**BYLAWS**

**OF**

**PEORIA PUBLIC LIBRARY**

**BOARD OF LIBRARY TRUSTEES**

**December 19, 2006**

**Revised August 16, 2011**

**Revised February 19, 2013**

**Revised July 16, 2013**

**Revised October 17, 2017**

**Revised January 21, 2020**

**Revised March 16, 2021**

ARTICLE I

General Provisions

 Section 1: Establishment. The Peoria Public Library (the “Library”) is a local library established pursuant to the Illinois Local Library Act (75 ILCS 5/1-0.1 et seq.) (the “Act”). These Bylaws are established pursuant to Section 4-7 of the Act.

 Section 2: Board of Trustees. The Library shall be governed by a Board of Trustees (the “Board”) consisting of nine (9) members (individually, a “Trustee” and collectively, the “Trustees”) appointed by the Mayor of the City of Peoria (the “City”), with the approval of the City Council, pursuant to the Act.

 Section 3: Offices. The Board shall maintain its principal offices at Main Library, 107 N.E. Monroe Street, Peoria, Illinois.

 Section 4: Amendments. The Board shall have the power to amend these Bylaws by majority vote of all Trustees then holding office. No amendment may be proposed to or adopted by the Board, however, unless a notice describing the proposed amendment is delivered to each Trustee then holding office at least one (1) week before the meeting at which action is proposed or taken.

 Section 5: Authority. The proceedings of the Board shall be governed by the Act and all other applicable statutes and common law of the State of Illinois. To the extent not inconsistent with such laws, and these Bylaws, Robert’s Rules of Order shall be used as the rules of procedure of the Board.

# ARTICLE II

Meetings

Section 1: Regular Meetings. Regular meetings shall be held at 5:30p.m. on the third Tuesday of each month except Decemberin a public meeting room of Main Library located at 107 N.E. Monroe Street, Peoria, Illinois, or at such other location as designated by the Board from time to time, provided, however, that the Board may determine by a majority vote to cancel a regular monthly meeting. In the case of a cancelled meeting, monthly expenditures sheets must promptly be signed to ensure the timely payment of the bills (see Article IV, Section 3, Executive Committee). Upon proper notice, and as provided by law, the Board may change the time and place of any regular meeting. To assure an opportunity for public participation at both regular and special meetings of the Board, the Board shall adopt rules from time to time that (a) provide for an opportunity to receive public comment at all Board meetings other than those properly closed to the public and (b) govern the portion of each meeting during which there is an opportunity for public comment.

Section 2: Special Meetings. Special meetings of the Board may be called by the President, the Chair of any committee of the Board or by any three (3) Trustees; provided, however, that the Chair of a committee may call a special Board meeting only for the purpose of discussing business properly before his or her committee. Notice of special meetings shall be given to each Trustee at least three (3) days prior to the meeting and to the general public as required by law, and shall include a description of the matters to be discussed at the special meeting. No topic may be discussed at a special meeting unless it is described in the notice of the meeting. Notice of a meeting may be waived by any Trustee before or after the meeting. Attendance at a meeting shall be a waiver of notice unless a Trustee is appearing only to object to the meeting due to insufficiency of notice.

Section 3: Quorum. Five (5) Trustees shall constitute a quorum of the Board.

Section 4: Manner of Acting. The act of a majority of Trustees present at a legally and validly called meeting of the Board at which a quorum of the Board is present shall be the action of the Board, unless the act of a greater number for any particular action is required by law or these Bylaws. In addition, Board action regarding the employment and compensation of the Executive Director shall require the vote of a majority of all Trustees then holding office.

# ARTICLE III

Officers

Section 1: Election. At its regular meeting each June, the Board shall elect from its members a President, a Vice-President, a Secretary and such other officers, as the Board shall deem necessary. The Board shall elect officers to fill any vacancy in an office as necessary.

Section 2: Removal. Any officer elected by the Board may be removed by the majority vote of all Trustees then holding office, with or without cause.

Section 3: Term. No Trustee shall serve more than two (2) full consecutive terms in any single office unless additional consecutive one-year terms are approved by a majority of the Board.

Section 4: President. The President will preside at meetings of the Board and will function as the chief executive officer of the Board. He or she may sign, with the Secretary or any other proper officer of the Board, all documents or other instruments approved by the Board except where the execution thereof has been expressly delegated by the Board to another officer, agent or employee or is required by law to be otherwise executed, and, in general, he or she will perform all duties incident to the office of President and such other duties as may be periodically prescribed by the Board.

Section 5: Vice*-*President. The Vice-President will assist the President in the discharge of his or her duties, as the President may direct, and will perform such other duties as may be periodically prescribed by the Board. In addition, the Vice*-*President shall act as Chair of the Executive Committee. In the absence of the President or in the event of his or her inability or refusal to act, the Vice*-*President will perform the duties of the President and, when so acting, will possess all the powers of and be limited by all the restrictions relating to the President.

