

# **STREATOR PUBLIC LIBRARY BYLAWS**

## **Article I: Name**

The name of the organization shall be the Streator Public Library Board of Trustees, Streator Public Library, 130 South Park Street, Streator, Illinois 61364, being a not-for-profit institution organized January 30, 1903.

## **Article II: Objectives**

The Streator Public Library objectives shall be:

- A. To serve the Streator Public Library area.
- B. To provide library services for every citizen in this community.
- C. To provide library materials for student needs at every educational level through public library services.
- D. To provide library materials to satisfy the reference and research needs of the people of this community directly or by referral to a reference center.
- E. To provide adequate staffing of the library.
- F. To provide an adequate book collection and other material sufficient in size and varied in kind and subject matter to satisfy the educational and recreational needs of this community.
- G. To foster the economic and efficient utilization of local pride, responsibility, initiative, and support of library service and at the same time employ available federal, state, and other grants for which the library qualifies as supplements to local support.

## **Article III: Board of Trustees Members**

A nine person Board of Trustees shall govern the Streator Public Library. All trustees shall have one vote on the Streator Public Library Board of Trustees. The mayor of the City of Streator shall appoint the board members. A regular term shall be for three years, ending in June. The terms shall be staggered with three terms expiring every year. At the time of term expiration in June, the mayor will reappoint those members, or in case of retirement, appoint another citizen to serve on the library board until that term expires. Any person residing inside the city limits of the City of Streator is eligible to be appointed as a Streator Public Library Board Trustee. The librarian shall meet the new trustees to examine the property, to review the services, and to present a library packet. The packet includes the "Library Policy Manual," **Illinois Library Law & Rules**, a list of trustees, committees, and minutes from the previous twelve months, financial reports, "Trustee Facts File," and other pertinent information.

The Streator Public Library Board of Trustees is charged with the responsibility of the governance of the library. The library board will hire a skilled library director who will be responsible for the day-to-day operations of the library. The board will meet at least once per month. These meetings will be open to the public and noticed in advance.

The secretary will distribute the agenda and/or information packet for the meetings to the board before the meeting begins. Any members wishing to have an item placed on the agenda will call the secretary five days prior to the meeting to have an item placed on the agenda. Any board

member who is unable to attend a meeting will call the library to indicate that he or she will be absent. Because a quorum is required for each meeting, this phone call should be placed as far in advance as possible.

Board members are not to be compensated pursuant to statute, but will be reimbursed for necessary and related expenses as trustees. To be effective, board members must attend most meetings and read materials presented for review. The library director will make the dates of these workshops known to the library board in a timely manner. Streator Public Library Board trustees are encouraged to attend library system workshops, seminars, or meetings during each calendar year. Board members using their own vehicle will be reimbursed at the rate allowed by the IRS for travel to and from any library workshop, seminar, or meeting

Board members are not exempt from late fees, fines, or other user fees. In the case of a board member having three consecutive unexcused absences from regularly scheduled meetings, his or her tenure will be terminated.

These rules are supplementary to provisions of the **Illinois Library Laws & Rules** taken from the **Illinois Compiled Statutes** as they relate to the procedures of Library Board Trustees.

#### **Article IV: Officers and Elections**

The library board officers shall be the president, vice president, secretary, and treasurer. Those officers shall be elected for a two year term at the regular meeting in June. The president shall not serve more than two consecutive terms unless by unanimous board consent. In the event of a resignation from an office, another board member may be elected to fill the remainder of that term.

##### **President**

The president shall preside at all board meetings, appoint all standing and special committees, serve as ex-officio member of all committees, and perform all other such duties as may be assigned by the board. The president shall be the only spokesperson for the Library Board of Trustees in all advisory or disciplinary action directed to the staff.

##### **Vice President**

The vice president, in the absence of the president, shall assume all the duties of the president.

##### **Secretary**

The secretary shall keep minutes of all board meetings, record attendance, record all votes, except when a ballot vote is taken. The secretary shall perform all other clerical duties as may be assigned by the board.

##### **Treasurer**

The treasurer is authorized by the board to sign checks, shall serve on the finance committee, and shall draw up checks. The treasurer shall keep all board financial records. The normal depository of all financial records shall be at the library. The treasurer shall have charge of the library funds and income, sign all checks after the authorization of the board, and report at each meeting the state of the funds. In the absence of the treasurer or when the treasurer is unable to

serve, a member of the Finance Committee may perform the treasurer's duties. The treasurer shall be bonded in the amount of one-half the total yearly income in compliance with the **Illinois Compiled Statutes**. The treasurer is authorized too pay all usual bills as they come due as well as salaries.

