



Brimfield Public Library District Library Board of Trustees Bylaws

Article I: General Provisions

Section A: Name

The name of this institution shall be the Brimfield Public Library District, hereinafter referred to as the Library, being an Illinois unit of government organized under the Public Library District Act.

Section B: Address

The Library is located at:
111 South Galena Avenue
Brimfield, IL 61517

Section C: Mission

The Library's mission is to meet the informational, educational, and recreational needs of the community by providing materials and services.

Section D: Authority

The Board of Trustees of the Brimfield Public Library, hereinafter referred to as the Board, holds authority as specified in 75 ILCS 16/1 et seq. *Illinois Compiled Statutes*

Section F: Amendments

Amendments to these Bylaws may be proposed at any regular meeting of the Board and will become effective if adopted by a majority vote of the Board.

Article II: Trustees

Section A: Appointment

The Board of Trustees shall consist of seven (7) residents of the Library District, chosen and elected according to Illinois law. Each Trustee shall take the oath of office as prescribed by law and administered by the Director (or their designee) at the first Board meeting following their appointment.

Section B: Tenure

Trustees shall be elected for six-year terms, and the terms shall be staggered.

Section C: Compensation

Trustees are not to be compensated pursuant to statute but will be reimbursed for necessary and related expenses as Trustees.

Section D: Duties

The duties of the Board shall include, but not be limited to:

- 1.** Enacting ordinances and to make and adopt bylaws, rules, and regulations for the governance and operation of the Library.

2. Having exclusive control of the expenditure of all monies collected for the institution and of all funds held in the name of the institution.
3. Purchasing or leasing grounds and constructing, purchasing, or leasing, and occupying buildings for the use of the institution.
4. Having final authority for the appointment, review, and discharge of a Director; establishing a table of organization; setting of the salary schedule, and adopting and updating the personnel policy.
5. Securing adequate funding for the support of library services; preparing the necessary budgets, appropriation ordinances, and tax levies.

Section E: Trustee Training

1. New Trustee Training

The Library Director will provide each new Trustee a copy of Serving Our Public 4.0: Standards for Illinois Public Libraries, all Library policies and procedural manuals, a list of current Trustees, minutes and financial reports for the last 6 months, and any other pertinent information.

2. Reoccurring Training

a. OMA Training

Each Trustee shall complete the electronic Open Meetings Act training on the Attorney General's website and file a copy of the certificate of completion with the Library no later than 90 days after taking the oath of office for a new term.

b. Annual Training

On an annual basis, each Trustee shall participate in a Continuing Education (CE) activity that focuses on libraries, trusteeship, or other issues pertinent to libraries and report on this activity to the full Board. CE activities include, but are not limited to online webinars, in-person workshops, and/or library conference attendance. The Director shall make the Board aware of CE opportunities in a timely manner. Board members using their own vehicle to attend a CE activity not held at the Library shall be reimbursed for travel to and from the activity at the rate allowed by the IRS.

Section F: Vacancies

1. Resignations

Trustee resignations shall be submitted to the Director in writing and will then be forwarded to the Board President.

2. Declaring Vacancies

Vacancies shall be declared by the Board when an elected or appointed Trustee:

- a. Declines or is unable to serve.
- b. Becomes a non-resident of the District.

- c. Is convicted of a misdemeanor by failing, neglecting, or refusing to discharge any duty of office.
- d. Fails to pay the library taxes levied by the District.

3. Meeting Attendance

A Trustee may be determined to be unable to serve in the event of absence without cause from six (6) regular Board meetings within a period of twelve (12) months. Such a vacancy shall be declared with the process of a motion, seconded, and passed by a majority vote of the Board.

4. Filling Vacancies

If less than 28 months remain in a term and a vacancy occurs less than 88 days before the next regular election, the vacancy shall be filled by appointment by the remaining Trustees for the balance of the unexpired term. However, if more than 28 months remain in the term and a vacancy occurs more than 88 days before the next regular election, the vacancy shall be filled by interim appointment by the remaining Trustees until a successor can be chosen in a general election.

5. Filling Offices

In the event the role of President is no longer filled, the Vice President shall become President. In the event any other office of the Board is no longer filled, such office may be filled for the unexpired term by a special election at any regular or special meeting.

Section G: Ethics

1. Code of Ethics

Board members will return a signed copy of the Public Library Trustee Ethics Statement developed by United for Libraries, a division of the American Library Association to the Library Director once per term. Board members will adhere to the Public Library Trustee Ethics Statement and to all state and federal laws.

