director to prepare board meeting agendas, preside at board meetings, appoint committees and committee chairpersons, sign official documents requiring a signature, and may

represent the board in public and official capacities as instructed by the board. The board president will also:

- A. Chair the executive committee.
- B. Make special assignments and appoint representatives to other organizations.
- C. Act as liaison between the board and the library director.
- D. Encourage the board to do long-range planning.
- E. Assist trustees to build their board skills.
- F. Encourage all trustees to participate in board activities.
- G. Ensure that all trustees' views are represented in board meetings.
- H. Maintain all confidential board documents and the directors' personnel file.

The vice-president will preside at a board meeting in the absence of the president. However, during a board president's inability to attend consecutive meetings, the Vice President will preside at meetings and assume presidential duties as acting president. The vice-president will also:

- A. Work with the president to be prepared to assume that office if necessary.
- B. Manage special assignments as requested by the board president.
- C. Chair the Strategic Plan Committee.
- D. Act as board communication liaison during the preparation and release of board meeting briefs to the news service, library newsletter articles, and any other communication the board chooses to have the vice president oversee.

The secretary will oversee the records of the board, including meeting minutes, correspondence, the charter and any historical documents. When required, the secretary

will also sign notes, contracts and other official agreements on behalf of the library district and at the direction of the board. The secretary will also:

- A. Ensure that all official documents are safely passed to the next secretary.
- B. Research library records when necessary for information for the board.
- C. Conduct nominations for board officer elections.

The treasurer will oversee but not manage the financial records of the library district, and ensure that the board regularly receives reports of the financial condition of the library. The treasurer will also:

- A. Assist the board to understand the annual budget before approval.
- B. Arrange in-service programs as requested by the board so trustees will be better able to understand the financial reporting process.
- C. Chair the budget committee.
- D. Ensure that the board arranges for an annual audit of the library district financial records.
- E. Verify proper documentation supports disbursement of funds for expenditures.

#### **Errors and Omissions Insurance**

It is the policy of the library to provide liability insurance to directors and officers. The continuing need for such insurance will be reviewed each time the policy is due for renewal by the library director (**Appendix B**) for detailed information.

#### **Nomination Procedure for Board Officers (Bi-Annually)**

At the May board meeting it will be announced that the board officers election will be held at the June meeting and that all officer positions are open. Material will be distributed describing all board officer duties. Trustees will be encouraged to consider running for office and instructed to contact the board secretary of their interest

within the next two weeks. The board of trustees will follow these procedures:

- A. The board secretary will record the names of those expressing interest in an office on a ballot if they agree to serve if elected.
- B. After two weeks, if the ballot is not full, the secretary will contact those trustees whose names are not on the ballot. The secretary will:
  - i. Inform the trustees the ballot is not full.
  - ii. Encourage them to run for open positions, answer any questions, they may have and ask them to contact current officers for more information on duties and time needed to perform them.
- C. Calls will continue if the ballot is not full with at least one name for each office or if the secretary feels that additional calls will not change the outcome.
- D. Prior to the June board meeting the secretary will notify the president of the ballot status.
- E. At the June board meeting the secretary will report and present a ballot to the board prior to the election. If the ballot is not complete, the president will call for nominations from the floor.

### **Officer Authority**

Officers of the board are elected to be servant-leaders of the board. All authority of the officers is delegated to them by the board of trustees. No officers will have any authority to speak or act on behalf of the board other than that authority specifically granted in the library's Bylaws, in board policy or by majority vote of the board of trustees.

### **Officer Election Process**

Officers will be elected after reorganization of the board when new or re-elected trustees are confirmed. The board of trustees will follow the following procedures in electing its officers:

- A. Election will be at a meeting at which a quorum of trustees is present.
- B. The board will meet to elect its officers at the organizational meeting following the election of new trustees, or, at the president's discretion, this election may be postponed for a period of up to 15 days.
- C. Only trustees present for elections will be allowed to vote for officers. There will be no absentee ballots.
- D. Officer candidates must have consented to seek office before their name is placed in nomination.
- E. Nominations will be open for any eligible candidate who has given prior consent.
- F. Trustees will encourage candidates to disclose their interest in the office.

### **Terms of Office**

Terms of all officers will be for two years. Only properly elected or appointed members of the board may serve as officers of the board. Each officer may be re-elected for consecutive terms to the same office.

### ***Procedures/Responsibilities***

#### **ADA Accommodation Requests**

Refer to the Board ADA Policy/Procedures.

#### **Board Internal Issues**

Board internal issues are brought to the board's attention for discussion and/or action prior to external sources being contacted. If external sources are contacted, trustees are to be notified by the contacting trustee of the source contacted and the reason for such contact.

#### **Delegation of Spending Authority**

The board of trustees is recognized as the ultimate spending authority for the library district.

The use of a signature stamp for authorizing signatures is prohibited.

Approval of travel and personal expenses will always be at the next highest level of authority. Trustee expenses will be approved by the full board.

A trustee shall abstain from approval of a transaction in which a conflict of interest exists.

### **Employment Policies - Chain of Command**

The library believes strongly in the chain of command:

- A. Board of trustees
- B. Library director
- C. Assistant library director
- D. Department head
- E. Front line staff

The board is concerned about the needs and success of staff, and will work through the chain of command to facilitate the success of all library employees.

The board expects all staff to respect and follow the chain of command when registering complaints, making suggestions and in any other way communicating with the board about the business of the organization. Staff members who take complaints, requests, criticism or other organization business directly to the board or individual trustees without working through the library director will be considered insubordinate and subject to disciplinary measures by the library director.

The board expects all trustees to respect and follow the chain of command when communicating with staff about the business of the organization. Trustees will not take complaints, suggestions, requests or demands to the staff except through the library director. When a trustee receives a complaint or suggestion from a staff member other than the library director, the trustee will remind the staff member of this board's policy about following the chain of command.

### **Enforcement of Ethics Ordinance**

Any trustee who believes that a fellow trustee has acted unethically should first review the current Ethics Ordinance. Trustees should not file or encourage the filing of ethics complaints that are frivolous and are intended to harm the respondent rather than to protect the library district.

If the trustee continues to believe a fellow trustee has acted unethically he/she should seek resolution by discussing his/her concerns with the colleague if such discussion is likely to be productive and does not violate any individual's right to privacy.

