

Intellectual Freedom

We value and facilitate the free exchange of information and ideas in a democratic society, protecting intellectual freedom and respecting individuals' rights to privacy and choice.

Innovation

We encourage and practice creativity, experimentation, and the generation of ideas.

1.4 Bylaws

1. The Bloomington Public Library is a municipal library, serving the corporate boundaries of the City of Bloomington, as established under the Illinois Local Library Act as found in Chapter 75, Section 5 of the Illinois Compiled Statutes (75 ILCS 5). As provided in the Illinois Local Library Act, the Board of Trustees shall be composed of 9 city residents, appointed by the mayor and approved by the city council. Vacancies shall be reported to the mayor and shall be filled in like manner as original appointments. The President may ask the Mayor to declare a Trustee's seat vacant if such Trustee has three consecutive unexcused absences from regularly scheduled Board of Trustees meetings.
2. The regular meeting of the Board of Trustees of the Bloomington Public Library shall be held each month, the date and hour to be set by the Board of Trustees at the first regular meeting of the Board of Trustees each fiscal year. All meetings of the Board of Trustees are open to the public as provided in Illinois Open Meetings Act (5 ILCS 120).
3. Special meetings may be held at any time at the call of the President, the Vice-President, or any two trustees, provided that it complies with the Illinois Open Meetings Act (5 ILCS 120).
4. A quorum at any meeting shall consist of a majority of the trustees.
5. The Officers of the Board of Trustees shall be a President, a Vice-President, a Secretary, and a Treasurer. Each fiscal year, they shall be elected at the last regular meeting of the Board of Trustees and shall serve one-year terms, or until their successors are elected.
6. The President shall preside at all meetings of the Board of Trustees, appoint all committees, serve as ex-officio on all committees, serve as the only Board of Trustees spokesperson to staff, and perform such other duties as are normally associated with the office or may be assigned by the Board of Trustees.
 - a. In the absence of the President, Trustees shall preside in the following order: Vice-President, Secretary, Treasurer, and finally the Trustee with the most seniority.
 - b. The Secretary, or designee, shall create the written minutes of the Board of Trustees meetings including closed session and committees, call the roll and record votes.
 - c. The Treasurer shall serve as the chair of the Budget and Personnel Committee, review the budget and shall have such other duties as may be assigned by the Board of Trustees.
 - d. The Library Director, or their designee, shall issue notice of all meetings, to include minutes of the prior meeting, the agenda to be discussed at the proposed meeting, and any reports essential to consideration of the agenda.
 - e. Committees: The President shall appoint such committees before the first regular meeting of the Board of Trustees each fiscal year and as needs arise, charging them with such responsibilities as are deemed appropriate. The three standing committees are the Budget and Personnel Committee, the Planning, Policy and Programs Committee (3 P's)

Committee, and the Nominating Committee. Ad hoc committees may be formed as needs arise.

- i. The Budget and Personnel Committee is chaired by the Treasurer and is charged with 1) reviewing the Library's annual budget; and 2) evaluating the Library Director annually.
- ii. The 3 P's Committee is charged to work with staff 1) to develop the short-term and long-term plans for the Library; 2) to periodically review Library policies; and 3) to review and assess the Library's balance of programs.
- iii. The Nominating Committee is charged with preparing and presenting the slate of officers, in consultation with all Trustees, including seeking self-nominations.

Committees shall meet and discuss at the direction of the Board of Trustees.

7. The Board of Trustees is responsible for hiring and employing a Library Director who oversees the operations of the Library. Six affirmative votes shall be required to hire and/or fire the Library Director.
8. Order of Business: the order of business at all regular meetings of the Board of Trustees shall be determined by the Trustees.
9. Robert's Rules of Order Revised shall govern the parliamentary procedure of the Board of Trustees except as specified herein.
10. All regular and special meetings of the Board of Trustees shall comply with the Illinois Open Meetings Act (5 ILCS 120/2(c)).
11. Closed sessions shall be recorded, and such recordings shall be preserved for at least eighteen months after the meeting and shall only be destroyed after the Board of Trustees has approved the written minutes of the closed session and the destruction of the particular recordings.
12. All proceedings of a closed session shall be kept in strict confidence by all those in attendance.
13. Trustees may attend and participate in meetings of the Board of Trustees by telephone or other electronic means subject to the following limitations:
 - a. The minimum qualifications specified by the Open Meetings Act are met.
 - b. The Trustee notifies the appropriate Library Staff at least two hours prior to the scheduled meeting start time.
14. Trustees are expected to adhere to the following ethical precepts (originally created as the ALA Ethics Statement for Public Library Trustees):
 - a. Trustees in the capacity of trust upon them, shall observe ethical standards with absolute truth, integrity and honor.
 - b. Trustees must avoid situations in which personal interests might be served or financial benefits gained at the expense of library users, colleagues, or the situation.
 - c. It is incumbent upon any trustee to disqualify himself/herself immediately whenever the appearance or a conflict of interest exists.
 - d. Trustees must distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of the institution, acknowledging the formal position of the board of trustees even if they personally disagree.
 - e. A trustee must respect the confidential nature of library business while being aware of and in compliance with applicable laws governing freedom of information.
 - f. Trustees must be prepared to support to the fullest the efforts of librarians in resisting censorship of library materials by groups or individuals.

- g. Trustees who accept library board of trustees responsibilities are expected to perform all of the functions of library trustees.
15. Amendments to the bylaws may be proposed by any member of the Board of Trustees. Amendments shall be presented to the Board of Trustees in writing at least thirty days prior to a vote being taken for their adoption. Amendments to these bylaws shall become effective upon the affirmation of a two-thirds majority of those present and entitled to vote at a properly convened meeting of the Board of Trustees.

1.5 Board of Trustees Officers and Committees Procedures

Nomination of Officers

The Bylaws specify that there “shall be a President, a Vice-President, a Secretary and a Treasurer,” and that “the Nominating Committee is charged with preparing and presenting the slate of officers, in consultation with all Trustees, including self-nominations.”

The following procedures are in place to satisfy the requirements of the Bylaws.

1. The President shall select a Nominating Committee of three members from the Board of Trustees at least two months prior to the end of the fiscal year.
2. The Nominating Committee shall solicit interested Trustees for the officers of the Board of Trustees.
3. The Nominating Committee shall present a slate of officers at the April meeting. The Board of Trustees will vote to elect the slate of officers at that meeting.
4. The new officers will take office at the first meeting of the new fiscal year.

Committee Appointments

Each trustee will be asked to serve on one or more of the Board of Trustees committees. The President will review and make appointments annually. Trustees may volunteer to serve on the committee/committees that interest them. The President will select and announce the Chair and members of each committee at the first meeting of the fiscal year.

Ad hoc committees may be created by the President at any time and charged with such responsibilities as the President deems appropriate. These ad hoc committees will be reviewed by the President annually to evaluate if they have accomplished their charge and if they are still needed.

Committee Operations

Each committee Chair will contact the Library Director or their designee one week prior to setting a committee meeting date to prepare a committee Meeting Agenda. Each committee Chair will approve the committee meeting agenda and all supporting documents no later than three business days prior to the committee Meeting Date. The Library Director or designee will send the agenda and supporting documents to all committee members and the President and make proper notice of the committee meeting as required by the Illinois Open Meetings Act (5 ILCS 120).

Any Trustee may attend any committee meeting, but nonmembers of the committee may not vote and may only participate in discussion with recognition of the chair.