2. Conflict of Interest

Board members may not in their private capacity negotiate, bid for, or enter a contract with the Brimfield Public Library District in which they have a direct or indirect financial interest. A Board member shall withdraw from Board discussion, deliberation, and vote on any matter in which the Board member, an immediate family member, or an organization with which the Board member is associated has a substantial financial interest. A Board member may not receive anything of value that could reasonably be expected to influence their vote or other official action.

3. Nepotism

No staff member shall be appointed or hired who is a member of the immediate family of a Trustee. Immediate family is defined as: current spouse or domestic partner, children (including step), parents (including step/in-law), brothers (including half/step/in-law), sisters (including half/step/in-law). No Trustee shall be hired by the Library staff while serving as a Trustee. No Trustee may be appointed who is a member of the immediate family of another Trustee or employee.

4. Fines and Fees

Board members are not exempt from collection fees, material replacement fees, or other Library user fees.

5. Nondiscrimination

The Board and the Library shall not discriminate based on race, color, disability, religion, gender, gender expression, sexual orientation or identification, military status, marital status, age, national or ethnic origin, or other state or federal protected status in the administration of its policies and employment.

Article III: Officers

Section A: Officers

The officers of the Board shall be a President, a Vice President, a Secretary, and a Treasurer.

Section B: Roles and Responsibilities

1. President

The President shall preside at all Board meetings, appoint all committees, serve as ex-officio member of all committees, and perform all other such duties as may be assigned by the Board. The President, or a Trustee designated by the President, shall be the spokesperson for the Board in all matters.

2. Vice President

The Vice President, in the absence of the President, shall assume all duties of the President.

3. Secretary

The Secretary shall keep minutes of all Board meetings, record attendance, and record a roll call on all votes (except when a ballot vote is taken). The Secretary shall perform all other such clerical duties as may be assigned by the Board. The Secretary also certifies all legal documents as required.

4. Treasurer

The Treasurer shall have general authority over Library funds and shall review the financial procedures and records of the Library for accuracy and correctness. The Treasurer shall sign all the checks on the authorization of the board and cause an annual certified public review or audit of the Library's financial records.

The depository of all financial records shall be the library. In the absence of the Treasurer when they are unable to serve, the President or Vice President may perform the duties of the Treasurer. The Treasurer shall be bonded in the amount to be approved by the Board (\$250,000) and according to statute requirement.

Section C: Election and Terms

Board officers shall be elected by ballot vote for two-year terms at the regular meeting in the month of May. The president shall not serve more than two consecutive terms unless by majority Board consent.

Section D: Financial Duties

1. Authorized Signers

Officers may be listed as Authorized Signers on all Library bank accounts. A Signer's Resolution will be adopted by the Board and updated when necessary.

2. Signing Restrictions

Authorized Signers are prohibited from signing blank checks.

3. Bonding

All Authorized Signers on Library bank accounts shall be bonded.

Article IV: Committees

Section A: Standing Committees

There shall be no (0) standing committees until such time as a standing committee is created by majority vote.

Section B: Special Committees

When a vacancy in the position of Director occurs, the President shall immediately appoint a Search Committee, which shall consist of at least three (3) members, and the full Board shall select an acting Interim Director. Applications for the position of Director shall be filed at the library and available to all Board members. The Search Committee shall report the results of applications and interviews to the Board. Five votes shall be required for the Board to hire a Director.

Section C: Ad Hoc Committees

Ad hoc committees may be appointed by the President as needed, and members shall serve until the work for which they were appointed is complete. All committee reports and recommendations are advisory, and all final decisions are made by the full Board. The Library shall be the depository for all committee reports.

Article V: Meetings

Section A: Open Meetings Act

All Board and Committee meetings are held in compliance with the Illinois Open Meetings Act (OMA)

Section B: Quorum and Attendance

1. Quorum

Four (4) members shall constitute a quorum. A meeting can continue, but no action can take place, if a quorum is not present. If a quorum is not present at said meeting, a majority of Trustees present may adjourn the meeting without further notice.

2. Attendance

Trustee attendance of meetings is essential to the effective operation of the Board.

a. Absence

A Trustee who is unable to attend a meeting will call or email the Director to indicate that they will be absent. This communication should be placed as far in advance as possible.

b. Arrival and Departure

If a Trustee arrives late or leaves early, the meeting minutes shall reflect this and note the specific time.

Section C: Agenda

The agenda and/or information packet for the meetings will be emailed to the Board by the Library Director at least 48 hours prior to the meeting. Paper copies will also be made available at the library. Any Board member wishing to have an item placed on the agenda will call or email the Director two weeks preceding the meeting to have an item placed on the agenda.