If this discussion fails to resolve the problem, the trustee should bring the concern to the attention of the board president. If the concern relates to the board president the issue should be brought to the attention of the board vice-president. The board president may choose to address the concern individually with the member in question or refer the concern to the executive committee.

Trustees shall cooperate in ethics investigations, proceedings, and resulting requirements. In doing so, they should make reasonable efforts to resolve any issues as to confidentiality. Failure to cooperate is itself an ethics violation.

### **Financial Management**

Financial resources of the library are the responsibility of the board of trustees. The board will:

- A. Have a clear plan for acquisition of financial resources to pay for the programs and services provided by the library.
- B. Provide guidelines for management and allocation of financial resources which will produce optimum benefit for those served.
- C. Monitor and evaluate the financial plans and guidelines of the library to ensure financial integrity.



## Harassment

Harassment consists of unwelcome conduct, whether verbal or physical, and can be based on a characteristic protected by law, such as sex, race, color, ancestry, national origin, religion, age, disability, marital status, sexual orientation or veteran status. The library will not tolerate harassing conduct that affects working conditions, that interferes unreasonably with an individual's performance, or that creates an intimidating, hostile, or offensive work environment.

Harassment, as defined above, may include, but is not limited to: abusive statements, slurs, threatening, intimidating or hostile acts; insulting, mocking, degrading or ridiculing another person, physical assault or stalking, displays of electronic transmission of derogatory, demeaning or hostile materials, unwillingness to assist or work with another trustee; degrading jokes; and written or graphic material including pictures that degrade or show hostility based on sex, race, color, ancestry, national origin, religion, age, disability, marital status, sexual orientation, or veteran status and that is spoken, placed on library property, circulated in the workplace or transmitted via e-mail, voice-mail, fax, or the internet. Harassment is unacceptable; it violates library policy even when it may not be sufficiently severe or pervasive to constitute a violation of law.

Sexual harassment undermines the integrity of the work environment and will not be tolerated within this organization. Sexual harassment may include words as well as acts, sexual advances, offensive touching and offensive or derogatory sexual comments. All such conduct is forbidden.

Any trustee, who believes that he or she has been subject to harassment by a trustee or any person calling upon the library, should contact the Board President who will contact the board. If the person believes the board president is the cause of the harassment complaint, the complaint should be directed to the board vice president who will contact the board. All harassment complaints will be promptly investigated. Harassment complaints must contain specific details/examples that support the allegation. Where harassment is found to exist, immediate corrective action will be taken.

Harassment is considered a serious offense. Frivolous and false accusations should not be made against another trustee in order to obtain personal gain or to damage the reputation of another trustee.

### **Library Director Performance Evaluation**

It is the policy of the library to annually evaluate the work performance of the library director. In March the Board President will have the Library Director fill out the Library Director self-evaluation form (**Appendix C**).

The entire board will participate in the evaluation process. At the April Board meeting the Trustees will be given a copy of the Library Director's self-evaluation and a blank Library Director Evaluation form (**Appendix D**). (In filling out this form they must refer to the Library Director Job Description, the Library Director's monthly reports, the Library Director's self-evaluation and other information sources from the year.) Ratings of 1, 2, 4 or 5 require comments stating specific examples of how duties were exceeded or didn't meet expectations. They will not fill out the "Overall Rating".

Trustees will not solicit information regarding the library director's performance from the library director nor staff. Staff plays no role in the evaluation. The board recognizes that including staff in the performance review can seriously erode the relationship which must exist between the library director and staff.

Trustees will return their completed forms to the Board President by a date determined by the Board President. Any trustee not returning the completed evaluation form within the specified deadline will be reminded of the deadline and an extension may be given at the discretion of the board president. If the trustee fails to return a completed evaluation form, the evaluation process will proceed without that trustee's input.

The Board President will compile the information and present it to the Board in closed session prior to the May Board meeting. The Board will determine the final category ratings, the final overall rating and complete the evaluation.

Category ratings of 1 or 2 may generate a Board goal for the Library Director.

The Board will approve the final library director evaluation at the May meeting.

The Board President will present the approved evaluation to the Library Director within two weeks.

If the Library Director has a dispute or questions about the evaluation not answered by the Board President, a Special Board Meeting will be set prior to the June Board Meeting. An overall rating of 1 or 2 will require action which may include an action plan for improvement with a timeline, disciplinary action or separation.

At the June meeting the Board will determine salary adjustment as outlined by the Salary Matrix. Any increase in compensation will be effective July 1<sup>st</sup> of the next fiscal year.

Salary Matrix  
Coal City Public Library  
District

<b>Evaluation Rating</b>	<b>Salary Adjustment *</b>
1	no increase
2	no increase until corrective action is taken and then an increase may be granted
3	3% increase
4	4% increase
5	5% increase

*\* Adjustments may vary based on budget constraints.*

A locked file will be maintained for board documents, including past and present directors' personnel files. The board president will be responsible for maintaining confidentiality of this file.

**Library Director Work Performance Communication**

The board may communicate work performance issues to the library director outside of the annual evaluation process.

The Library Director Special Action Form (**Appendix E**) is used for the writing of the following:

Matter of Record - MR - Action used for recording conversations regarding less than expected performance.

Written Warning - WW - Action used for much less than expected performance or for a second conversation about the same problem already recorded in an MR. This should include corrective action expected and a timeframe.

Disciplinary Action - DA - Action resulting in time off because of continued poor performance and told that if not corrected could result in separation. This could be a first step if violation is serious.

Separation - SEP - Action used for continued poor performance after one or all of the above steps have been taken. This could be a first step if violation is serious.

Commendation - COM - Action used for performance above and beyond what is expected.

### **Monitoring Library Director Performance**

Monitoring the library director's performance is synonymous with monitoring organizational performance. The board delegates management to the library director and must have a process for ongoing monitoring of the library director's performance of the delegated duties. The purpose of monitoring is to determine the degree to which board policies are being fulfilled.

The board will monitor the library director's performance by awareness of the library director's job description, careful attention to all reports delivered to the board and through an annual written evaluation of the library director's job performance.

The library director may be removed only by a majority vote of all currently serving trustees, and the motion to remove will state clearly the cause for removal.

### **Nepotism**

The library may not employ trustees or members of their immediate families.

### **Library Director Special Action Form**

Any personnel performance issue with the library director is discussed in closed session.

