

# By-Laws of the Silvis Public Library

Adopted 2011, Amended 2019, Amended 2021

## Article I

The name of this institution shall be the "Silvis Public Library".

## Article II

### Objectives

The objectives of the Silvis Public Library shall be:

- A. To support the development of effective library service for all the people who either reside within the city limits of Silvis, have paid for a non-resident library card, or have a card from another library which is located in Illinois. Service to a contract patron will be honored for the duration of the contract.
- B. To promise the full utilization of local pride, responsibility, initiative and support of library services

## Article III

### Board of Trustees

- A. The governing body of the Silvis Public Library shall be the Board of Trustees, whose nine members are appointed by the mayor. Not more than one member of the city council shall be at any one time a member of the Library Board.
- B. An appointment to the Board is for a three year term, with three Board appointments expiring at the end of each fiscal year. Those appointed by the mayor shall immediately take office.
- C. There is no limit to the number of consecutive terms a Board member may serve.
- D. Members of the Board shall adhere to the American Library Association Ethics Statement for Public Library Trustees. See <http://www.ala.org/united/sites/ala.org.united/files/content/trustees/orgtools/Ethics%20Statement.pdf>
- E. Mileage is the only compensation the Board will receive. Payment will be made at the IRS rate.
- F. The Board shall determine whether there exists a conflict of interest due to the position of any Board member. The President of the Board shall informally address the conflict with the Board member. If there is no satisfactory result, the Board may take any further action it deems necessary.

## Article IV

### Duties

The duties of the Board members shall be:

- A. To determine the time and place of all meetings of the Board. May shall be the annual meeting.
- B. To regularly attend Board meetings or to notify the Library Director, if possible, no later than the Friday before if unable to attend. If a Board member is absent from three unexcused or five excused meetings within a year, the Board may recommend to the mayor the appointment be rescinded, the position declared vacant, and a new member appointed.
- C. To make and adopt by-laws, rules, policies and regulations governing the Library. The by-laws will be reviewed every two years.
- D. To employ a competent and qualified Director and establish his/her salary.
- E. To provide for building and space needs and maintain the Library property.

- F. To have exclusive control of the expenditure of all monies.
- G. To determine the purpose and objectives of the Library and to reexamine these biannually.
- H. To be familiar with local, state and federal library laws in order to actively participate in the legislative process in order to effect change that will benefit libraries.
- I. To assure that adequate records are kept on Library operations.

## Article V

### Board Officers

- A. Officers of the Board shall be:
  - a. President
  - b. Vice-President
  - c. Secretary
  - d. Treasurer
- B. Officers shall be elected annually and there is no limit to the number of terms an officer may serve.
- C. The duties of the officers are:
  - a. President: The President shall preside at all meetings of the Board and is a member ex-officio of all standing committees and such special committees as may be deemed necessary.
  - b. Vice-President: In the absence of the President, the Vice-President shall act as the President.
  - c. Secretary: The Secretary shall keep a record of all proceedings of the Board meetings.
  - d. Treasurer: The Treasurer shall present bills to the Board for approval.
    - i. *The Treasurer may be the Director*
    - ii. *The Treasurer is appointed by the Board.*

## Article VI

### Board Meetings

- A. Regular Board meetings shall be held at the Library on the second Monday of each month. A notice as to time and place of official meetings of the Board shall be posted at the Library and on the Library website. The meetings schedule will be posted at the beginning of the fiscal year in May.
- B. A 5-member majority of the 9-member Board shall constitute a quorum for the transaction of business.
- C. The order of business at the meetings of the Board shall be as follows:
  - a. Call to Order
  - b. Roll Call
  - c. Public Comment
  - d. Approval of Minutes from previous meeting(s)
  - e. Report of Bills Paid
  - f. Budget Report
  - g. Director's Report
  - h. Friends' Report
  - i. Unfinished Business
  - j. New Business
  - k. Library Wishes
  - l. Items to be placed on next month's agenda
  - m. Adjournment

## Article VII

### Committees

- A. A committee may be authorized by the Board of Trustees and may be discontinued in the same manner.
- B. Duties of each committee shall be determined and recorded by the Board.
- C. The Budget Committee is a standing committee:
  - a. This committee shall meet during January and/or February.
  - b. Members shall include: the Director and three or more members of the Board who are appointed by the Board President.

## Article VIII

### The Director

- A. The Board shall employ a Director who shall act as the administrative agent of the Board.
- B. The duties of the Director are as follows:
  - a. The Director shall attend all meetings of the Board, except those where his/her salary or appointment is to be discussed, unless excused by the Board.
  - b. The Director shall have complete responsibility for the selection of books, periodicals, and related materials, operating within the budget and book selection policy.
  - c. The Director shall recommend policies to the Board and has the privilege of speaking on any matter at the Board meeting, but has no vote.
  - d. The Director is responsible for the care and use of Library property and equipment, and for the operation of the Library within the limits of the working budget approved by the Board.
  - e. The Director shall make monthly and annual reports as the Board may request.
  - f. The Director shall exclude from the use of the Library any person who willfully violates the rules of the Library.
  - g. The Director shall adhere to the American Library Association Statement of Professional Ethics. See <http://www.ala.org/advocacy/proethics/codeofethics/codeethics>
  - h. The Director must ask the board's permission before purchasing any single item priced higher than \$2,000. In cases of an emergency, when meeting with the entire board is not an option, the Director must get the approval of the Board President and Vice-President before proceeding. If they cannot be contacted, approval must be made by 2 other board trustees.

Amended October 2021 Reviewed July 2021 Amended July, 2019 Amended September 11, 2017 Amended June 13, 2016 Amended August, 2015 Amended September, 2013
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