Section D: Rules of Procedure

The Board, at its meetings, shall follow the rules and procedures set by Illinois Statute, these Bylaws, and unless otherwise stated, the latest edition of Robert's Rules of Order, Revised.

Section E: Decisions

Board members are encouraged to thoroughly deliberate and debate. All Board members are expected to support the final decisions made by a majority vote.

Section F: Regular Meetings

1. Meeting Schedule Ordinance

At the beginning of the Library's fiscal year, the Board shall specify the dates, times, and location of all regular meetings for the fiscal year; the fiscal year runs July 1 through June 30. The Secretary shall post the schedule of meetings in a prominent place within the Library.

2. Regular Schedule

The regular meeting of the Board shall be held on the third Monday of each month at 6:30pm. In the event that the third Monday of the month falls on a holiday or any other reason causing the Library to be closed to the general public, the regular meeting shall be held on the following Monday, or any date specified and approved by the board.

Section G: Special Meetings

Special Board meetings may be called at any time by (a) the Board President (b) the Library Director; or (c) the concurrent request of three (3) Board members. Requests for special meetings shall be addressed to the President. In accordance with OMA, a written notice will be given to all Trustees at least forty eight (48) hours in advance of the special meeting and a public notice with agenda will be posted at the Library.

Section H: Emergency Decisions

In the case of an emergency, decisions may be made by means of a telephone poll of all Trustees as directed by the President. Every reasonable attempt shall be made in such cases to contact all members of the Board. An emergency decision made via telephone polling shall be confirmed by the Board and entered into the minutes at the next regular meeting.

Section I: Closed Sessions

1. Attendance

Attendance at closed sessions of a regular meeting shall be limited to the Board, Director (except those portions of a meeting at which their appointment, employment, performance, or salary is to be discussed or decided), and other specifically invited by the President with the concurrence of the majority of the Board to attend for special reasons.

2. Adjourning to Closed Session

Upon majority vote with a quorum present at any regular or special meeting, the Board may adjourn to closed meeting to consider matters as are permitted by the Open Meetings Act. The vote of each member on the question of holding a meeting closed to the public and a citation to the specific exception contained in Section 2 of OMA shall be publicly disclosed at the time of the vote and shall be recorded and entered into the minutes of the meeting.

3. Guidelines for Closed Session

Only topics specified in the vote to close may be considered in closed session. No final action may be taken during a closed session. Closed sessions shall be recorded and such recordings shall be preserved for at least eighteen (18) months and shall only be destroyed after the Board has approved and released the minutes of the closed session. The minutes of all closed sessions shall be reviewed by the Board in February and August to determine whether the minutes should remain sealed or can be publicly disclosed.

Section J: Remote Participation at Meetings

General requirements for remote meeting participation are outlined below. Further guidelines, including the process by which remote meeting attendance shall be approved and recorded, are specified in the Library's Remote Attendance Policy.

1. Equipment Requirements

Under special circumstances, Board members unable to be physically present at a public meeting may participate in the meeting via communication devices that include, but are not limited to, audio and/or video equipment that allows all Trustees and other meeting participants to interact on all motions, discussions, and votes.

2. Quorum

Only Board members attending in person shall be counted toward establishing a quorum.

3. Prerequisites

A Trustee may attend a meeting electronically under the following conditions:

- a.** A quorum is physically present throughout the meeting.
- b.** A majority of the physically present vote to approve the electronic attendance to the meeting.
- c.** The Trustee gives at least 24 hours advanced notice to the Director or President.
- d.** The Trustee asserts one (1) of the following three (3) reasons why they are unable to attend:
 - i. Personal illness or disability;
 - ii. Employment purposes or the business of the Library
 - iii. A family or other emergency

4. Public Health/Disaster Declaration

In the event of a public health disaster, the Board may hold remote meetings if authorized by and in conformance with, Section 5 ILCS 120/7(e). In this instance, each member present electronically is considered present when determining quorum and participating in all proceedings.

Article VI: Rules of Order

The order of business at all regular meetings shall be:

- 1.** Call to Order
- 2.** Attendance (Declaration of a quorum)
- 3.** Agenda Revision and Approval
- 4.** Public Comment
- 5.** Secretary's Report (Approval of previous month's meeting minutes)
- 6.** Treasurer's Report (Approval of previous month's financials and current month's bills)
- 7.** Director's Report
- 8.** Committee or Special Reports
- 9.** Unfinished Business
- 10.** New Business
- 11.** Executive Session (Closed Session)
- 12.** Announcements

13. Adjournment

Article VII: Public Comment

Meetings of the Board are open to the public except when the Board is in executive session. The Library Board of Trustees welcomes public participation and shall hear from individuals and groups pursuant to the guidelines outlined below:

Section A: Special Reports

Requests by the public to present a Special Report to the Board must be in writing and received by the Thursday prior to the commencement of a regular meeting. The individual or group will be given an appropriate amount of time to address the Board as determined by the Board.

