

**BY-LAWS
OF THE BOARD OF LIBRARY TRUSTEES OF
THE MOUNT CARROLL DISTRICT,
MOUNT CARROLL, ILLINOIS**

ARTICLE 1 - INTRODUCTION

- Section 1: These By-Laws specify the powers and duties of the Board of Trustees, provide procedures by which meetings are to be held and conducted, and contain other general rules relating to the government of the Board
- Section 2: These By-Laws are supplementary to the provisions of the statutes of the State of Illinois, Chapter 75, as they relate to the procedures of the Board of Trustees of District libraries.
- Section 3: The pronoun “he” and its cognates, as used in the By-Laws are generic pronouns and include both men and women.

ARTICLE II – NAME, PRIMARY PURPOSE, AND MISSION

- Section 1: The name of this municipal body shall be the “Mount Carroll District Library” (hereafter referred to as the “Library.”)

In accordance with Illinois State Law, the Library shall be forever for the use of residents and taxpayers of the Mount Carroll District Library and other patrons as authorized by law subject to such reasonable rules and regulations as the Library Board of Trustees (hereafter referred to as the “Board”) may adopt in order to render the use of the Library of the greatest benefit to the greatest number of Mount Carroll residents and taxpayers.

- Section 2: The primary purpose of the Mount Carroll District Library is to provide general education library services to the public.
- Section 3: The mission of the Mount Carroll District Library is to provide opportunities for life-long learning by serving as a gathering place, a community resource, and a gateway to knowledge.

ARTICLE III - BOARD OF TRUSTEES

Section 1: The Board shall have all of the powers of a board of public library trustees granted under (75 ILCS 16/) Public Library District Act of 1991. In accordance with the obligations described in Illinois Library Law, the Library shall be governed by a Board of seven Trustees.

Section 2: Election and term of trustees – Trustees shall be elected every 2 years at the regular election scheduled for trustees of public library districts under the Election Code for 4-year terms.

Section 3: The term of each Trustee shall commence on May 1 of the year in which he is elected,

: Absence from four meetings annually shall constitute automatic dismissal from the Board unless the Board defers this dismissal by majority vote. The Board President shall inform the absent Board member in writing that he/she is no longer on the Board. If dismissal is deferred by Board action, the Board president shall inform the absent Board member in writing of the conditions of this deferral.

Section 4: If a vacancy occurs on the Board, the vacancy shall be filled by the Board for the balance of the term. If, however, the vacancy occurs with less than 28 months remaining in the term, and if the vacancy occurs less than 88 days before the next regularly scheduled election for this office, than the person so appointed shall serve the remainder of the unexpired term and no election to fill the vacancy shall be held.

ARTICLE III – RESPONSIBILITIES OF THE BOARD

Section 1: Legal and financial responsibility for the operations of the Library is vested in the Board. Subject to existing statutes, the powers of the Board include but are not limited to: 1) determining rules and regulations governing library services; 2)

exercising exclusive control of all expenditures of money credited to the library fund, and any grant, gift or endowment funds provided for library purposes; 3)

determining the property tax levy required to support the Library within the law; and 4) hiring, evaluating and, if necessary, dismissing the Library Director.

The Board may adopt such policies, rules and regulations for the conduct of its business as shall be deemed advisable or necessary and may, in the execution of the powers granted, appoint such agents as it may consider necessary.

ARTICLE IV – OFFICERS

Section 1: The officers of the Board of Trustees shall be a President, a Vice-President, a Secretary, and a Treasurer. No Trustee shall hold more than one office at any one time.

Section 2: Officers shall be elected by the Board from among its members, for a term of one year. If a vacancy occurs in any office, the vacancy shall be filled by the Board for the balance of the term. The President of the Board may not serve for more than three consecutive terms; a half year or more shall be considered a full term.

Section 3: The President, working closely with the Library Director, prepares agendas for board meetings for distribution to participants in advance of each meeting. The President presides at board meetings, serving as discussion leader, and appoints committee members. He or she signs official documents and may under instruction from the Board and represents the library at public meetings and gatherings. When the Board President speaks on behalf of the library, he or she must reflect the adopted positions of the Board, not personal views. As a single member of the Board, he has one vote.

Section 4: The Vice-president shall preside at meetings of the Board in the absence of the President and shall perform such other duties as are assigned.

