

BY-LAWS OF THE MAROA PUBLIC LIBRARY DISTRICT

1/17/2022 | Revision 06

Article I

Formation:

The Maroa Public Library District was formed on July 1, 1993 and the following boundaries shall prevail:

All of the Maroa-Forsyth Community Unit School District territory lying within Macon and DeWitt counties, except that territory within the corporate boundaries of the Village of Forsyth.

Article II

GENERAL PROVISIONS

1. These By-Laws are intended to set out the duties of the officers of the Board of Library Trustees, provide procedures by which the business is carried on, to specify duties of the director and other employees and to provide other general rules relating to the government of the Trustees.
2. These rules are supplementary to the provisions of the statutes of the State of Illinois as they relate to the procedures of Library Trustees.
3. Any member who has any interest of a personal nature in a matter before the Board shall not vote thereon and shall remove him/herself from any meeting or hearing at which said matter is under consideration. No board member shall be employed by the Library; this is covered by the Conflict of Interest Act covered in Trustee Facts File (1997, page 106). There must be a majority vote to make any board actions official.
4. The office of the Board shall be located at Maroa Public Library facility.
5. Monthly meetings shall be held on the third Monday of the month at 6:30 PM, unless this day falls on a holiday. If this should happen, the meeting will be on the following Monday. Board meetings are open to the public and guests are invited and encouraged to attend, except meetings covering personnel, which is closed to the public. Special meetings shall be called by the President, or upon request of other board members, for the meeting. Notice stating the time and place of any special meeting and the purpose for which it is called shall be posted. Posting of an agenda is required for each meeting at least 48 hours in advance of meeting, except matters held in an emergency. The order of business for board meetings will follow that suggested by the Illinois Library Association and

Maroa Public Library District

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Illinois State Library. All meeting attendees will conduct themselves in a courteous and respectful manner.

6. Library board members shall be compensated 54 cents per mile for all travel and expense incurred on library business, but there will be no monetary consideration per time given. Members shall be reimbursed for any expenses incurred in the performance of board functions.

Article III

MEMBERSHIP

1. The Library shall be governed by a Board of seven (7) Trustees, elected by the registered voters of the District in the Consolidated Elections. Trustees' elections come up every 2 years as terms expire. Trustees will run for a term of 6 years.
2. A quorum of the board is four (4) members.
3. If a vacancy occurs on the Board, the Trustees have the right to appoint a successor to serve until the next election.
4. If any trustee is absent over twelve (12) consecutive meetings (per Illinois General Assembly, 75 ILCS 16/30-25), his/her term shall be vacated and the Trustees have the right to appoint a successor to fill their unexpired term
5. A written resignation for a trustee shall be taken into consideration at a regular monthly meeting or a special meeting.

Article IV

OFFICERS

1. An election of officers shall be held at the May meeting. The officers of the Board of Library Trustees shall be President, Vice President, Secretary and Treasurer. The length of the terms of office shall be two years.
2. The president shall supervise the affairs of the Board of Trustees. He/she shall preside at all meetings of the Board and shall appoint committees as may be necessary to carry the Board. The president shall be an ex-officio member of all committees appointed. The president shall authorize calls for special meetings at his/her discretion. Board members must have a 48 hour's notice and a list of the topics to be discussed shall be posted. The president shall sign checks in the absence of the Treasurer.

3. The vice-president shall preside at meetings of the board in the absence of the president. He/she shall be responsible for the following standing rules for flowers. Death of members and staff, their immediate family (parent, spouse or child) you may send an arrangement costing \$50.00. When a board member or staff is in the hospital you may send an arrangement costing \$75.00 or less.
4. The secretary shall notify each member of meeting times and shall make certain there is written record and permanent minutes of the board's proceedings. He/she shall keep records of all official actions of the Board, conduct the correspondence, file the minutes and ordinances and any other legal items with the appropriate people and places. He/she shall be custodian of the files of the Board and its records.
5. The treasurer shall be authorized to write and sign checks drawn on funds deposited to the credit of the library.
The treasurer shall:
 - a. Have all deposits checked by appointed Trustee or Director
 - b. Shall be responsible to see that any accounting is kept of the library funds and shall report on the state of funds at each meeting
 - c. Shall pay all pre-approved bills and itemize all expenses on his/her monthly report

Article V

DUTIES OF THE TRUSTEES

1. Trustees shall serve on special or standing committees appointed by the president. Special committees appointed will serve until the completion of the work for which it was appointed. Standing committees shall be: Personnel, Policy, Building/Maintenance, Financial, Materials Selection & Circulation and Financial Development. Descriptions/responsibilities of committee are as follow:
The Personnel Committee prepares the annual performance evaluation of the Library Director, works with the Director in drafting and recommending to the board personnel policies and procedures, and addresses other personnel issues as presented to the committee by the board, staff and/or the Director.
 - a. The personnel committee shall do an evaluation of Director and other staff members after their 90-day probationary period is past.
 - b. Following the probationary periods there will be evaluation once a year for all staff personnel.
 - c. After the evaluations, the committee will report back to the board at the next regular monthly meeting.The Policy Committee oversees the drafting and revision of MPLD policies and procedures to be presented to the Board.
The Building/Maintenance Committee is responsible for overseeing the budget, maintenance and repair of MPLD property. Committee members should also advise the Board on contracting maintenance and repair services.

The Financial Committee works with the Library Director to develop a fiscally responsible and innovative budget that takes into account changes in Library programming, material and facility needs. Committee members should regularly review financial reports to ensure all MPLD expenditures are both fiscal responsible and supportive of MPLD's mission.

The Materials Selection & Circulation Committee is responsible for the execution of and possible revisions to MPLD's Selection and Reconsideration Policy maintaining compliance with the Library Bill of Rights.

The Financial Development Committee works with the Library Director to identify and develop grant and fundraising opportunities. The primary financial objectives are new sources of funding that will supplement the library's tax revenue base and to support new programming and services identified by the Director.

2. Trustees shall select a Director and assistant personnel when necessary.
3. Trustees shall approve selection policies for the contents of the library.
4. Trustees shall manage the financing and approve purchasing of library furnishings, equipment and supplies over \$5000.00.
5. Trustees shall determine the policies of the library and see that they are carried out.
6. Keys shall be distributed to all trustees.

These By-Laws, adopted as of this day, shall take precedent over all other Bylaws.

Amendments to these By-Laws must be included in the agenda for the meeting, shall be presented in writing at a regular or special board meeting and be amended by a yes vote of a quorum present, or by unanimous vote of the members present.

Dated, this 20 day of November 2017.

5/5/97

Revised 11/3/97

Revised 9/14/98

Revised 10/01/01

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