

**BOARD BY-LAWS****ARTICLE I - AUTHORITY****Sec. 1**      **Establishment**

The Rockford Public Library was established in 1872 under the provisions of (now) 75 ILCS 5/1-0.1, et seq. (The Local Library Act in the Illinois Compiled Statutes) and (now) Chapter 15, Article 1 of the code of Ordinances of the City of Rockford.

**Sec. 2**      **Governance**

The governance of the Rockford Public Library is vested in a Board of Trustees per Chapter 15, Article 2 of the Ordinances of the City of Rockford. Such Board consists of nine members appointed by the Mayor and approved by the City Council.

The powers and duties of the Board of Trustees are set forth in Chapter 15, Article 5 of the Code of Ordinances of the City of Rockford; and the Local Library Act, 75 ILCS 5/1-0.1, et seq, especially 75 ILCS 5/4-7 and 7.1.

The Board of Trustees acts in compliance with the Illinois Open Meetings Act, 5 ILCS 120/1.01, et seq. of Illinois Compiled Statutes; Freedom of Information Act, 5 ILCS 140/1, et seq. of Illinois Compiled Statutes; Public Officer Prohibited Activities Act, 50 ILCS 105/3, et seq., Illinois Compiled Statutes,; and the Illinois Governmental Ethics Act, 5 ILCS 420/1101, et seq., Illinois Compiled Statutes, and any other applicable laws.

**ARTICLE II - MEETINGS****Sec. 1**      **Regular Meetings**

(a) Regular meetings of the Board of Trustees shall be held on the fourth Monday of each month unless otherwise voted by the Board.

(b) If a regular meeting falls on a holiday, then such regular meeting shall be on the preceding Monday evening.

**Sec. 2**      **Annual Meeting**

The annual meeting shall be the regular meeting in July of each year at which meeting the officers as specified in Article III, Section 1, shall be elected.

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### Sec. 3      Special Meetings

- (a) Special meetings of the Board of Trustees may be called at the request of the President or any two Trustees.
- (b) The person or persons calling any special meeting may fix any place within the City of Rockford, Illinois as the place for holding such meeting.
- (c) Notice of any special meeting shall be given at least three days prior thereto by written notice delivered personally or mailed to each Trustee at his business or residence address.
- (d) The purpose of the special meeting shall be stated in the notice of the special meeting, and no other business shall be transacted at such special meeting.

### Sec. 4      Quorum

- (a) A majority of the members of the Board of Trustees shall constitute a quorum for the transaction of business.
- (b) A majority of the members of any committee of the Board of Trustees shall constitute a quorum for the transaction of business by that committee.

In case no quorum is present, a majority of the members present may adjourn a meeting from time to time.

### Sec. 5      Minutes

- (a) A copy of the minutes of each meeting of the Board of Trustees shall be mailed to each Trustee at his business or residence within the week preceding the forthcoming meeting.
- (b) The minutes will not be read at the next meeting of the Board of Trustees unless two Trustees so request.

### Sec. 6      Order of Business

The order of business at each regular meeting shall be as follows unless an expanded agenda incorporating these topics has been developed:

1. Roll call and establishment of a quorum.
2. Consideration of minutes of previous meeting
3. Public speakers forum
4. Executive Committee

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5. Financial report
6. Officers' reports
7. Board committees' reports
8. Staff reports
9. Unfinished business
10. New business
11. Adjournment

**Sec. 7**      **Governance**

Meetings of this Board shall follow Roberts' Rules of Order, when not in conflict with the bylaws and rules adopted by said Board. Trustees are asked to distinguish clearly in their actions and statements between their personal views and the adopted positions of the Board, acknowledging the formal position of the Board even if they personally disagree.

**Sec. 8**      **Waiver of Notice Where Notice is Required**

(a) Any and all members of the Board of Trustees may waive notice in writing of any change in the time and place of the annual, any regular, or special meeting, and attendance and waivers of all members shall validate any business transacted at such meetings where notice has not been given in accordance with these bylaws.

(b) A waiver of notice may be given before or after the meeting.

**ARTICLE III - OFFICERS****Sec. 1**      **Officers Required**

The officers of the Board of Trustees shall be a President, a Vice President, a Secretary and a Treasurer who shall hold office for one year, or until their successors shall have been elected.

**Sec. 2**      **President**

The President shall preside at all meetings, appoint all standing and special committees and be ex-officio member of same. He/she shall cause to be prepared the annual report of the Board of Trustees to the City Council. The President shall annually appoint an ad hoc Nominating Committee, no more than one of who shall be a current member of the Executive Committee. The Nominating Committee shall ask Board members to submit names of possible candidates for office. The Nominating Committee shall prepare a proposed slate of officers for the annual meeting.

**BOARD BY-LAWS**Sec. 3      Vice President

In the absence of the President or in the event of his/her inability to act, the Vice President shall perform all the duties of the President. The Vice President shall also chair the Program Planning and Service Policies Committee.

Sec. 4      Secretary

The Secretary shall keep a record of the proceedings of all regular and special meetings of the Board of Trustees, cause copies of the minutes to be mailed to the Trustees, and notify Trustees of meetings. The Secretary shall also chair the Strategic Planning Committee.

Sec. 5      Treasurer

The Treasurer shall cause to be kept an account of all moneys received and paid out, and present a monthly comparison of same in relation to the budget. The Treasurer shall also chair the Financial Planning and Properties Committee.

