

DECATUR PUBLIC LIBRARY
Decatur, Illinois

BY-LAWS

Board of Directors

The general functions and responsibilities of the library board include determination of general policy, its support and its extension of services. *an executive Committee to interpret policy shall* The Board shall *consist of the President, VP and ch. of standing committees* act as a unit; not as individuals, and instructions to the Librarian regarding policy shall be given after majority vote.

Article I. Officers

The officers of the Board shall be President, Vice-President, and Secretary-Treasurer.

Duties

The President shall preside at all meetings of the Board and shall appoint all standing committees. The President shall sign all checks issued with the approval of the Board, shall issue calls for special meetings and perform all the other usual duties of a presiding officer. He shall prepare for review by the Board, the Board's annual report to the City Council.

The Vice-President shall assume the duties of the President in the absence or incapacity of that officer.

The Secretary-Treasurer shall keep an accurate record of all the proceedings of the Board, shall give due notice of all meetings, shall present reports of the financial condition of the library, the sums expended each month and the progress of the work of the library at every meeting. The Secretary-Treasurer shall have custody of the records of the Board and shall notify the Mayor of vacancies on the Board. The Secretary-Treasurer shall countersign all checks, purchase orders, and bill lists.

Article 2. Meetings

Regular meetings. The regular meetings of the Board shall be held on the last

Friday of each month at 4:00 PM in the library building. In the event the last Friday falls on a holiday, the regular meeting shall be held on the third Friday. The meeting in January shall include discussion of the budget prepared by the City Librarian for presentation to the City Council. (The levy for this budget is approved in the previous meeting in July and finalized by the City Council before the 31st of August).

Annual Meeting. The annual meeting shall be held between the first and the fifteenth day of May. At the annual meeting the full reports of the City Librarian, Secretary-Treasurer and the Directors shall be presented to be approved for transmittal according to law to the City Council and the Library Extension Division of the Illinois State Library in Springfield, Illinois.

The reports shall include a resume of the year's work with a detailed account of the receipts and expenditures and plans for the ensuing year.

Election of officers shall be held at the annual meeting.

Special Meetings. Special meetings may be called by the President upon the request of three Directors, and, in the absence of the President, a special meeting may be called at any time by the Vice-President, or Secretary upon request of three Directors.

Notice for special meetings shall state the purpose of the meeting, and no other business shall be transacted at the meeting.

Absences. In the absence of the Vice-President, the meeting shall be presided over by one of the Directors present who shall be chosen by the members for that purpose. In the absence of the City Librarian, the Assistant City Librarian shall serve temporarily as Secretary-Treasurer.

Quorum. Five shall constitute a quorum. Failing a quorum at a meeting, bills may be passed upon approval by the Finance Committee.

Non-attendance of a Director at regularly scheduled meetings of either the Board and standing committees of which he is a member for three successive months, shall be regarded as a resignation, and it shall be the duty of the President to report the same to the Mayor.

Election of Officers and Term of Office. The election of officers shall be held at

the annual meeting in May. The terms of the officers for President and Vice-President shall end on the 30th day of June and terms of their successors shall begin on the first day of July. The officers shall be elected for one year. No officer shall be elected to serve more than two consecutive terms.

Article 3. Order of Business

The order of business at all regular meetings shall be:

1. Call to order
2. Reading of the minutes of the last meeting and action thereon
3. Report of the City Librarian and Secretary-Treasurer
4. Payment of bills
5. Reports of committees
6. Unfinished business
7. New business
8. Adjournment

All motions at Board meetings which concern cash expenditures shall be voted on by roll call.

Article 4. Committees

There shall be the following standing committees, appointed by the President for one year consisting of a chairman and three other members.

Committee on Properties
Committee on Finance
Committee on Policy and Public Relations
Committee on Personnel

The term of all standing committees shall be until the 30th day of June following the appointment.

The duties of each standing committee shall be such as are associated with its name, or as shall be committed to it by action of the Board.

The President may create such other committees from time to time, as he may deem necessary or desirable.

Article 5. Records of the Board.

All records and accounts of the library and of the Board shall be kept in the library in the custody of the librarian. All such records and accounts shall be open to the inspection and use of all of the members of the Board at all reasonable times.

Article 6. City Librarian.

The City Librarian shall be responsible for carrying out policies of the Board both as to their instruction and to their intent. The Librarian shall attend all Board meetings, except those at which his appointment, dismissal or salary is to be discussed or decided, but he shall have no vote. The Librarian shall act as, and have the title of Secretary-Treasurer, take the minutes of Board meetings and give notice of such meetings at the direction of the proper officer. He shall act with all standing and special committees.

The Librarian shall be the chief administrative officer. He shall have general charge of the library and all its branches and agencies in consultation with the Library Board. He shall be responsible for the efficiency of the library's service to the public. He shall certify to all bills and money expended, shall counter-sign all checks and shall present monthly and annual financial and progress reports to the Board. He shall purchase the books and periodicals for the library and have the power to expend the amount budgeted for books and periodicals. He shall be responsible for the maintenance and care of all library properties and the routine expenditures for such purposes. He shall have charge of all library employees including dismissal. He shall be responsible for compliance with the Decatur Civil Service Commission regulations. He shall have power to expend the salary budget and the petty cash allowance. He shall have such other duties as the Board may, from time to time, assign.

Article 7. Employees.

No person shall be employed in any capacity who is a relative or a member of the family of a Director, and the Mayor shall be requested to appoint no Director who has a relative or member of his family in the library's employ. No director nor his relative shall receive compensation or profit from any library business.

Article 8. Gifts.

The Board may, at its discretion, accept gifts, donations or endowment funds for the library.

Article 9. Amendments.

These By-Laws may be amended by a majority vote at a regular meeting, **provided** written notice of the proposed amendment has been given at a preceeding regular meeting or at a special meeting, provided written notice has been given ten days prior thereto in writing.

Article 10. Prior By-Laws.

All Prior By-Laws are hereby repealed.

Adopted July 26, 1963.