- A. Consensus is reached on action to be taken including possible salary impact.
- B. The consensus is recorded on the Library Director Special Action Form including an explanation of action being taken (**Appendix E**). If corrective action is required, include what will be expected of the employee and any timeframe for completion.

The board president meets privately with the library director, delivers the form, and answers any questions. The library director has the option to include comments on the form. The form is signed and dated by both the board president and the library director.

The signed form is filed in the library director's work history file.

### **Removal of Officer**

The board has the right to remove any officer from that elected position by the same authority that elected the officers. Officers may be removed from office for:

- A. Gross or willful neglect of the duties of the office.
- B. Misuse of library funds.
- C. Conviction of a felony.
- D. Intentional lack of public support for the Library's mission, staff or programs.

Procedure for removal of any officer from office will be a simple majority vote of the entire board.

### **Vacancy of Officer Positions**

If a vacancy occurs in any elected office because of resignation, death, ineligibility to hold office, or formal removal of an officer by the board, the board will declare the office vacant and proceed to fill the vacancy.

A vacancy is filled in the prescribed manner of election of officers in this policy.

### ***Vacancy***

Continuance of the organization is the responsibility of the library board and requires that the board carefully select replacements as trustees leave the board. Appropriate potential new trustees must be recruited to maintain continuity of the governance of the library district.

### **Nomination and Election of Trustees**

It is the policy of the Library Board to encourage district residents to run for open board positions who:

- A. Believe in the cause and mission of the library.
- B. Commit completely to the trustee responsibility for the library.
- C. Participate actively as part of the library board team.
- D. Use one's own judgment in all considerations.
- E. Are active in the community and will advocate for the library.

The board president will periodically remind trustees and the library director to submit board candidate recommendations to be filed for use at the appropriate time.

Terms of office and election procedures will be as specified in the Bylaws.

### **Declared Board Vacancy**

When a vacancy, other than normal expiration of term, is declared on the board the trustees may appoint to fill the

vacancy. The appointed trustee will fill the position only until the next regular election. The appointed trustee would be eligible to run for the remaining portion of the 6-year term (2 or 4 years) at the next regular election.

The process for appointment to the board will be as follows:

- A. The board president will accept recommendations from trustees and the library director as well as any district resident who expresses interest in the position.
- B. Nominee candidates must consent to serve if appointed before their name is submitted to the board for consideration.
- C. A list of the nominees will be submitted to all trustees prior to the meeting at which the board will fill the vacancy.
- D. Appointment to fill a vacancy will be made only by a majority vote of the trustees present at an official meeting of the board.
- E. The board president will notify the appointed person and the successful appointee will be seated at the next regular board meeting.

### ***What Makes an Effective Library Board?***

Each trustee will bring to the board certain strengths, skills, talents and personal experience which uniquely serve the library. The board as a whole should represent a broad spectrum of community interests, occupations and areas. A board consisting of diverse viewpoints assures that the library will serve the total community. The competence necessary to fulfill all board responsibilities should be present in the composition of the board as a whole.

## **FINANCE**

### **Accounting**

The accounting system used by the library district will utilize generally accepted accounting practices that are

required and/or recommended by regulatory or lending agencies and the library's auditor.

The accounting practices and procedures used by the library will allow for management of district revenues and expenses, and will provide adequate systems of monitoring by the board of trustees as well as outside auditors.

### **Compensation of Trustees**

Trustees will not be compensated for service on this board.

### **Investment Practices**

Funds not required for current operations will be invested according to the Investment Policy, which is reviewed, revised as needed, and approved bi-annually by the board.

Investments must be government secured and guaranteed. Investments may be made at the discretion of the library director within the plan adopted by the board, with the exception of any investments in securities with a maturity of more than one year which must have the prior approval of the board.

The library director will present reports to the board at least quarterly which show the status of all investments.

### **Reports and Audits**

Reports reflecting the financial condition of the library district will be presented to the board monthly. These financial reports will include:

- A. At least quarterly status of expenditures on major capital projects.
- B. Monthly statement of cash flow.
- C. Monthly revenue and expense statement.

An independent auditor appointed by the board will conduct an annual audit of the library's finances. The board will determine the scope of those audits.

The board will annually approve an accounting firm to do the audit, and the contract for audit will be out for bid at least once every five years.

The Library Director will solicit bids for the audit from two or more qualified firms, and will recommend to the



board a firm to perform the audit. The board's selection will be based on consideration of cost, professional qualifications, reputation and relevant experience.

### **Signing Checks**

See Receipts and Disbursements section of Finance Policy for check signing signatories.

It is the responsibility of the library director to ensure that signatures can be gained from appropriate signatories so that payment can be made on obligations of the library. It is also the responsibility of the library director to ensure that adequate controls and safeguards have been established to ensure disbursement of funds only for proper purposes.

It is the responsibility of all check signers to ensure that there is adequate documentation, consistent with good internal controls, for valid payment of checks they sign.

### **Working Capital Reserves**

A working capital reserve sufficient to keep the library operating for at least a 60-day period will be maintained at all times as recommended by the State Library.

## **LIBRARY DIRECTOR**

### **Bad Debts**

If the total receivable from any one individual or organization is \$100 or less, the library director may authorize the debt to be written off if he/she believes the debt is uncollectible.

Write-offs of debts over \$100, which the library director believes are uncollectible, may be authorized only by a vote of the board of trustees.

Delinquent accounts may be assigned for collection to either a collection agency, or taken to small claims court as the library director deems appropriate. Collection efforts will continue until funds are actually collected or the collection agency or small claims court deems further efforts will be futile or not cost-effective.

### **Contracts**

The library director may approve service agreements and contracts that cost less than \$20,000 annually or over the

contract life. The library director may also approve agreements, which continue the same service level and cost from a prior contract. These agreements must be done within the approved budget line item spending limits. The library board must approve all other contracts. New contracts, which cost more than \$20,000 annually or over the contract life, shall require review and/or opinion of the library's attorney to assure the agreement is legally sound and that the library's interest is protected.

All service agreements and service contracts shall be awarded on the basis of cost, experience, and references. No contracts may be written or awarded to employees or trustees or their immediate families.

At a minimum, all contracts must contain the purpose, effective dates, authorized signatures, amount to be paid, how liability risks are covered or met, and services to be provided.

#### **Delegation to Library Director**

The board's job is generally confined to establishing policies, leaving implementation of board policy to the library director. All board authority delegated to staff is delegated through the library director.

