

**COLONA DISTRICT PUBLIC LIBRARY
BOARD OF TRUSTEES
CONSTITUTION AND BY-LAWS
OCTOBER 12, 2022**

Article 1. Colona District Public Library Statement of Mission

The Colona District Public Library provides services and high interest materials in a variety of formats. This enables the district residents to obtain information to meet their personal and educational needs. Special emphasis is placed on stimulating young readers to use and enjoy the library and to provide services for students of all levels.

Article 2. The Board of Trustees of the Colona District Public Library

1. The Board of Trustees shall be composed of 7 members elected by the voters of the District. Trustees shall be residents of the District. Elections shall be held biennially under the provisions of the Illinois election law.
2. A term of office will be 4 years with a Trustee serving until a successor is elected.
3. Terms of office are to be staggered with 3 terms expiring every other biennial election, 4 terms the next and so forth.
4. The May meeting shall serve as the Annual Meeting of the Board. At this meeting, officers will be elected and any necessary committees appointed.

Article 3. Meeting

1. To conduct District business the Board will meet monthly or as often as necessary, but no less than five times per year. The dates and times for the regularly scheduled monthly meetings will be determined at the Annual meeting in May and will be posted in the library.
2. Special meetings may be called by the President, Recording Secretary, or by any 4 Trustees.
3. All meetings will comply with appropriate Illinois meeting laws.
4. A quorum for the transaction of business will be 4 Trustees.
5. The order of business may be as follows:
 - Call to order
 - Recognition of visitors
 - Minutes of the last regularly scheduled meeting and
 - any special meetings that occurred in the interim
 - Treasurer's report

- Children's Librarian report
- Communications
- Administrative Librarian's report
- Committee reports
- Old business
- New business
- Further business
- Adjournment

Article 4. Committees

1. The purpose of any district library committee is to make recommendations on a particular subject to the Board of Trustees. Committees may not take any action until authorized by the Board.
2. Committees may be formed at any time by the Board. The committee chair-person will however be appointed by the President of the Board.
3. Committees may be composed entirely of board members or may be composed of Trustees and interested members of the District. However, the chair-person of any committee will be a member of the Board.

Article 5. Duties of the Officers

1. President

1. Preside at meetings of the Board.
2. Appoint all standing and special committees authorized by the Board.
3. Authorize any calls for special meetings.
4. Perform any duties as specified by Illinois Law.
5. Communicate frequently with the Library Director on all matters of library operations and policy.
6. Conduct and manage the annual review of the Library Director.
7. Monitor the progress and performance of standing and special committees.

2. Vice President

1. Perform all duties of the President in his/her absence

2. Review and verify IPLAR before Director submits the annual report required by state law.
3. Perform such other duties as may be assigned to him/her by the President.

3. Recording Secretary

1. Be responsible for keeping and maintaining accurate minutes of the proceedings of the Board, including keeping a record of all meetings, attendance, ordinances enacted, resolutions, rules and regulations adopted and any other pertinent written matter regarding the operation of the District.
2. The power to administer oaths and affirmations as necessary.
3. File any and all reports or certificates with the State of Illinois and with the Henry County Clerk as specified by Illinois Law.
4. Answer correspondence as assigned.

4. Treasurer

1. Will review the monthly Financial Reports and report to the Board their findings during Board meetings for Board approval.
2. Shall be bonded as specified by Illinois Library Law and the cost of the bond shall be borne by the District.
3. Review and verify Financial Reports as required by current Illinois law with the contracted accountant and contracted auditor.

Trustee Duties, Functions, and Responsibilities

The following listing stems from library law but is essentially more closely allied to the traditions of service which have come to be generally agreed upon among library trustees. It is based on a study of the publications which constitute the basic literature of library trusteeship.

1. Attend Board meetings.
2. Employ a competent and qualified Library Director at an adequate salary.
3. Establish conditions of employment and provide for the welfare of the staff.

4. Study the programs and needs of the library in relation to the community keeping informed on community changes, trends, needs and interests.
5. Determine the purposes and objectives of the library and re-examine them periodically.
6. Determine and adopt written policies to govern the operation and program of the library and assign their execution to the Library Director and the staff.
7. Study, adopt and implement a clear cut policy and procedure in the area of book selection and censorship.
8. Establish rules and regulations governing the use of the library upon the recommendation of the Library Director.
9. See that accurate records are kept on file at the library.
10. Secure adequate funds from the appropriating agency and from new sources if necessary, to carry out the library's program and to make the objectives for constantly improved service a reality.
11. Administer gifts of money and property according to the terms of bequests.
12. Assist in the preparation of an annual budget.
13. Report regularly to the governing officials and to the general public.
14. Coordinate library activities with those of public officials, civic groups and other community organizations.
15. Contribute special knowledge of the community to library staff members so they can effectively serve the community which supports the library.
16. Review state, local and federal library laws.
17. Actively support state and national library legislation which improves and expands library service.
18. Keep abreast of public library standards and library trends.

Article 6. Duties of the Administrative Librarian

1. The Administrative Librarian shall be an executive member of the Board and shall carry out the District policies as defined by the Board.
2. The Administrative Librarian shall fulfill all duties and requirements as defined by the Board and in the District Personnel Policies.
3. The Administrative Librarian shall be chief administrator with the ultimate responsibility for all services, book selection, personnel management and physical facilities.

4. It is the responsibility of the Administrative Librarian to follow the policies established by the Library Board.
5. The Administrative Librarian shall have the authority to hire and fire Library personnel subject to the approval of the Library Board.
6. The Administrative Librarian is authorized to spend up to \$500.00 on any single item without prior board approval.
7. The Administrative Librarian is authorized to make deposits into appropriate Library accounts. Such deposits include, but are not limited to, the deposit of accumulated fees and fines, gifts, donations, and grants.

Evaluation of the Administrative Librarian

1. The Board of Trustees may meet no later than 30 days prior to the start of the fiscal year to discuss their evaluation of the Administrative Librarian relative to the position description.
2. The Board President will discuss with the Administrative Librarian the results of their evaluation discussion and their recommendations. Any salary changes will be effective on the first payroll following the start of the fiscal year.

Article 7. Amendments to the By-Laws

1. These by-laws shall be reviewed biennially or upon the recommendation of the Administrative Librarian.
2. Proposed amendments are to be presented at a regularly scheduled Board meeting and then adopted or rejected by a majority vote at the next regular meeting.

Reviewed 10/98

Revised 5/00

Revised 4/03

Revised 10/06

Revised 06/08 to eliminate Assistant Treasurer and Corresponding Secretary positions

Reviewed 10/08

Reviewed 10/09

Reviewed 10/10

Changed 10/20 Article 5 Duties of President and Treasurer updated, 5. Board of Trustees added approving expenditures over \$500.

Changed 10/22 Article 5 Duties of Trustee and Administrative Librarian updated SC