Section B: Public Comment

1. Residency

Only Brimfield Public Library District residents, taxpayers, or individuals who own property within the Library district may address the Board on matters of Library Business.

2. Identification

Members of the public wishing to speak shall be asked to sign in at the beginning of the meeting and provide their full name, address, the subject they intent to address, and if they are representing an organization or entity, the name of the organization or entity. Speakers must identify themselves before speaking.

3. Time

The time allowed for each individual to speak shall be three (3) minutes per person, with an overall limit of thirty (30) minutes of public comment allowed at each Board meeting unless extended by majority vote.

4. Attendance

The Public Comment period is established for members of the public who physically attend Board meetings. The comment period is not available to individuals who wish to address the Board by remote means. Members of the public who do not attend Board meetings in person are welcome to submit comments to the Library by other means, including mail or email.

5. Decorum

No speaker may use language that is obscene, disruptive, scurrilous, or recklessly defamatory. The Board President shall be allowed to terminate the public comment for repetitive, irrelevant, or disruptive commentary. Individuals who speak out of turn or become disruptive shall be asked to leave the meeting. Members of the public are asked to limit their comments to Library business.

6. Handouts

Speakers may provide written copies of their comments and other written materials to the Board. Written materials shall not be added to the meeting's published record.

7. Groups

Groups are asked to designate a single spokesperson.

8. Questions and Resolution

Public participation allows public comment but does not include a Question and Answer segment. Staff and Trustees will not respond to those who speak at a meeting but shall follow up when applicable. Before speaking at the Board meeting, members of the public are urged to seek solutions to their concerns by addressing them to the Library's administration.

Article VIII: Records

Section A: Access

It is the policy of the Library to permit access to as well as inspection and copying of public records in accordance with the Illinois Freedom of Information Act (FOIA) and any other relevant statutes.

Section B: Custody

All records and accounts of the Library and of the Board shall be kept in the Library in the custody of the Director. All such records and accounts shall be open to the inspection and use of all Trustees at all reasonable times. Such records shall include the financial reports, the minutes of all meetings, and all other pertinent written matter that affect the operation of the library. Personnel Records are confidential, shall be kept in a secure place, and only the Director or any person authorized by the Director shall have access to these records.

Section C: Posting of Minutes

The minutes of the Board meetings open to the public shall be posted on the library's website within 10 days of their approval and shall remain posted on the website for at least 60 days after their initial posting.

Section D: Audits and Reviews

Financial records shall be reviewed and/or audited annually by a CPA; a review report shall be filed for the prior fiscal year in compliance with all relevant statutes. Such reports shall certify the accuracy of the records, their completeness, and list discrepancies, if any.

Article IX: Executive Officer

Section A: Director

The Director shall be considered the executive officer of the Board and shall have sole charge of the administration of the Library's day-to-day operations under the direction and review of the Board.

Section B: Duties

The duties of the Director shall include, but are not limited to:

1. Care of the Library building(s) and equipment
2. Hiring, supervision, disciplining, and removal of Library staff
3. Financial operation of the library within the limitations of the budgeted appropriation
4. Recommendation of policies and procedures in line with the law and the Library's mission; implementation of policies adopted by the Board
5. Preparation of monthly and annual reports for the purpose of keeping the Board advised of the condition of the Library and how it may best serve the Public
6. Preparation of annual budget for Board review
7. Oversight of Library material selection
8. Attendance of all regular and special/ad hoc meetings; the Director shall have no official vote.

Section C: Expenditures

The Director shall have the sole discretion to approve all expenditures up to and including a cost of \$5,000. Expenditures for individual items and one-off services or projects which cost over \$5,000 shall require approval by a majority vote of the Board. The Director and Board shall comply with all State statutes pertaining to competitive bidding.

The following approvals would be needed in a building related emergency, depending on the emergency costs to be incurred:

1. \$0-\$5,000 – approval by the Director
2. \$5,000-\$24,999 – approval by a majority vote (4) of the Board.
3. \$25,000 and up – approval by at least 6 trustees to waive competitive bidding in an emergency pursuant to 75 ILCS 5/5-5.

Section D: Termination

Termination of the Director shall require a vote of five (5) or more members of the Board voting in favor of termination.

Article X: Bylaws Adoption

These Bylaws shall be in full force and effective upon their adoption and all prior bylaws are hereby repealed.

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