The library director is authorized to establish all further procedures, make all decisions, take all actions and develop all activities, which are true to the board's policies. The board will respect the library director's choices so long as those choices maintain the integrity of board policies. This does not preclude the board from obtaining information about activities.

No individual trustee, officer or committee has any authority over the library director. Information may be requested by such parties, but if such request, in the library director's judgment, requires excessive staff time, the library director may bring the request to the board.

Acting with the authority granted above, the library director may not perform, allow or cause to be performed any act which is unlawful, insufficient to meet commonly accepted business and professional ethics for the "prudent person" test.

Should a situation arise wherein the library director deems it unwise to comply with a board policy, he/she will inform

the board of trustees. Informing is simply to guarantee no violation may be intentionally kept from the board. It is not for the purpose of receiving approval. Board response at that time does not exempt the library director from subsequent board judgment of his/her action.

### **Document Security and Storage**

Written and electronic documents created for library business purposes, including those reviewed and revised on a regular basis, are the property of the library district. Original hard copy documents and original electronic document files are stored in the library. The library director maintains paper and electronic documents and verifies their validity, when necessary. Written and electronic documents are kept current and outdated versions are destroyed. When electronic files are shared or viewed they are released in a read only, PDF file, unless they are being used as a draft document by trustees.

### **Executive Limitation**

The library director may not risk financial losses to the library district beyond those that may occur in the normal course of business. The library director will:

- A. Ensure against embezzlement, against casualty losses to full replacement value, and against liability losses (to trustees, organizations or staff) beyond the minimally acceptable prudent level.
- B. Ensure that all personnel with access to significant amounts of the library's money are appropriately bonded.
- C. Ensure that facilities and equipment are properly maintained.
- D. Limit exposure of the library, the board or staff to claims of liability.
- E. Disburse funds only under controls sufficient to meet the board-appointed auditor's standards.
- F. Invest operating capital only in secure short-term investments.

- G. Ensure off-site backup of all computer and other financial records necessary for uninterrupted operation of the library.

### **Request for Information**

From time to time the public will request information or records from the library or a trustee. To protect the library, the trustee and those served, information will be released only under the following conditions:

- A. All requests for information, other than routine public information, about the library will be channeled to the library director for a decision about releasing that information.
- B. If there is question about the appropriateness of releasing any information, the library director will seek advice from the library attorney.
- C. No trustee or the library director will release unapproved library documentation, information, policies or records to the public.

### **Spending Authorization**

The library director may make expenditures consistent with the board-approved budget without further board approval. However, the board of trustees must formally approve expenditures that are not within the board-approved budget.

A list of anticipated major capital expenditures should be included with the annual budget that is submitted to the board for approval.

The library director may authorize unbudgeted emergency repairs to the physical building or equipment that must be completed immediately, that cannot be practically submitted to the board for approval. The board of trustees will be informed of the expenditures as soon as possible.

## **TRUSTEE**

### ***Conduct***

### **Commitment & Performance Expectations**

Serving as a trustee of the library involves commitment. To meet that commitment, trustees are expected to:

- A. Demonstrate a strong belief and commitment to the library's mission.
- B. Devote the necessary time to prepare for and participate in board and committee meetings.
- C. Take responsibility and accountability for the library and all decisions made by the board.
- D. Work as a team member with other trustees and the library director.
- E. Exhibit high ethical standards and integrity in all board actions.
- F. Be an enthusiastic advocate for the library.
- G. Spend the time necessary to learn how to do the job, and maintain an ongoing schedule of in-service to learn how to do the job better.

### **Confidentiality**

During service on the board, trustees encounter confidential information pertaining to the library district. Sensitive information may be acquired regarding financial decisions, real estate purchases, and decisions regarding mergers, and other strategic plans. Certain types of information should be kept confidential during and after service. Examples include but are not limited to:

- A. Information pertaining to performance of Coal City Public Library District employees including evaluation data, compensation, and grievances.
- B. Issues related to the board's legal, ethical and regulatory responsibility for the oversight of statistical data, risk management and information and litigation information.

### **Conflict of Interest**

Trustees have a duty to subordinate personal interests to the welfare of the library and those they serve. Conflicting interests can be financial, personal

relationships, status or power. Trustees may not have a financial interest in any property which the library purchases, or a direct or indirect interest in a supplier, contractor, consultant or other entity with which the library does business.

Since it is not possible to write a policy that covers all potential conflicts, trustees are expected to be alert for and avoid situations which might be construed as conflicts of interest. Any possible conflicts of interest on the part of any trustee should be disclosed to the other trustees and made a matter of record, either through an annual procedure or when the interest becomes a matter of board action.

Any trustee having a conflict of interest or possible conflicts of interest should not vote or use his/her personal influence on the matter, and he/she should not be counted as part of a quorum for the vote. The minutes of the meeting should reflect that a disclosure was made, the abstention from voting and the quorum situation.

These restrictions should not be construed as preventing the trustee from briefly stating his/her position in the matter, nor from answering pertinent questions of other trustees, since his/her knowledge could be of assistance to the deliberations.

All trustees will be required to complete the "Conflicts of Interest" statement (**Appendix F**) annually and each new trustee will be given this policy and Conflict of Interest Statement for signature during orientation.

### **Ethical Obligations of Trustees**

All trustees will be given a copy of the Board Code of Ethics (**Appendix G**) and the ALA Ethics Statement for Public Library Trustees (**Appendix H**). All trustees will be expected to adhere to the provisions of those documents.

A trustee may not use his/her position on the library board to prevent the library from competing with the trustee's business. It is expected that trustees, even after they complete board service, will not use confidential information acquired by virtue of being a member of the board.

## **Political Contributions**

Trustees will not make political contributions in cash, property or service on behalf of the library. If a trustee takes an active part in the political process, it must be done at the trustee's personal expense. The library will not reimburse anyone for a political contribution.

## **Political and Legislative Activity**

To ensure that the library supports legislative issues which further the basic interests of patrons and oppose legislative issues detrimental to the library mission, the following guidelines are established:

- A. The Library shall be nonpartisan in political matters, but shall support or oppose federal, state or local legislative issues as the board determines necessary and advisable. The library will not directly endorse any candidate or party.
- B. Trustees shall not engage, directly or indirectly, in partisan activities as representatives of the library, and library funds will not be used for that purpose.
- C. Trustees are free, as individuals, to participate in political activity as long as they do not utilize library funds, time, or identity.
- D. Trustees and management of the library should be aware that, because of their position, they should exercise discretion at all times to not convey the impression that the library is endorsing a political candidate.