## **Article V: Meetings**

### **Regular Meetings**

The regular meeting of the Streator Public Library Board of Trustees shall be on the third Tuesday of each month. The meeting shall be at the library at 6:00 p.m. In June, July, and August, meetings will be every third Tuesday of the month at 4:00 p.m. The meetings shall be open to the public with the agenda posted 48 hours before the meeting. At the beginning of each fiscal year, the board shall, by ordinance, specify regular meeting dates and times. The secretary of the board shall then provide for the local newspaper the schedule of regular board meetings for the ensuing fiscal year and post the schedule of the meetings in the library. Both notices shall have the dates, times, and places of such meetings.

### **Special Meetings**

These rules are supplementary to the provisions of the Illinois Compiled Statutes as they relate to the procedures of Library Board Trustees. Special meetings shall be held at any time when called by the president, the secretary, or by any three trustees of the board, provided that a notice with the agenda of the special meeting is given at least 48 hours in advance, except in the case of a bona fide emergency, to board members and the news media which have filed an annual request for notice under the Open Meetings Act. No business except that stated in the notice and agenda shall be transacted. Notice and agenda shall be posted 48 hours in advance on the front door of the library except in the case of a bona fide emergency.

### **Quorum**

A quorum at any meeting shall consist of five board members.

## **Article VI: Order of Business**

The following Order of Business shall be followed at regular meetings:

- Call to order
- Roll call, recording both present and absent members
- Guests/Public Comments
- Secretary's Report
- Financial Reports
  - Approval of the monthly report
  - Approval of bills

Correspondence  
Library Director's Report  
Executive Session when necessary  
President's Report  
Committee Reports  
Unfinished Business  
New Business  
Adjournment

## **Article VII: Committees**

### **Standing and Special Committees**

The standing committees shall be appointed annually in the month of June and shall consist of three members. The standing committees at their first meeting shall elect a chairperson. Special committees may be appointed by the president to present reports or recommendations to the board and shall serve until the completion of the work for which they were appointed. The standing committees shall be Finance Committee, Personnel Committee, Policy Committee, and the Building and Grounds Committee. The library shall be the depository of all committee reports.

### **Finance Committee**

The Finance Committee shall be comprised of three members of the Library Board of Trustees including the treasurer. The Finance Committee's responsibilities include, but are not limited to, drafting a preliminary budget, tax levy ordinance, and working budget for full board approval. The Finance Committee will monitor library investments and implement the library's investment policy.

### **Personnel Committee**

The Personnel Committee shall be comprised of three members of the Library Board of Trustees. The Personnel Committee's responsibilities include, but are not limited to, preparation of the library directors annual review for discussion among the full board prior to the formal review, assisting the library director in the preparation of his or her annual statement of goals and objectives for the coming year, and assuming a leadership role in the resolution of any personnel conflict which cannot be resolved by the library director. The library director is responsible for the annual review of all other library employees.

### **Policy Committee**

The Policy Committee shall be comprised of three members of the Library Board of Trustees. The primary responsibility of the Policy Committee is to develop library policy. This policy shall include the division of responsibility between the board and staff, a Library Materials Selection Policy, and shall adhere to the "Library Bill of Rights" and the "Freedom to Read" statements of the American Library Association. The committee shall determine the library regulations governing the use of the library and review sections of existing policy in a systematic fashion to ensure that all policy is reviewed at an interval not to exceed three years. As a result of such policy reviews, the Policy Committee will make recommendations regarding additions or changes to existing policy as well as deleting policies which are no longer appropriate or of

value. The entire library policy must be approved by the board vote and made readily available to the public.

### **Building and Grounds Committee**

The Building and Grounds Committee shall be comprised of three members of the Library Board of Trustees. The primary responsibility of the Building and Grounds Committee include, but are not limited to, conducting an annual inspection of the library's physical facility to identify areas which are in need of repair and making recommendations to the full board regarding any and all repairs which are deemed necessary either as a result of the annual inspection or throughout the year as the need arises.

### **Library Director Search Committee**

When the position of library director falls vacant, the board shall immediately select an acting library director for the interim and establish a Library Director Search Committee, which shall consist of the President and two elected from the board. Applications for the position of Library Director shall be filed at the library and available to all board members. The Library Director Search Committee shall report the application results and interview results to the board. Five votes shall be required for the board to hire a Library Director, after which the Library Director Search Committee is dissolved.

## **Article VIII: Records**

### **Administrative Records**

Administrative records of the library shall be kept in the library and shall be available to the general public upon request. These shall include the monthly and annual reports of the library, all financial reports, board meeting minutes, and actions and other such items as the board or Library Director shall file there.