Sec. 6      In case of a vacancy in any office, the board shall elect an officer to fill the unexpired term of such vacancy at its next regular meeting.

**ARTICLE IV - COMMITTEES**Sec. 1      Standing Committees

- (a) There shall be three standing committees, to be known as the Financial Planning and Properties Committee, the Program Planning and Service Policies Committee, and the Strategic Planning Committee.
- (b) The Financial Planning and Properties Committee and the Program Planning and Service Policies Committee shall consist of three or more Trustees appointed by the President at the annual meeting of the Board of Trustees, or as soon thereafter as practicable, and the Executive Director who shall not vote. The Strategic Planning Committee shall consist of the Secretary, as chair, and at least two Trustees appointed by the President, the Executive Director and as many members from the staff and the community as the Secretary shall deem appropriate.
- (c) The Executive Committee of the Board shall consist of the President, Vice President, Secretary, and Treasurer.

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### Sec. 2      Financial Planning and Properties Committee

(a) Policies

The Financial Planning and Properties Committee shall develop and monitor policies related to revenue arising from any source for library use, the investment of all moneys received from any source, wages and employee benefits, and purchasing.

(b) Budget

It shall prepare the annual appropriation budget for the ensuing year, and shall report same to the Library Board of Trustees on or before the December meeting.

It shall transmit such budget to the City Budget Officer after approval of the Board.

(c) Audit

It shall cooperate each year with the City's audit of financial activities.

It shall recommend to the Board of Trustees annually whether to commission and fund an independent audit. The audit, if authorized, shall be presented to the Board at the earliest possible date.

(d) Properties

It shall develop and monitor policies related to the preservation, enhancement, furnishing, replacement or acquisition of physical properties belonging to or used by the library.

Items or activities in the above category for which funds have been budgeted may be acted upon without further Board approval; items or activities which were not so included shall be recommended to the full Board for action.

### Sec. 3      Program Planning and Service Policies Committee

(a) Service Policies

The Program Planning and Service Policies Committee shall develop and monitor policies related to library services and programs existing or to be developed or to be eliminated, reduced or otherwise modified.

(b) Planning and Evaluation

It shall oversee the assessment of library service needs and the planning and the evaluation of library service programs.

**BOARD BY-LAWS****Sec. 4**      **Strategic Planning Committee**

- (a) The Strategic Planning Committee will annually report progress to the board made on the goals and objectives and continually encourage progress toward achieving the goals and objectives of the Rockford Public Library's most current Strategic Plan.
- (b) In consultation with other standing committees, this committee will plan and develop and recommend future strategic planning to the Board of Trustees as the need arises.
- (c) The committee will review and make recommendations to the Board on service changes not included in the Strategic Plan.
- (d) The committee will recommend to the Board of Trustees such community efforts as fund raising, bond issues, and tax rate increases as the need for increased or different services arise.

**Sec. 5**      **Executive Committee**

- (a) The Executive Committee shall develop agendas and plan work for the Library Board. It shall act for the Board in cases of emergency.
- (b) It shall, with the Executive Director, develop and monitor policies for all matters relating to employee relationships.

**ARTICLE V - EXPENDITURES****Sec. 1**      **Payment of Bills**

Bills, when allowed, shall be paid by the City Comptroller upon vouchers submitted by Library. All disbursement vouchers must be approved and signed by the Director or his/her designee.

**ARTICLE VI - ADMINISTRATION**

**Sec. 1**      The Board's chief Executive Officer shall be officially titled the Executive Director, and shall be a graduate of a fifth year program of a library school accredited by the American Library Association.

The Executive Director shall be responsible for the administration of the library.

**Sec. 2**      (a) The power of appointment and dismissal of the Executive Director shall be vested in the Board of Trustees.

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- (b) The Executive Director shall be evaluated at least annually by December of each calendar year on the basis of professional ability and performance unless changed by mutual agreement of the Executive Director and the Board or on a determination of necessity by the Board.
- (c) The appointment, employment, and termination of supporting staff shall be the responsibility of the Executive Director and within the appropriate policies adopted by the Board.

- Sec. 3 Subject to the approval of the Board of Trustees, the Executive Director shall have supervisory charge of all the library buildings and all appurtenances thereto, as well as all employees connected therewith.
- Sec. 4 The Executive Director shall be held strictly responsible for the care and preservation of the property in charge of the Board of Trustees: the classification, cataloging, and shelving of library materials; the enforcement of the rules, and the accuracy of the records, as well as the reliability of his/her accounts.
- Sec. 5 He/she shall attend the meetings of the Board of Trustees and assist the Secretary and Treasurer in the performance of their duties.
- Sec. 6 He/she shall cause to be kept an itemized account of all receipts and expenditures on behalf of the library and provide a monthly financial report to the Board of Trustees.
- Sec. 7 He/she shall make a monthly report of the operations of the library to the Board of Trustees.
- Sec. 8 During February, he/she shall make an annual report of the operation of the library to the Board of Trustees including recommendations for the following calendar year.

**ARTICLE VII - AMENDMENTS**

- Sec. 1 These bylaws may be altered or amended at any regular meeting by two-thirds of the members of the Board of Trustees, provided that notice in writing of the proposed alteration or amendment has been presented at a previous regular meeting of said Board.
- Sec. 2 These bylaws and rules shall take effect and be in force from and after the time of their adoption by the Board of Trustees. All bylaws and parts of bylaws heretofore in force are hereby repealed.