## **Soliciting or Receiving Gifts**

Members of the library board must never offer, give, solicit or receive any form of bribe or kickback through their connection to the library district. Trustees must never solicit a personal gift of any kind from anyone who does business with the library. This restriction applies to both actual and proposed business transactions involving the library.

Trustees are prohibited from receiving gifts, fees, loans, or favors from suppliers, contractors, consultants, or

financial agencies, which obligate or induce the trustee to compromise responsibilities to negotiate, inspect or audit, purchase or award contracts, with the best interest of the library in mind.

### **Trustee - Library Director Contact Between Meetings**

It is good practice for trustees to voice questions or request information during board meetings in order for all to benefit from the response. Sometimes it is necessary to contact the library director outside of meetings for such reasons as:

- A. Performing officer duties
- B. Performing committee chairperson duties
- C. Communicating detailed, public comment/complaint
- D. Reporting an incident on library property
- E. Reporting a safety or facility maintenance concern

A trustee should first self-check to determine if other contact is needed or if desired information can be found by other means. Referencing a library policy, minutes, by laws, or even a state law may be helpful. The library director responds to trustee administrative questions; however trustee governance questions are directed to the board president or another officer. A trustee's inquiry about personal use of library services or programs should be directed to appropriate staff.

### ***Responsibilities***

#### **Accountability**

Trustees are responsible for the following:

- A. Employing a competent and qualified library director.
- B. Determining the purpose of the library and to adopt written policies to govern the operation and mission of the library.



- C. Establishing, supporting and participating in a planned public relations program.
- D. Assisting in the preparation of the annual budget and approving the final document.
- E. Knowing local and state laws and to actively support library legislation in the state and nation.
- F. Attending all board meetings and ensuring that accurate records are kept on file at the library.
- G. Attending regional, state and national trustee meetings and workshops, and to affiliating with appropriate professional organizations.
- H. Training and certifying on the Open Meetings Act.
- I. Establishing policies that encourage use of system services.
- J. Being aware of the services of the local library system.
- K. Determining programs and needs of the library in relation to the community and to keep abreast of standards of library trends.
- L. Securing adequate funds to carry on the library program.

For division of responsibility between board and library Director (**Appendix I**).

### **Advocacy**

Trustees are potentially the most powerful advocates for library programs and services, and are expected to take an active role in promoting the library. Advocacy opportunities for trustees include fund raising, legislative lobbying and public relations.

### **Authority**

Trustees have authority only when acting as a body in regular or special meetings of the board.

The board will not be bound in any way by any statement or action by any individual trustee except when such statement or action is in pursuance of an adopted board resolution or special instructions by the board, or under specified delegation of responsibility.

### **Community Relations**

Trustees have three key responsibilities in this area:

- A. Ensuring that the programs and services appropriately address the needs of those served.
- B. Advocating for library services/programs, which includes an awareness that trustees are always emissaries of the library district in the community.
- C. Cooperative action, which includes determining occasions when the library could/should take part in coalitions, joint operations, etc.

### **Finance**

Trustees have four key responsibilities in this area:

- A. Ensuring financial accountability of the library district.
- B. Overseeing an ongoing process of budget development, approval and review.
- C. Raising funds and/or ensuring that adequate funds are available to support the library's policies and programs.
- D. Overseeing properties or investments of the library district.

### **Human Resources**

Trustees have two key responsibilities in this area:

- A. Library director supervision, which includes hiring, termination, disciplining and ongoing evaluation of the library director.

- B. Personnel policies, which includes policies relating to the library director's employment, and ensuring that the library director has complete and up-to-date policies in place for management of staff.

### **Legal Obligations**

The Library Board is both responsible and liable for the library district. The library board and the law require every trustee to follow the rule of the reasonably prudent person and the principle of good faith.

### **Legal Requirements**

All trustees will be expected to recognize and accept their legal position as governing agents of the library. A trustee of the library district occupies the role of a fiduciary with regard to those served. A fiduciary is a person who holds something in trust; who may be subject to legal consequences. The duties and responsibilities of trusteeship attach automatically when trustees accept the office.

There is a certain amount of liability involved with being a trustee, so the board will discuss the liability issue to be certain that the board is adequately insured.

### **Maintaining Ethical Credibility**

Because the conduct of the board has a direct impact on public constituent perceptions about the library, trustees will maintain high credibility in adhering to legal and policy requirements.

Trustees will be active and encourage all other trustees to be active by attending meetings, studying, questioning, voting on all issues, monitoring progress and maintaining active committees.

Trustees will not condone conflicts of interest on the board. A generally accepted rule of thumb is that a trustee or his/her family may not receive any gain (tangible or intangible) through the connection with the library district.

Trustees will vote against proposed actions if they feel there is insufficient information on which to base an

opinion or feel the proposed action will be against the library's best interest. Minutes of each meeting should be carefully maintained and all votes properly recorded.

Trustees will formally adopt any rules, regulations, policies and budgets.

Trustees will receive fiscal records at regular intervals.

Trustees will ensure that standard budget forms and annual report forms are prepared and filed as required by law.

### **Management of Staff & Public Concerns**

It is the policy of the Library Board that when a trustee is contacted by a staff member or member of the general public who has a concern or complaint about the library or persons within the library, the trustee will:

#### ***Public Concerns***

- A. Remember that individual trustees have no power or authority to speak or act for the full board.
- B. Listen to the person's concern.
- C. Express a desire to reach a satisfactory solution, but make no specific promises.
- D. Explain that the board and management have established a process for handling concerns. Anyone having a complaint is encouraged to discuss concerns with the library director and if not resolved either to attend a library board meeting or to file a written complaint (**Appendix J**). Forms may be picked up at the Circulation Desk. The person originating the complaint must sign the complaint form. The nature of the complaint should be stated as well as the relief sought.
- E. Assure that person that the library director will be informed of the concern.
- F. Inform the library director of the complaint or concern.

#### ***Staff Concerns***

- A. Listen to the person's concern.

- B. Refer staff to the grievance procedure.

### **Meeting Attendance Requirement**

It is the policy of the Library Board that trustees must attend meetings to maintain governance continuity, to be fully informed about the issues on which they will vote, and to meet their responsibility to contribute to the decisions the board is required to make.

