

**COAL CITY PUBLIC LIBRARY DISTRICT  
BYLAWS**

**APPROVED BY  
THE BOARD OF TRUSTEES**

**REVISED  
MAY 14, 2019**

## **BYLAWS**

### **ARTICLE I: NAME**

This organization shall be called "The Board of Trustees of the Coal City Public Library District". The board shall assume the responsibility, authority, and power delegated under the provision 75 ILCS 16. The library is located at 85 North Garfield Street in Coal City. The library district serves the villages of Coal City, Diamond, Carbon Hill and includes Goose Lake and several rural areas.

### **ARTICLE II: MISSION STATEMENTS**

- Section 1. Board Mission Statement: Coal City Public Library District Board of Trustees' commitment enables the library to fulfill its mission, governs library use and behavior, provides necessary funding while striving to return value for the community's investment, and takes action that sustains an evolving library for future generations.
- Section 2. Library Mission Statement: Residents of all ages in the Coal City Public Library District will have a library that is committed to provide comprehensive informational, educational, recreational, historical and intellectual opportunities through a variety of programs, technology, resources and services in a comfortable safe environment.
- Section 3. Implicit in the above Mission Statements and the library's long range goals is a commitment on the part of the board to assume a leadership role in promoting library service.

**ARTICLE III: TRUSTEES**

Section 1. The board shall consist of seven (7) members elected for six (6) year terms. The elections shall be staggered with three (3) of seven (7) trustees to be elected in one election, two (2) of seven (7) trustees in the next election and the last two (2) trustees to be elected in the following election.

Section 2. Each trustee shall be a legal resident and a registered voter of the library district.

Section 3. Elections of trustees shall take place at the regular elections scheduled for trustees of public library districts under the general elections law.

Section 4. Elected trustees will be sworn in and begin their terms starting with the scheduled June board meeting.

Section 5. Trustees duties and responsibilities include, but are not limited to the following:

- A. Being aware of trends, developments, and community needs which affect the library.
- B. Setting library objectives, policies, board and committee meetings and public relations programs.
- C. Supporting the library director and staff as they implement library programs, policies and functions.
- D. Ensuring the library's funds serve the community's needs, conducting its financial dealings in a legal, prudent, and responsible manner.

- E. Keeping accurate and complete minutes of all official meetings, regularly reviewing meeting minutes and pertinent reports.
- F. Avoiding participation in any decision making which constitutes a conflict of interest in the administration or operational aspects of the library.
- G. Employing a competent and qualified library director and supporting personnel decisions.
- H. Attending state or national trustee meetings and workshops and being affiliated with the appropriate professional organizations as the budget allows.

Section 6. Any board vacancies shall be filled by appointment by a majority vote of the remaining trustees. This appointed trustee will serve until the next library election. A trustee shall be elected for the remainder of the unexpired term at the next regular library election.

Section 7. Members of the Board of Trustees of the Coal City Public Library District shall avoid any conflict of interest or any appearance of impropriety and shall not use the library board membership for personal gain or publicity.

Section 8. A trustee 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.

Section 9. A trustee representing the library district in any state library, library system, or ILA/ALA position shall be approved by the board of trustees and, if required, shall be nominated by the library director.

**ARTICLE IV: OFFICERS**

Section 1. The officers shall be a president, a vice president, a secretary, and a treasurer, elected from among the trustees at the June meeting of the board.

Section 2. Officers shall be elected and assume their duties at the June meeting to serve a term of two years. Section 3. The president shall preside at all meetings of the board, authorize calls for special meetings, appoint all committees, execute all documents authorized by the board, serve as ex-officio voting member of all committees, and generally perform all duties associated with that office.

Section 4. The vice-president will preside at board meetings in the absence of the president. The vice-president will assume presidential duties as acting president when the president is unable to attend consecutive meetings.

Section 5. The secretary is responsible for keeping a true and accurate record of all meetings, for board correspondence, and such other duties as are generally associated with that office. In the absence of the president and the vice-president, the secretary shall call the meeting to order. The secretary shall preside until

the board elects a chairman pro tem. The secretary shall keep and maintain an appropriate record of the minutes of all meetings, the names of those in attendance, the ordinances enacted, resolutions, rules and regulations adopted and all other pertinent written matter affecting the operation of the district.