### **Staff Personnel Records**

The staff's personnel records are confidential and shall be kept in a secure place, and only the Library Director or any person authorized by the Library Director shall have access to these records. Confidential records of the board, such as personnel records concerning the Library Director, shall be kept in the library, and only board members shall have access to these records.

### **Circulation Records**

Circulation records and other records identifying a patron's personal information shall be kept confidential. Records of library users with specific material hereby are recognized as confidential in nature, and access thereto is hereby restricted to library staff.

### **Patron Records**

Our professional ethics require that a patron's personal information shall be kept confidential. Confidential library records shall not be released or made available in any format to a federal agent, law enforcement officer or other person unless a court order in proper form has been entered by a court of competent jurisdiction after showing good cause by the law enforcement

agency or person seeking the records. The Library Director or other appointed staff member shall be responsible for handling law enforcement requests. Staff shall immediately ask for identification if they are approached by an agent or officer and then refer the agent to the Library Director. The Library Director shall meet with the agent with library counsel or another colleague in attendance. If the agent or officer does not have a court order compelling the production of records, the director shall explain the library's confidentiality policy and the federal confidentiality law and inform the agent or officer those users' records are not available except when a proper court order in good form has been presented to the library. Without a court order, neither the FBI nor local law enforcement has authority to compel cooperation with an investigation or require answers to questions, other than the name and address of the person speaking to the agent or officer. If the agent or officer persists or makes an appeal to patriotism, the Director shall explain that, as good citizens, the library staff will not respond to informal requests for confidential information, in conformity with professional ethics. First Amendment freedoms and state law. If the agent or officer presents a court order, the Library Director or appointed staff shall immediately refer the court order to the library's legal counsel for review.

### **Subpoena**

Counsel shall examine the subpoena for any legal defect, including the manner in which it was served on the library, the breadth of its request, its form or insufficient showing of good cause made to a court. If defects exist, counsel will advise on the best method to resist the subpoena. The agent, officer, or party requesting the information shall submit a new subpoena in good form if defects are present. A new subpoena shall be checked by counsel for any defects. The subpoena shall be strictly followed and the library shall not provide any information that is not specifically requested in it. Information shall be restricted to those persons working directly on the case.

### **Search Warrant**

A search warrant is executable immediately, unlike a subpoena. The agent or officer may begin the search of library records as soon as the Library Director or manager is served with the court's order. Counsel shall be present before the search begins. Counsel will assure the search warrant conforms to the search order. Staff shall cooperate with the search to ensure that only the records identified in the warrant are produced and that no other users' records are viewed or scanned. The exact information shall be gathered for the agent rather than let agents rifle through library records.

### **Foreign Intelligence Surveillance Act (FISA)**

Subpoenas and search warrants issued by the FISA court also contain a gag order. That means that no person or institution served with the warrant can disclose that the warrant has been served or that records have been produced to the warrant. These warrants shall be executed immediately after seeking counsel. The library and staff must comply with this order. Legal representation during the search is allowable. FISA orders may be challenged in court.

### **National Security Letter (NSL)**

The National Security Letter contains a gag order. A consultation with legal counsel shall be sought upon being served with the NSL. A NSL can be challenged in court.

#### **Article IX: Library Director's Duties**

The Library Director shall administer the policies adopted by the board. Among the duties and responsibilities of the Library Director shall be that of hiring personnel, directing, supervising and discipline of all staff members, monthly and annual reports as required by the board, and recommending such policy and procedures as will promote the efficiency and service of the library.

#### **Article X: Gifts**

The Streator Public Library Board of Trustees may, at its discretion, accept gifts, donations, or endowment funds for the Streator Public Library.

#### **Article XI: Parliamentary Procedure**

**Robert's Rules of Order, Revised** shall govern the parliamentary procedure of the board unless otherwise specified in the bylaws.

#### **Article XII: Materials Selection**

The selection of library materials including books, periodicals, videos, audios and computer software shall be the primary task of the Library Director. The board of trustees supports and affirms the belief in the "Library Bill of Rights" and the "Freedom to Read Statement."

#### **Article XIII: Amendments**

Amendments to these bylaws, library policy, or any other policy or procedural document may be proposed at any regular board meeting and will become effective if and as adopted by a majority of those members present providing they represent a quorum.

#### **Article XIV: Copyright and Copying**

The library may copy for its own collection material that has been lost or deteriorated only if such material is not available at a fair cost. It will post prominently all required notices regarding the copying of any materials in the library.

#### **Article XV: Bylaws Review**

These bylaws shall be reviewed at least every five years.

#### **Article XVI: Severability**

If any provision of these bylaws enacted after the effective date is held invalid, such invalidity does not affect the other provision of application of these bylaws.

#### **Article XVII: Illinois Library Laws**

Illinois State Library laws supersede any and all of the above articles.