If a trustee will be absent from all or part of any meeting, the trustee is expected to contact the board president or the library director informing them of the reason for the absence. An excused absence includes a work matter, illness, family emergency, medical emergency or being out of town. An absence will be considered unexcused if there is not a reasonable explanation for the absence. If the trustee fails to notify the board president or the library director the absence is considered unexcused unless an absence is due to unforeseen circumstances such as illness or emergency.

If, after three unexcused absences within one year, an attendance problem exists with a trustee, the board president will promptly contact the trustee to discuss the problem or send a letter reminding the trustee of this meeting attendance policy and meeting dates and times. The trustee's response will be shared by the board president with the entire board at the next board meeting. In that meeting, the board will decide what actions to take regarding the trustee's future participation on the board. Such action may include a request to change the dates of the regularly scheduled board meetings or the board requesting a letter of resignation or other appropriate action from the trustee with the attendance problem.

### **Organizational Operations**

Trustees have four key responsibilities in this area:

- A. Ensuring that library's management systems are adequate and appropriate.
- B. Ensuring that the board's operations are adequate and appropriate, which includes writing policies

for conduct of meetings and operation of board business.

- C. Ensuring that organizational and legal structures are adequate and appropriate.
- D. Ensuring that the library district and its trustees meet all applicable legal requirements.

### **Planning**

Trustees have the responsibilities of establishing and reviewing the library's mission and goals regularly and evaluating library services and operations on an as needed basis.

### ***Training***

#### **Orientation and Development**

The Library Board believes that professional development for trustees is vital to good governance of the library. Therefore, new trustees will be given, within 30 days of election, a thorough orientation about the library, board operations, finance, board ethics, responsibility and liability.

The board may also include funds for board development in the annual budget. The funds may be used to pay for publications and materials to assist the trustees training and in-service programs oriented to board operations and travel, within budget constraints, to conferences and conventions that will assist trustee's development of governance skills.

#### **Workshops and Seminars**

The board may approve reimbursement for the cost of trustees attending workshops or training seminars within the limits of the budget, provided such attendance is in the best interest of the library.

Requests for reimbursement for such attendance fees must be made to the board of trustees. Appropriate documentation will be provided to the library director to support reimbursement.

## **Professional Memberships**

The board recognizes the importance of trustees staying current in fields related to their duties and the importance of maintaining professional status. Therefore, the board may approve reimbursement for the cost of professional memberships for trustees within the limits of the budget, provided such membership is in the best interest of the library.

Requests for reimbursement for membership fees must be made to the library board of trustees. Appropriate documentation will be provided to the library director to support reimbursement.

## ***Vacancy***

### **Declaration of Trustee Vacancy**

It is the policy of the Library Board to declare vacancies when an elected or appointed trustee:

- A. Declines, fails, or is unable to serve.
- B. Becomes a nonresident of the district.
- C. Is convicted of a misdemeanor by failing, neglecting, or refusing to discharge any duty imposed upon him or her by the Public Library District Act of 1991.
- D. Is convicted of a felony.
- E. Has failed to pay the library taxes levied by the district.
- F. Is absent without cause from all regular board meetings for a period of one year.
- G. Resigns because they are unable to serve.

**REQUEST TO SPEAK TO THE  
BOARD OF TRUSTEES**

This form must be completed and handed to the board president before the start of the meeting if you wish to speak to the Board during the "public comment" section of the meeting agenda.

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

GROUP/ORGANIZATION REPRESENTED: \_\_\_\_\_

SUBJECT: \_\_\_\_\_



**POLICY ON  
INDEMNIFICATION AND INSURANCE**

Section 1. The Library shall indemnify any person who was or is a party, or is threatened to be made a party to any threatened, pending or completed action, suit or proceeding, whether civil, criminal administrative or investigative (other than an action by or in the right of the Library) by reason of the fact that he or she is or was a trustee, officer, employee or agent of the Library, or who is or was serving at the request of the Library as a director, officer, employee or agent of another corporation, partnership, joint venture, trust or other enterprise, against expenses (including attorneys' fees), judgments, fines and amounts paid in settlement actually and reasonably incurred by such person in connection with such action, suit or proceeding, if such person acted in good faith and in a manner he or she reasonably believed to be in, or not opposed to, the best interests of the Library, and, with respect to any criminal action or proceeding, had no reasonable cause to believe his or her conduct was unlawful. The termination of any action, suit or proceeding by judgment, order, settlement, conviction, or upon a plea of nolo contendere or its equivalent, shall not, of itself, create a presumption that the person did not act in good faith and in a manner which he or she reasonably believed to be in, or not opposed to, the best interests of the Library, or, with respect to any criminal action or proceeding, that the person had reasonable cause to believe that his or her conduct was unlawful.

Section 2. The Library shall indemnify any person who was or is a party, or is threatened to be made a party to any threatened, pending or completed action or suit by or in the right of the Library to procure a judgment in its favor by reason of the fact that such person is or was a trustee, officer, employee or agent of the Library, or is or was serving at the request of the Library as a director, officer, employee or agent of another corporation, partnership, joint venture, trust or other enterprise, against expenses (including attorneys' fees) actually and reasonably incurred by such person in connection with the defense or settlement of such action or suit, if such person acted in good faith and in a manner he or she reasonably believed to be in, or not opposed to, the best interests of the Library, provided that no indemnification shall be made in respect of any claim, issue

or matter as to which such person shall have been adjudged to be liable for negligence or misconduct in the performance of his or her duty to the Library, unless, and only to the extent that the court in which such action or suit was brought shall determine upon application that, despite the adjudication of liability, but in view of all the circumstances of the case, such person is fairly and reasonably entitled to indemnity for such expenses as the court shall deem proper.

Section 3. To the extent that a trustee, officer, employee or agent of the Library has been successful, on the merits or otherwise, in the defense of any action, suit or proceeding referred to in Sections (1) and (2) of this Policy, or in defense of any claim, issue or matter therein, such person shall be indemnified against expenses (including attorneys' fees) actually and reasonably incurred by such person in connection therewith.

Section 4. Any indemnification under Sections (1) and (2) of this Policy or (unless ordered by a court) shall be made by the Library only as authorized in the specific case, upon a determination that indemnification of the trustee, officer, employee or agent is proper in the circumstances because he or she has met the applicable standard of conduct set forth in Sections (1) and (2) of this Policy. Such determination shall be made (i) by the board of trustees by a majority vote of a quorum consisting of trustees who were not parties to such action, suit or proceeding, or (ii) if such a quorum is not obtainable, or, even if obtainable, a quorum of disinterested trustees so directs, by independent legal counsel in a written opinion.

