

# **Bethalto Public Library District Board of Trustees Bylaws**

## **Article 1 Identification**

**Section 1.** The name of this organization shall be the Board of Trustees of the Bethalto Public Library District existing by virtue of the provisions of the laws of the state of Illinois. The board shall consist of seven members who shall be elected to a term of six years.

**Section 2.** The purpose of the Board of Trustees of the Bethalto Public Library District shall be to govern the affairs of the library according to the applicable statutes and laws.

## **Article II Membership**

**Section 1.** A trustee shall:

- Be a legal resident of the Bethalto Public Library District for the duration of their term.
- Have a genuine interest in the library and community.
- Have a general knowledge of library procedure.
- Be ready to devote time and effort.
- Be able to work well with other board members, the library staff, and the public.
- Be willing and able to attend board meetings.

**Section 2.** Prospective trustee members should:

- Contact director for information and notice of intent.

**Section 3.** The term of office of a trustee shall be six years. If a member is appointed to serve an unexpired term of office, they will run for office at the next general election to serve out the remainder of the term.

**Section 4.** Members shall be expected to attend all meetings except as they are prevented by a valid reason. If a trustee is unable to attend a regular scheduled meeting, they shall contact the director prior to the meeting.

**Section 5.** A trustee may be removed only by majority vote of the Board and only upon a showing of good cause. Good cause shall include but not be limited to:

- Failure to attend regular monthly Board meetings for one full year.
- Violations of the Board's Conflict of Interest.

**Section 6.** A trustee shall resign from the Board of Trustees by writing a letter of intent to the Board President. Upon receipt of such notification, the position will be declared vacant.

**Section 7.** Vacancies as a result of resignation or removal shall be filled by a vote of the majority of the Board, to serve until the next general election at which time a trustee shall be elected to serve out the remainder of the term.

## **Article III Officers**

**Section 1.** The officers of the Board shall be President, Vice President, Secretary, and Treasurer.

**Section 2.** The officers shall be elected at the scheduled board meeting after the spring election.

**Section 3.** The officers shall assume their duties upon election and shall serve a term of two years. No member shall hold more than one office at a time.

**Section 4.** A vacancy occurring in any office shall be filled for the unexpired term by a person elected at the next regular Board meeting.

**Section 5.** The president shall preside at meetings of the Board, authorize calls for special meetings, appoint, as needed, all committees, execute all documents authorized by the Board, serve as an ex-officio voting member of all committees, and generally perform all duties associated with that office.

**Section 6.** The vice president, in the event of the absence or disability of the president, or of a vacancy in that office, shall assume and perform the duties and functions of the president.

**Section 7.** The secretary shall keep a true and accurate record of all meetings of the Board and shall perform such other duties as are generally associated with that office.

**Section 8.** The Treasurer shall oversee the accounts and financial records of the district, including a record of all receipts, disbursements, and balances in any funds.

**Section 9.** Two trustees shall be chosen by the full board to sign all checks drawn on funds held by the library.

## **Article IV Committees**

**Section 1.** The following standing committees shall be appointed by the president, as needed, after election of officers: Personnel, Finance, and Building. The committees will be appointed for one year or as needed. The committees shall make recommendations to the Board as pertinent to Board meeting agenda items.

**Section 2.** Special committees may be created by the Board for a specific purpose, automatically dissolving when its work is done and its final report is accepted.

**Section 3.** The president of the Board shall be an ex-officio member of all committees and shall have a full vote upon all matters at such committee meetings he/she may attend.

## **Article V Meetings**

**Section 1.** Regular meetings shall be held on the second Thursday of each month at 7:00 p.m. at the Bethalto Public Library District, 321 S. Prairie, Bethalto, IL.

**Section 2.** All meetings of the Board shall be held in accordance with the provisions of the Open Meetings Act (5 ILSC 120 et al).

**Section 3.** In accordance with 5 ILSC 120/7(c) and 5 ILCS 120/7(a), when a quorum is physically present, trustees are permitted to attend board meetings via audio and/or video communication in the event that they are unable to be physically present due to personal illness or disability, family or other emergency, or when employment or library board business necessitates an absence. Attendance via email or text is prohibited.

**Section 4.** A quorum for the transaction of business at any meeting shall consist of at least four members of the Board being present. If a quorum is lacking at any meeting of the Board, the majority of the members present may adjourn the meeting and may schedule a new meeting. If a quorum is lacking, members can be polled to pay current bills. Proxy votes will not be allowed.

**Section 5.** All meetings shall be conducted in accordance with Roberts' Rules of Order, latest revised edition, when not inconsistent with these bylaws and any statutes applicable to this Board.

**Section 6.** The order of business for regular meetings shall include, but not be limited to the following items: Roll Call, Minutes, Bills and Invoices, Financial Statement, Public

Participation, Communications, Librarian's Report, Committees, Unfinished Business, New Business, and Adjournment.

**Section 7.** Notices of scheduled Board meetings shall be provided to board members before the meeting and shall include the agenda, financial statements, librarian's report, and any other reports pertaining to business that would require Board action.

**Section 8.** Special meetings may be called by the President or any two Library Board members by phone or written notice at least 48 hours before the scheduled special meeting. Minutes will be taken at all special meetings.

**Section 9.** Votes on motions shall be by roll call vote and recorded in the proceedings of the Board.

## **Article VI Library Director**

**Section 1.** The Board shall select and appoint a competent and qualified library director who shall be the administrative officer of library operations. The library director will be under the direction and review of the Board and subject to the policies established by the Board. The director will act as technical advisor to the Board. The director shall attend all Board meetings but shall have no vote.

**Section 2.** The director shall be responsible for the care of the buildings and equipment, for the employment and direction of the staff, for the efficiency of the library's service to the public, and for the operation of the library under the financial conditions set forth in the annual budget. The director shall perform other duties as may be assigned from time to time by the Board.

**Section 3.** It shall be the duty of the director to attend all meetings of the Board and committees of the Board where action may be taken affecting the interests of the library.

**Section 4.** The director shall prepare the Board agenda / packet for each monthly meeting. Included in the packet shall be a monthly librarian's report.

## **Article VII Conflict of Interest**

**Section 1.** Board members may not in their private capacity negotiate, bid for, or enter into a contract with the Bethalto Public Library District in which they have a direct or indirect financial interest.

**Section 2.** Board members 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.

**Section 3.** Board members may not receive anything of value that could reasonably be expected to influence his or her vote or other official action.

**Section 4.** Members of the Board shall file a Statement of Economic Interests pursuant to the Illinois Governmental Act with Madison County.

## **Article VIII Bylaws and Amendments**

**Section 1.** These Bylaws may be amended at any regular meeting of the Board provided written notice of the proposed amendment shall have been provided to all members with their board packet for the meeting at which such action is proposed to be taken. The proposed amendment shall have been presented for action at a previous meeting.

**Section 2.** The Bylaws may be amended by the affirmative vote of a two-thirds majority of the Board members present.

**Section 3.** These Bylaws shall be reviewed by the Library Board annually.

Adopted by the Board of Trustees of the Bethalto Public Library on the 16<sup>th</sup> day of January 2003.

*Adopted – January 16, 2003*

*Reviewed – January 18, 2018, February 13, 2025*

*Revised or Amended – October 21, 2010, October 14, 2021, February 8, 2024*