

# By-Laws of the East Moline Public Library

**Adopted June 24, 2015**

## Article A.

The name of this institution shall be the “East Moline Public Library”

## Article B.

The purpose of the East Moline Public Library is to provide an adequate staff and facility with access to a balanced collection of print and non-print materials, services and programs; to meet the educational, leisure, informational and recreational needs of the community; to expand usage of the library and public awareness of library services and materials.

## Article C.

### Board of Trustees

1. The governing body of the East Moline Public Library shall be the Board of Trustees, whose nine members are appointed by the Mayor of East Moline and confirmed by City Council. Not more than one member of City Council shall be at any one time a member of the Library Board.
2. An appointment to the Board is for a three year term, with no more than three Board appointments expiring each April. Those appointed by the Mayor shall immediately take office.
3. There is no limit on the number of consecutive terms a Board member may serve.
4. If a Trustee chooses to resign before the completion of their term, they must inform the Mayor of East Moline and the President of the Board of Trustees via written letter.
5. Members of the Board shall adhere to the American Library Association Ethics Statement for Public Library Trustees and the Open Meetings Act.
6. The Trustees shall serve without compensation, but shall be reimbursed for their actual and necessary expenses incurred in the performance of their duties from library funds.
7. 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 further action it deems necessary.

## Article D.

### Duties

The duties of the Board members shall be:

1. To determine the time and place of all meetings of the Board.
2. To regularly attend Board meetings or to notify the Library Director, if possible, no later than the Monday 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from three unexcused or five excused meetings within a year, the Board may recommend to the Mayor the appointment be rescinded, the position declared vacant, and a new member appointed.
3. To make and adopt bylaws, rules, policies, and regulations governing the Library. The by-laws will be reviewed every two years.
4. To employ a competent and qualified Director, establish his/her salary and job description.

5. To have oversight of the expenditure of all monies.
6. To determine the purpose and objectives of the Library and to reexamine these biannually.
7. To maintain familiarity with local, state and federal library laws in order to effectively advocate on behalf of libraries.
8. To assure adequate records are kept on Library operations.

## Article E.

### Board Officers

1. Officers of the Board shall be:
  - a. President
  - b. Vice-President
  - c. Secretary
  - d. Treasurer
2. Officers shall be elected annually and there is no limit to the number of terms any officer may serve.
3. 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, to be entered into the "Minutes Book" which is to be kept in the Library at all times.
  - d. Treasurer: The Treasurer shall present the bills to the Board for approval.
4. The Treasurer shall be the Library Director or any other person appointed by the Board

## Article F.

### Board Meetings

1. Regular Board meetings shall be held at the Library on the fourth Wednesday of each month, unless it falls on a holiday observed by the Library, in which case the meeting shall be held on Tuesday. 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 January.
2. Five members shall constitute a quorum for the transaction of business
3. The order of business at the meetings of the Board shall be as follows:
  - a. Call to order
  - b. Introduction of visitors
  - c. Minutes of previous meeting(s)
  - d. Financial Report and Presentation of Bills
  - e. Librarian's Report
  - f. Communications
  - g. Reports
    - i. Building and Grounds
    - ii. Incidents

- iii. Foundation
- iv. Friends of the Library
- h. Old Business
- i. New Business
- j. Closed Session
- k. President's Items
- l. Other
- m. Public Comment
- n. Item's to be placed on next month's agenda
- o. Adjournment

## Article G.

### Committees

1. The following are standing committees of the board
  - a. Budget Committee - The Committee shall with the Library Director prepare the budget for the coming fiscal year and present it to the entire Board for its approval at the October meeting.
  - b. Building and Grounds Committee - The Building and Grounds Committee will examine and report to the Board at least twice per year on making repairs, alterations or improvements to the library building and grounds.
  - c. Personnel Committee – The Committee shall meet with the Library Director to review salary ranges and staff evaluations each September.
2. Special Committees shall be set up for specific purposes as the Board may require from time to time. The special committee shall be considered discharged upon the completion of the purpose for which it was appointed and after the final report is made to the Board.
3. The chair and members of all committees shall be appointed by the President with the approval of the Board. Vacancies on committees shall be filled by the President with the approval of the Board. Terms of all committee members shall expire on the meeting following the Board meeting electing officers.

## Article H.

### The Director

1. The Board shall employ a Director who shall act as the administrative agent of the Board.
2. The duties of the Director with regards to the Board of Trustees 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 recommend policies to the Board and has the privilege of speaking on any matter at the Board meeting, but has no vote.

## Article I.

### Indemnification of Trustees, Officers and Employees

1. If any claim or action not covered by insurance or ordinance of the City of East Moline is instituted against a Trustee of the East Moline Public Library arising out of an act or omission by a Trustee acting in good faith for a purpose considered to be in the best interest of the Library;

or if any claim or action not covered by insurance or ordinance is instituted against an officer or employee of the Library allegedly arising out of an act or omission occurring within the scope of his/her duties as such an officer or employee; the East Moline Public Library shall, at the request of the Trustee, Officer or Employee:

- a. Appear and defend against the claim or action; and
  - b. Pay or indemnify the Trustee for a judgment and court costs, based on such claim or action;
  - c. Pay or indemnify the Trustee for a compromise or settlement of such claim or action, providing the settlement is approved by the Board of Trustees.
2. Decision as to whether the Library shall retain its own attorney or reimburse the Trustee, Officer or Employee expenses for their own legal counsel shall rest with the Board of Trustees and shall be determined by the nature of the claim or action.
  3. For the purpose of this Article, the term Trustee, Officer or Employee shall include former Trustee, Officer or Employee of the Library. This Article shall not apply if the Board of Trustees finds that the claim or action is based on malicious, willful or criminal misconduct. In such case, indemnification will be determined after an investigation of the facts.

## Article J.

### Amendment of the Bylaws

1. The bylaws may be amended by submitting a written proposal to the Board. A majority of the quorum of the Trustees present is required to approve a proposed amendment.