Section 5. Expenses incurred in defending a civil or criminal action, suit or proceeding may be paid by the Library in advance of the final disposition of such action, suit or proceeding as authorized by the board of trustees in the specific case, upon receipt of an undertaking by or on behalf of the trustee, officer, employee or agent to repay such amount, unless it shall ultimately be determined that he or she is entitled to be indemnified by the Library as authorized in this Policy.

Section 6. The indemnification provided by this Policy shall not be deemed exclusive of any other rights to which those seeking indemnification may be entitled under any agreement, vote of disinterested trustees, or otherwise, both as to action in his or her official capacity and as to action in another capacity while holding such office, and shall

continue as to a person who has ceased to be a trustee, officer, employee or agent, and shall inure to the benefit of the heirs, executors and administrators of such a person.

Section 7. The Library may purchase and maintain insurance on behalf of any person who is or was a trustee, officer, employee or agent of the Library, or who is or was serving at the request of the Library as a director, officer, employee or agent of another corporation, partnership, joint venture, trust or other enterprise, against any liability asserted against such person and incurred by such person in any such capacity, or arising out of his or her status as such, whether or not the Library would have the power to indemnify such person against such liability under the provisions of this Policy.

Section 8. For the purposes of this Policy, references to "the Library" shall include, in addition to the surviving Library, any merging Library (including any Library having merged with a merging Library) absorbed in a merger which, if the separate existence had continued, would have had the power and authority to indemnify its trustees, officers, employees or agents, so that any person who was a trustee, officer, employee or agent of such merging Library, or was serving at the request of such merging Library as a director, officer, employee or agent of another corporation, partnership, joint venture, trust or other enterprise, shall stand in the same position under the provisions of this Policy with respect to the surviving Library as such person would have with respect to such merging Library if its separate existence had continued.



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**Public Relations**                      **Rating** \_\_\_\_\_

Comments: \_\_\_\_\_

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**Board Relations**                      **Rating** \_\_\_\_\_

Comments: \_\_\_\_\_

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**Professional Responsibilities**                      **Rating** \_\_\_\_\_

Comments: \_\_\_\_\_

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Other noteworthy accomplishments or concerns not covered above:

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Were last fiscal year's individual goals met? Yes\_\_\_ No\_\_\_  
N/A\_\_\_

Were last fiscal year's Board goals met? Yes \_\_\_ No\_\_\_  
N/A\_\_\_

Explain your progress toward meeting this fiscal year's  
individual and Board goals.

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What have been your major accomplishments during this  
review period?

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Have there been any special circumstances that have helped  
or hindered you in performing your job?

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What would you like to see changed in the operation and/or organization of the Library?

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**Public Relations**

**Rating** \_\_\_\_\_

Comments: \_\_\_\_\_  
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**Board Relations**

**Rating** \_\_\_\_\_

Comments: \_\_\_\_\_  
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**Professional Responsibilities**

**Rating** \_\_\_\_\_

Comments: \_\_\_\_\_  
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Other noteworthy accomplishments or concerns not covered above:

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Were last fiscal year's individual goals met? Yes\_\_\_ No\_\_\_  
N/A\_\_\_

Were last fiscal year's Board goals met? Yes\_\_\_ No\_\_\_  
N/A\_\_\_

Explain progress toward meeting this fiscal year's  
individual and Board goals.

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**Overall Rating** \_\_\_\_\_

Director comments concerning evaluation (optional):

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Library Director \_\_\_\_\_

Date \_\_\_\_\_

Board President \_\_\_\_\_

Date \_\_\_\_\_

**Board Goal(s) for the next fiscal year**

Goal:

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\_\_\_\_\_  
\_\_\_\_\_  
Measurement: \_\_\_\_\_

\_\_\_\_\_  
Timeframe: \_\_\_\_\_

\_\_\_\_\_ Initial \_\_\_\_\_  
Goal:

\_\_\_\_\_  
Measurement: \_\_\_\_\_

\_\_\_\_\_  
Timeframe: \_\_\_\_\_

\_\_\_\_\_ Initial \_\_\_\_\_

Library Director Special Action Form

COM\_\_\_ MR\_\_\_ WW\_\_\_ DA\_\_\_ SEP\_\_\_

Lined area for notes or comments, consisting of 20 horizontal lines.

Library Director comments (optional)

Lined area for optional comments, consisting of 8 horizontal lines.

\_\_\_\_ Date\_\_\_\_\_

Library Board President

\_\_\_\_ Date\_\_\_\_\_

Library Director

**CONFLICT OF INTERESTS STATEMENT**

I have read and am familiar with the Board Policy concerning conflict of interests, and I have initialed the line opposite the appropriate paragraph below.

\_\_\_\_\_ During the past year, neither I, nor to the best of my knowledge, any member of my family has had an interest or taken any action which would contravene the policy of this board.

\_\_\_\_\_ During the past year, neither I, nor to the best of my knowledge, any member of my family has had an interest or taken any action which would contravene the policy of this board, except such interest or action fully disclosed below:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Trustee signature \_\_\_\_\_

Date: \_\_\_\_\_

**BOARD CODE OF ETHICS**

**As a member of the Board, I will...**

- A. Listen carefully to other trustees, and those served by the library.
- B. Respect the opinions of other trustees.
- C. Respect and support the majority decisions of the board.
- D. Recognize that all authority is vested in the board when it meets in legal session and not with individual trustees.
- E. Keep well-informed of developments that are relevant to issues that may come before the board.
- F. Participate actively in board meetings and actions.
- G. Call to the attention of the board any issues that I believe will have an adverse effect on the library or those we serve.
- H. Attempt to interpret the needs of constituents to the library board and interpret the action of the library board to its constituents.
- I. Refer constituents or staff complaints to the proper level on the chain of command.
- J. Recognize that the trustee's job is to ensure that the library is well managed, not to manage the library.
- K. Vote to hire the best possible person to manage the library.
- L. Represent all constituents of the library district and not a particular geographic area or special interest groups.

- M. Consider myself a "trustee" of the library district and do my best to ensure the library is well maintained, financially secure, growing and always operating in the best interests of constituents.
- N. Always work to learn more about my job as a trustee and how to do it better.
- O. Declare any conflict of interests between my personal life and my position on the library board, and avoid voting on issues that appear to be a conflict of interest.