Section 6: Secretary. The Secretary will be responsible for the recording of the minutes of the meetings of the Board; ensuring that all notices are delivered in accordance with these Bylaws, or as required by law; be custodian of the corporate records; maintain a register of the address of each Trustee; and perform all duties incident to the office of the Secretary and such other duties as may be periodically assigned to him or her by the Board. For the purpose of assisting the Secretary in the performance of the foregoing duties, the Board will appoint an employee of the Library to serve as recording secretary. The recording secretary shall perform such duties as shall be assigned from time to time by the Board and the ExecutiveDirector of the Library.

# ARTICLE IV

Committees and Representatives

Section 1: Appointment. No later than the regular Board meeting in September of each year, the President shall appoint a Chair and members for each standing committee described in Section 4 hereof. The President may appoint additional members to standing committees as necessary. The President may, at any regular or special Board meeting, create, appoint a Chair and members for and terminate any special committees, as he or she shall from time to time deem appropriate. The President shall be an ex officio, voting member of each committee.

Section 2: Responsibility and Authority. Committees shall review and consider matters delegated to them by these Bylaws, the Board and the President. Responsibilities delegated to committees shall not be exclusive; the various committees will frequently need to consider similar and related matters and shall cooperate in discharging their duties. The authority of committees shall be to recommend action or policies to the Board, and no committee shall have authority to take action on behalf of the Board unless the authority to do so is specifically delegated to said committee by the Board.

Section 3: Executive Committee. The Executive Committee shall consist of the President, Vice*-*President and Secretary. The Vice*-*President shall act as Chair of the Executive Committee. The Executive Committee shall be responsible for taking action on behalf of the Board as specifically authorized by the Board. Each month, two members of the Executive Committee must sign the monthly expenditures sheets by noon the day after the regularly scheduled Board meeting date to be forwarded along with the monthly bills to the City Finance Department who will produce the checks in payment of these bills. In addition, the Executive Committee shall be responsible for all matters regarding the employment of the ExecutiveDirector including, without limitation, hiring, evaluation of performance, compensation, relations with the Board and termination.

Section 4: Standing Committees. The following committees shall be standing committees of the Board:

 (a) Building. Responsible for Library facilities, parking lots and grounds (owned or rented); matters involving construction, renovation, repair and maintenance of such facilities and the financing of same, including compliance with Section 5-8 of the Act relating to use of assets credited to the Capital Development Fund.

(b) Community Relations. Responsible for maintaining communication between the Board, Library patrons and the community in general.

(c) Finance. Responsible for preparing the annual Library budget, working with the City of Peoria regarding the annual tax levy, the investment of funds on hand, the use of assets credited to the Capital Development Fund in accordance with Section 5-8 of the Act, gift and donation funds and other funds on hand and other duties related to the financial affairs of the Library.

(d) Nominating/Appeals. The President will appoint this committee at the same time all other committees are appointed. The duties of this committee shall be to nominate officers to the Board and also would work to garner citizens of Peoria to serve as Trustees. The Board President or the Executive Director would then present Trustee recommendations to the Mayor. This committee is also responsible for making decisions on appeals by Library patrons from decisions of the Executive Director relating to the patrons’ use of the Library facilities.

(e) Personnel/Negotiations. Responsible for creating personnel policies, negotiating bargaining agreements, hearing grievances, periodically reviewing all employee time records to monitor time-tracking policy compliance, resolving other appeals of action of the Executive Director with respect to employment matters and other duties related to employment matters of the Library. The Personnel/Negotiations Committee shall not be responsible for employment matters concerning the Executive Director, but shall cooperate with the Executive Committee as necessary in such matters.

(f) Strategic Planning. Responsible for developing a strategic plan for the Library. Once the plan is developed and implemented, the committee shall review and update the plan on an annual basis.

Section 5: Committee Meetings. Committee meetings may be called by the President, the Chair of the committee or by any two (2) committee members. Notice of committee meetings shall be given to each committee member at least three (3) days prior to the meeting, to each Trustee at least two (2) days prior to the meeting and to the general public as required by law. Notice of a committee meeting may be waived by any committee member or Trustee before or after the meeting. Attendance at a meeting shall be a waiver of Notice. No quorum shall be required for committee meetings, but any action of a committee shall require the affirmative vote of the majority of the voting members of the committee.

Section 6: Representatives. At the regular Board meeting each September, the President shall appoint a Trustee to each of the representative positions set forth below. The President may, at any regular or special board meeting, appoint a Trustee to other representative positions as he or she shall from time to time may deem appropriate.

* + - * 1. Friends Representative. The President at any regular or special Board meeting may appoint a Trustee or the Executive Director to the position of Friends of Peoria Public Library representative.