Section 6. The treasurer shall be the disbursing officer of the board and shall perform all other such duties as are generally associated with the official business of the district. The treasurer shall make available monthly financial reports to the board and any other financial reports as requested by the board. The treasurer shall be bonded. The amount of the bond shall be based upon a minimum of 50% of the total funds received by the district in the last previous fiscal year.

Section 7. A vacancy in any office shall be filled by the board for the unexpired term.

Section 8. An executive committee consisting of the board officers may serve as advisory council to the board president, if needed.

**ARTICLE V: MEETINGS**

Section 1. The regular meetings shall be held each month, the date and hour to be set by the board at its June meeting.

Section 2. The date, place, and time of a particular meeting may be changed by the affirmative vote of a majority of the trustees present and

voting at the regular meeting prior to the meeting affected.

Section 3. Special meetings may be called by the president or by a majority of trustees.

Section 4. Trustees may attend board meetings by using communication devices. The use of communication devices shall be used sparingly and only under extraordinary, emergency circumstance.

Section 5. A quorum shall consist of four trustees who must be physically present at the meeting location. A majority of those present, either physically or electronically, shall determine the vote taken on any question unless a larger majority is specified by state or federal law.

Section 6. The order of business for regular meetings shall include, but not be limited to, the following terms:

- A. Call to order
- B. Roll call of members
- C. Correction to agenda
- D. Approval of previous minutes
- E. Correspondence
- F. Public presentation to, or discussion with, the board
- G. Treasurer's report
- H. Action of bills
- I. Director's report
- J. Committee reports
- K. Unfinished business
- L. New business
- M. Announcements

N. Adjournment

Section 7. A written agenda shall be prepared for each meeting by the board president with the assistance of the library director and then be posted. The agenda may have a consent agenda category that includes a list of routine, uncontroversial items that are approved with one motion and one vote. Trustees may add items to the agenda according to the time constraints set forth in the Open Meetings Act and Board of Trustees Policy.

Section 9. Proceedings of all meetings shall be governed by Roberts Rules of Order.

**ARTICLE VI: COMMITTEES**

Section 1. The following shall be the standing committees of the board: Budget, Policy, Building and Grounds, and Bylaws.

Section 2. Ad hoc and special committees of the board may be created from time to time as the board may decide and direct.

Section 3. All standing committees shall be appointed by the president unless the board shall otherwise direct.

Section 4. Members of standing committees shall be appointed at the June meeting to serve a term of two years.

Section 5. No committee will have other than advisory powers unless granted specific power to act.

**ARTICLE VII. LIBRARY DIRECTOR**

- Section 1. The board shall employ a library director who shall be the executive and administrative officer of the library on behalf of the board and is under its review and direction.
- Section 2. The library director shall inform the board of any employee appointment or termination. The library director shall specify the duties of all employees, and shall be responsible for the proper direction and supervision of the staff.
- Section 3. The library director oversees the care and maintenance of the library property, provides proper selection of library materials in keeping with the stated policy of the board, supervises the efficiency of the library service to the public, and maintains its financial operation within the limitations of budgeted appropriation.
- Section 4. The library director follows the policies and procedures set forth by the library board.

**ARTICLE VIII: GENERAL**

- Section 1. These rules are supplementary to the provisions of the statutes of the State of Illinois as they are related to the procedures of the boards of library trustees.
- Section 2. The Bylaws shall be reviewed biennially by the Board of Trustees.
- Section 3. Library policies will be reviewed biennially. A two-thirds vote of trustees present and voting is required to amend, suspend or rescind policy.

Section 4. The notaries public and any board designee, shall be bonded. The amount of the bond shall be a minimum of 50% of the total funds received by the district in the last previous fiscal year.

**ARTICLE IX: AMENDMENT OF BYLAWS**

Section 1. Amendments to these bylaws may be proposed in writing at any regular meeting, but must be approved by a two thirds majority of trustees present and voting at a subsequent regular meeting.