**As a member of the Board I will not...**

- A. Be critical, in or outside of the board meeting, of other trustees or their opinions.
- B. Use the library or any part of the library for my personal advantage or the personal advantage of my friends or relatives.
- C. Discuss the confidential proceedings of the board outside the board meeting.
- D. Promise prior to a meeting how I will vote on any issue in the meeting.
- E. Interfere with duties of the library director or undermine the library director's authority.

**PUBLIC LIBRARY TRUSTEE ETHICS STATEMENT**

**Official Statement from United for Libraries**

Public library Trustees are accountable for the resources of the library as well as to see that the library provides the best possible service to its community.

Every trustee makes a personal commitment to contribute the time and energy to faithfully carry out his/her duties and responsibilities effectively and with absolute truth, honor and integrity.

- Trustees shall respect the opinions of their colleagues and not be critical or disrespectful when they disagree or oppose a viewpoint different than their own.
- Trustees shall comply with all the laws, rules, regulations that apply to them and to their library.
- Trustees, in fulfilling their responsibilities, shall not be swayed by partisan interests, public pressure or fear of criticism.
- Trustees shall not engage in discrimination of any kind and shall uphold library patrons' rights to privacy in the use of library resources.
- Trustees must distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of the library, acknowledging and supporting the formal position of the Board even if they disagree.
- Trustees must respect the confidential nature of library business and not disclose such information to anyone. Trustees must also be aware of an in compliance with Freedom of Information laws.
- Trustees must avoid situations in which personal interests might be served or financial benefits gained as a result of their position or access to privileged library information, for either themselves or others.
- A Trustee shall immediately disqualify him/herself whenever the appearance of or a conflict of interest exists.
- Trustees shall not use their position to gain unwarranted privileges or advantages for themselves or



others from the library or from those who do business with the library.

- Trustees shall not interfere with the management responsibilities of the director or the supervision of library staff.
- Trustees shall support the efforts of librarians in resisting censorship of library materials by groups or individuals.

Signature\_\_\_\_\_Date\_\_\_\_\_

*Approved by the United for Libraries Board in January 2012*

**DIVISION OF RESPONSIBILITY BETWEEN BOARD AND  
LIBRARY DIRECTOR**

Under the Illinois Public Library Law the Board of Library Trustees of the Coal City Public Library District is, among other functions, empowered to formulate "reasonable rules and regulations... in order to render the use of the library of the greatest benefit to the greatest number" and to "appoint a competent library director and necessary assistants, to fix their compensation, to remove such appointees, and to retain professional consultants as needed." Thus, in defining and delineating the division of responsibility between the board and the library director, the board recognizes that the ultimate responsibility to the community to provide "the greatest benefit to the greatest number" rests with the board. Policy determination is the board's power and duty. Management is the administrative library director's responsibility, for which he or she is responsible to the board. The division and sharing of these responsibilities fall into various categories.

Governance and Policy Making.

Goals and Objectives for the Library.

Board responsibility.

It shall be the duty of the board to determine the goals and objectives of the library and the methods of meeting them, to review the goals and objectives annually, and to evaluate progress.

Library director responsibility.

The library director shall provide assistance and direction in setting goals and objectives and in determining means of evaluation.

Joint responsibility.

The board shall relate the library and its program to the community and its needs through systematic study of the community and through systematic analysis of library service with the assistance of the library director, who shall participate fully and

prepare regular reports on current progress and future needs.

#### Written Policies.

##### Board responsibility.

The board shall determine and adopt written policies to govern operation, use, and programs of the library and shall adopt bylaws for board procedures.

##### Library director responsibility.

The library director shall recommend needed policies to the board and supply samples and sources of information. The library director shall carry out the policies as adopted by the board with recommendations and materials for study, and administer the library within the framework of the library's goals, objectives, policies, and budget.

##### Joint responsibility.

Both the board and the library director shall know local, state, and national laws which affect libraries and play an active role in initiating and supporting beneficial library legislation; shall participate fully in the library system and make use of the consultants of the Illinois State Library; shall attend regional, state, and national library association meetings and workshops when possible and join appropriate organizations working for improved libraries; and shall study library publications.

#### Governance and Policy Making.

##### Governance.

##### Board responsibility.

The board shall cooperate with other local government officials, keeping in mind the special legal responsibilities of a library board. Board members shall attend all board meetings and committee meetings to which they are assigned and shall carry out all special assignments promptly.

##### Library director responsibility.

The library director shall prepare all needed library reports to the government, the system, and the Illinois State Library and shall provide copies to the board. The library director shall attend all board and

committee meetings except those meetings or parts of meetings in which the library director's salary and tenure are discussed.

Division of Responsibility Between Board and Library Director (continued)

Finance.

Financial Status of the Library.

Board responsibility.

The board shall keep aware of the financial status of the library.

Library director responsibility.

The library director shall provide a report of budget status and expenditure at each board meeting. The library director shall supply facts and figures to the board to aid in interpreting the library's financial need.

Joint responsibility.

The library director shall prepare two annual budgets in consultation with staff and board; first, the appropriation ordinance form which anticipates the needs for the coming year, and second, an operating budget, once the available revenues are determined. The board shall work with the library director to formulate these budgets, adequate to carry out the library's goals and objectives, within any limitations of the state law.

Budget Presentation.

Board responsibility.

The board shall present the budget to the general public, shall explain and defend it, shall help to secure adequate funds, staff, and services, and shall explore all ways of increasing the library's income through tapping other sources and taking advantage of all available means of cooperating with other libraries.

Library director responsibility.

The library director shall assist the board in cooperating with other libraries and shall call the board's attention to ways of stretching the budget.

Joint responsibility.

The library director shall work with the board in interpreting budget and financial needs to public officials and the public. The board and the library director shall see that complete and accurate records concerning finances, personnel, property inventory, and annual reports are on file at the library.

**OFFICIAL COMPLAINT FORM**

Person filing complaint: \_\_\_\_\_

Date: \_\_\_\_\_

Where may you be reached: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_

Explain nature of complaint: \_\_\_\_\_

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\_\_\_\_\_

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Requested remedy: \_\_\_\_\_

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Signature: \_\_\_\_\_

Response #1 (Department Head)

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Response #2 ((Library Director)

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Response #3: (Board of Trustees)

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