Section 5: The Secretary records the proceedings of meetings, then prepares written minutes and issues them to trustees in advance of the next meeting. After the minutes of past meeting

are approved, the Secretary prepares a permanent and correct copy for the archives of the library. The preparation of the minutes may be assigned to staff, but if delegated, the process shall be completed with the oversight of the Board Secretary. Minutes of all

board meetings-including closed (or executive) sessions shall be prepared and archived as mandated by the Illinois Open Meetings Act. The minutes of open sessions should be kept in a secure but accessible location in the library and made available to the public upon request. Twice a year, the board shall consider whether to open minutes of individual closed sessions or keep them closed.

Section 6: The Treasurer shall receive and disburse all monies collected and deposited to the credit of the library fund and keep appropriate records. The Board may hire a bookkeeper to assist the Treasurer.

ARTICLE V - MEETINGS

Section 1: All Board meetings shall meet the requirements of the Illinois Open Meetings Act (5 ILCS 120/2(c) et seq.).

Section 2: Regular meetings of the Board shall be held monthly at the Library, with the time and dates to be determined by the Board.

Section 3: A special meeting of the Board may be held at any time at the call of any two members of the Board, provided that notice of the time and place has been given to all members at least forty-eight hours in advance of the special meeting. Emergency meetings may be held with notice as soon as is practicable.

Section 4: All meetings are open to the public.

Section 5: A quorum shall consist of four of the seven members.

Section 6: An agenda for each regular meeting shall be prepared under the supervision of the President and posted on the library bulletin board at least forty-eight hours prior to the

meeting. Members who wish to have items included on the agenda should submit each item to the President on or before the Friday preceding the meeting date. No action may be taken on substantive matters which are not specified on the agenda.

The first order of business shall be the President's ascertaining if there is a quorum present. If so, the President shall call the meeting to order. The Board shall proceed to conduct the business before it normally in the following order:

- Approval of agenda
- Public Comment
- Friends of the Library Report
- Approval of the minutes of the preceding meeting
- Approval of financial report
- Director's report
- Committee Reports
- Old Business
- New Business
- Executive Session
- Adjournment

The President may vary the order of business.

Section 7: If any trustee has a financial interest of a personal or business nature in any matter under consideration by the Board, he shall not vote thereon.

ARTICLE VI – DISSOLUTION

Section 1: In the event of the Dissolution of Library District Illinois Statute 75 ILCS 16/25. DISSOLUTION OF DISTRICT applies which includes the following:

Upon the approval of dissolution under this Article and the entry of the judgment of the

circuit court, the board shall proceed with dissolution of the district in compliance with the judgment of the circuit court.

The board shall continue in existence for the sole purpose of winding up its affairs and for disposition of district property. Trustees whose terms expire shall continue to serve until the board dissolves.

Personal property of intrinsic value only to libraries may be donated to other public libraries. All other property, real or personal, shall be sold under Section 30-70; the proceeds shall be applied first to the debts of the district, and the balance, if any, shall be paid to the county collector. Where a district lies in more than one county, the proceeds shall be equitably apportioned among the various counties affected, upon a ratio based upon the taxable property of the district within each county. The county collectors shall credit those amounts on their books as a payment on behalf of the taxpayers of the dissolved district toward any other taxes levied by the county involved, and the proceeds shall accrue to each county and

shall abate the county tax levy for each county affected as to each taxpayer involved until the credit is used up or utilized and applied.

The board shall then meet, prepare and file its final report, enact a dissolution ordinance, and direct the filing of certified copies of the ordinance with the county clerk of each county affected and the Illinois State Librarian. The board shall then dissolve.

ARTICLE VII- INDEMNIFICATION

Section 1: The Library shall and does hereby indemnify and hold each of its officers, trustees, employees, and committee members (and former officers, trustees, employees, and committee members) harmless from and against any and all claims, suits, damages, judgments, and expenses arising from and in connection with their services for or on behalf of the Library, provided, however, that this Article shall not apply in the event of gross negligence or willful misconduct in the performance of their Library duties.

ARTICLE VIII - AMENDMENT OF BY-LAWS

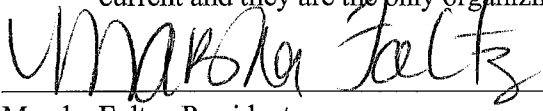
Section 1: These By-Laws may be amended by an affirmative majority vote of all the members of the Board.

Section 2: A proposed amendment to these By-Laws shall be presented in writing at a regular or special meeting preceding the meeting at which the vote is taken.

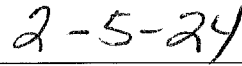
End of Bylaws

CERTIFICATION

I do hereby certify that the above stated Bylaws of The Mount Carroll district Library are complete, current and they are the only organizing instrument of the organization.



Marsha Foltz, President



Date