



Bylaws of the Mattoon Public Library

These rules are supplementary to the provisions of the statutes of the State of Illinois as they relate to the procedures of Boards of Library Trustees.

Regular Meetings

The regular meeting of the Board of Library Trustees of the Mattoon Public Library shall be on the first Monday of each month. The meeting shall be at the library at 5:15 pm. The meetings shall be open to the public and noticed in advance. At the beginning of each fiscal year, the library director shall then (1) provide for the local newspaper the schedule of regular meetings of the board for the ensuing fiscal year, and (2) post the schedule of meetings in the library. Both notices shall have the dates, times, and places of such meetings.

Special Meetings

Special meetings shall be held at any time when called by the president or secretary or by any three trustees of the board, provided that notice with the agenda of the special meeting is given at least 48 hours in advance, except in the case of a bona fide emergency, to board members and to any new medium which has filed an annual request for notice under the Open Meetings Act; no business except that stated in the notice and agenda shall be transacted. Notice and agenda shall be posted 48 hours in advance on the Website and at the library except in the case of a bona fide emergency.

Annual Meeting

An annual meeting shall be held in April for the purpose of hearing the annual reports of the librarian and committees. The report should include a summary of the year's work with detailed account of the receipts and expenditures, a budget for the following year, and other information according to statute.

Quorum

A quorum at any regular meeting shall consist of a simple majority of current appointed trustees in attendance.

A quorum at any special or emergency meeting shall consist of a simple majority of all current appointed trustees. If necessary appointed trustees will be able to attend and vote by any electronic means available.

Board of Library Trustees

The Board of Library Trustees of the Mattoon Public Library is charged with the responsibility of the governance of the library. The Board will hire a skilled Library Director who will be responsible for the day-to-day operations of the library. The Board

will meet at least once per month. These meetings will be open to the public, and noticed in advance.

The agenda and/or information packet for the meetings will be distributed to the Board by the Library Director one week prior to meetings. Any Board member wishing to have an item placed on the agenda will notify the Library Director in sufficient time preceding the meeting to have the item placed. Any Board member who is unable to attend a meeting will notify the library to indicate that he or she will be absent. Due to the fact that a quorum is required for each meeting, this phone call should be placed as far in advance as possible.

Officers and Elections

The officers of the Board shall be a president, a vice-president, a secretary, and a treasurer. Those officers shall be elected by a ballot vote for a 1 year term at the regular meeting in the month of May. In the event of a resignation from an office, an election to fill the unexpired term of that office will be conducted by a ballot vote at the next regular meeting.

Offices of the Mattoon Public Library Board of Trustees include:

- President
- Vice President
- Secretary
- Treasurer

Standing and Special Committees

The standing committees shall be appointed annually in the month of May and shall consist of three members including the Library Director. The standing committees at their first meeting shall elect a chairperson. Special committees may be appointed by the president to present reports or recommendations to the Board and shall serve until the completion of the work for which they were appointed. The standing committees are;

- Policy Committee
- Finance/Fund Raising
- Personnel Committee

If need be the Board of Trustees may pass additional or special committees to handle special projects. The library shall be the depository of all committee reports.

Order of Business

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

1. Call To Order
2. Visitors Comments
3. Read and Approval of Reports
4. Bills
5. Discussion

6. Approval
7. Committees
8. Executive Sessions
9. Adjournment

Parliamentary Procedure

The President of the Board of Trustees shall conduct an orderly meeting. Any decision made by the board will follow the preceding order;

1. Motion made by any member of the board other than the President.
2. The motion will be seconded by a different board member.
3. Votes will be vocal unless otherwise dictated by policy (such as the elections for board officers). Each present board member will vote voice their vote starting with the Vice President and rotating clock wise.
4. A motion will either pass or fail by a majority vote of the assembled members as long as a quorum is present.
5. The Secretary of the Board of Trustees will record all votes.

New Trustees

The librarian shall meet with new trustees to examine the property and review services and shall present to new trustees a packet which includes the Library Policy and other procedural material, a list of trustees and committees, minutes and financial reports for the previous 12 months, and other pertinent information.

Duties of the Librarian

The librarian shall administer the policies adopted by this Board. Among duties and responsibilities of the librarian shall be that of hiring personnel, directing, supervising and disciplining of all staff members, monthly and annual reports as required by the Board, system, and state, and recommending such policy and procedure as will promote the efficiency and service of the library.

Amendments

Amendments to these Bylaws, the Library Policy, or any other policy or procedural document may be proposed at any regular meeting of the Board and will become effective if and as adopted by a majority of those members present providing they represent a quorum.

Administrative Records

Administrative records of the library shall be kept in the library and shall be available to the general public upon request. These shall include the monthly and annual reports of the library, all financial reports, minutes of the public Board meetings, and actions and other such items as the Board or Librarian shall file there.

Staff personnel records are confidential and shall be kept in a secure place, and only the Librarian or any person authorized by the Librarian shall have access to these records.

Confidential records of the Board, such as personnel records concerning the Librarian, shall be kept in the library, and only members of the Board shall have access to these records.