

**THE BOARD OF LIBRARY TRUSTEES OF THE
HARVEY PUBLIC LIBRARY DISTRICT**

BYLAWS

Preamble: Mission Statement

Providing traditional library services to our patrons by assisting them with their informational and cultural needs, by applying advances in library functions and by providing the maximum public space.

Article I: Name

Section 1. This organization shall be called “The Board of Library Trustees of the Harvey Public Library District” existing by virtue of the provisions of Illinois Library Laws Chapter 75 – Act 16 Public Library District Act of 1991, and exercising the powers and authority and assuming the responsibilities delegated to it under said statute.

Section 2. The Harvey Public Library was created by an ordinance of the City Council of Harvey enacted on February 2, 1903. On June 1991 the Harvey Public Library District was created by resolution by the Board of Directors and approved by the City Council of Harvey.

Section 3. The responsibility for operation is vested in the Board of Library Trustees, a seven-member board elected by the citizens of the Harvey Public Library District. The term of office of a Trustee is six years beginning with the first meeting following the election, unless an appointment is made to fill an un-expired term.

Section 4. The organization and operation of the Library is based on the State Of Illinois – Illinois Library Laws.

Article II: Officers

Section 1. The officers shall be a President, Vice-President, Secretary, and Treasurer, elected from among the Trustees at the first meeting of the Board of Library Trustees following the election.

Section 2. THE PRESIDENT, shall preside at all meetings of the board, authorize calls for any special meetings, appoint all committees, execute all documents authorized by the Board, serve as an ex-officio voting member of all committees and generally perform all duties associated with that office.

Section 3. The VICE PRESIDENT, in the event of the absence or disability of the President, Shall assume and perform the duties and functions of the President. In the event of a vacancy, the Vice President shall have the right to restructure its officers immediately.

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Section 4. The TREASURER, shall oversee the financial affairs of the library, shall be responsible for a monthly financial report to the Board, and generally perform all duties associated with that office. The treasurer shall be bonded in an amount as may be required by state law. In absence or inability of the treasurer, such other member of the Board shall perform the duties as the Board may designate

Section 5. The SECRETARY, shall keep a true and accurate record of all meetings of the Board, shall issue notice of all regular and special meetings, and shall perform such duties as are generally associated with that office.

Article III: Meetings

Section 1. The regular meeting of the Board of Library Trustees shall be held monthly in the library.

Section 2. The first meeting after the election of Trustees will begin with newly elected Trustees being seated and sworn in. The oath of office shall be read...

“I do solemnly swear or affirm that I will support the Constitution of the United States of America, and the Constitution of the State of Illinois, and that I will faithfully discharge the office of Library Trustee of the Harvey Public Library District to the best of my ability.”

The next order of business shall be the election of officers.

Section 3. Special meetings may be called by the secretary at the direction of the President, or at the request of two Trustees, for the transaction of business

Section 4. All meetings of the Board shall be conducted in compliance with the Open Meetings Act of the State Of Illinois.

Section 5. To insure orderly conduct of the meetings and proper consideration by the Board, requests to speak to the Board must be submitted in writing prior to the meeting.

Section 6. A quorum for the transaction of business at any meeting shall consist of four (4) Members of the Board present in person.

Section 7. Conduct of meetings: Robert’s Rules of Order shall govern Proceedings of all meetings.

Article IV: Library Director and Staff

The Board shall appoint a qualified Library Director who shall be the executive and administrative officer of the library on behalf of the Board and under its review and direction. In keeping with the stated policies of the Board, the Library Director shall be held responsible for:

- Hiring, compensation and the removal of employees
- Giving proper direction and supervision of the staff
- The care and maintenance of library property
- Adequate and proper selection of books with recommendations from the Selection Committee 1
- Efficiency of library service to the public
- Financial operation within the limitations of the budgeted appropriation

Article V: Committees

Section 1. The president shall appoint standing committees.

A. Building And Grounds - The duty of the Building and Grounds Committee shall be to recommend steps to be taken to preserve the building and its grounds and to improve both.

B. Finance - The duty of the Finance Committee shall be to review the annual preliminary appropriations request, the operating budget, and to furnish advice and recommendations on the financial program of the library.

C. Planning and Development - The duty of the Planning and Development Committee shall be to review and recommend to the Board, appropriate goals and long range plans for the library services and operations.

Section 2. The President shall appoint ad hoc committees of one or more members each for such specific purposes as the business of the Board may require from time to time. The committee shall be considered to be discharged upon the completion of the purpose for which it was appointed and after the final report is made to the Board.

Examples:

Personnel – Duties of the Personnel Committee shall be:

1. To review qualifications of the person being considered for the position of Library Director.
2. To conduct hearings as part of the grievance procedure.
3. To prepare and present to the Board authorized job descriptions and the salaries range for these positions.

1 Revised May 8, 2008

4. To perform all duties delegated in the personnel policy.

Publicity - The duty of the Publicity Committee shall be to make certain that the public is informed of the programs, resources, services and accomplishments of the library.

Policy – The duty of the Policy committee shall be to review policy at least once a year. The committee shall recommend revisions or additions to policy as necessary.

Fund Raising – The duty of the fund raising committee shall be to find additional sources of funding for the library district.

Section 3. All committees shall make a progress report to the Board at each of its meetings.

Section 4. No committee will have other than advisory powers unless, by suitable action of the Board, it is granted specific power to act.

Article VI: General

Section 1. An affirmation vote of the majority of all members of the Board present at the time shall be necessary to approve any action before Board. The President may vote when the vote will affect the results.

Section 2. The BYLAWS may be amended by two-thirds of all members of the Board present at the time, provided written notice of the proposed amendment shall have been mailed to all members prior to the meeting at which such action is proposed to be taken.

Section 3. Proposed revisions and/or additions to the policy manual shall be adopted by the majority vote of a quorum of members of the Board present at the time, provided written notice of the proposed revisions and/or additions shall be mailed to all members of the Board prior to the meeting at which such action is proposed to be taken.