



**BY-LAWS OF THE**  
**ROCK ISLAND PUBLIC LIBRARY**  
**BOARD OF TRUSTEES**

**ARTICLE I**

**GENERAL PROVISIONS**

- Section 1. The Rock Island Public Library is an essential resource of the City of Rock Island. It was established by the City of Rock Island and derives its existence and authority from the State of Illinois Local Library Act (75 ILCS 5/1 et seq.) and Chapter 14 of the Rock Island Code of Ordinances.
- Section 2. The official name of this institution is the “Rock Island Public Library and Reading Room,” per section 14-36 of the City Code of Rock Island, but also known as the “Rock Island Public Library.”
- Section 3. These Bylaws of the Rock Island Public Library Board of Trustees are made and adopted by the Board pursuant to section 14-38 of the City Code of Rock Island.
- Section 4. These by-laws are intended to set out the duties of the officers of the Library Board of Trustees, provide procedures by which meetings of the Board are to be conducted, set out methods by which the business of the Board of Trustees is to be carried out, and to provide other general rules relating to the government of the Board of Library Trustees.
- Section 5. The Board, acting within the scope of its authority and by majority vote at any meeting, shall adopt, amend, modify, or revoke such written policies and procedures it deems necessary and proper to fulfill the mission of the library.
- Section 6. Three Rock Island residents are appointed each year by the Mayor for a three-year term. One city council representative may serve on the Board. Board member vacancies shall be declared and filled in accordance with 75 ILCS 5/4-4. Two high school students may serve on the Board in an advisory capacity.
- Section 7. Term Limits.  
  
Board members may serve up to three (3) consecutive, full, three (3) year terms.
- Section 8. Mid-term Appointments.  
  
If appointed as a replacement Trustee for the Library Board, the new Board member will assume the term of the departing member. This partial term will not count toward the term limits set forth in Section 7.

Section 9. Oath of office for new Trustees.

Within sixty (60) days of appointment, new Trustees shall take the following oath of office at a regular meeting of the Board under the charge of the presiding officer. The oath of office shall consist of the following:

*I do solemnly swear that I will support the constitution of the United States and the constitution of the State of Illinois, and that I will faithfully discharge the duties of the office of Trustee according to the best of my ability.*

Section 10. Trustees shall serve without compensation but shall be reimbursed for their actual and necessary expenses incurred in the performance of their duties from library funds.

Section 11. The full Board shall annually evaluate the performance of the Library Director and review the evaluation with the Director.

Section 12. These rules are supplementary to the provisions of the statutes of the State of Illinois as they relate to the procedures of Boards of Library Trustees.

Section 13. All Trustees must have an active library card in good standing within 30 days of appointment.

Section 14. The office of the Board shall be located at the Rock Island Public Library, 401 19<sup>th</sup> Street, Rock Island, Illinois.

## **ARTICLE II**

### **OFFICERS**

Section 1. The Officers of the Library Board of Trustees shall be a President, a Vice-president, and a Secretary/Treasurer.

Section 2. Each officer shall be elected at the March meeting of the Board and will serve for one year, beginning May 1, or until a successor is elected and assumes office. No President shall be elected to serve more than three consecutive terms. If a vacancy occurs in any of the said offices of the Board, the vacancy shall be filled by the Board for the balance of the term.

Section 3. The duties to be performed by the officers are:

- a. President: The President shall preside at all meetings of the Board and shall appoint all standing and special committees. The President shall have general supervision of all matters pertaining to the library, except as otherwise provided by law, or by these Bylaws, or by action of the Board. The President shall be an ex-officio member of all committees and subcommittees as appointed.

- b. Vice-president: The Vice-president shall perform all of the duties of the President if the President is absent or unable to fulfill his/her duties.
- c. Secretary/Treasurer: It shall be the duty of the Secretary to keep an accurate account of the proceedings and official actions of the Board, sign documents, and to notify Trustees of the Board of all regular and special meetings. The secretary shall provide for conduct of the correspondence of the Board.

### **ARTICLE III**

#### **MEETINGS**

- Section 1. Regular Library Board meetings will be held monthly at the Rock Island Public Library, 401 19<sup>th</sup> Street, Rock Island, Illinois. The annual schedule of the Board will be posted in accordance with the Illinois Open Meetings Act, 5 ILCS 120/2.02. The normal meeting area is the Large Meeting Room, located on the 2<sup>nd</sup> floor of the Downtown Library.
- Section 2. Special meetings of the Board may be held upon call, either by the President, the Secretary/Treasurer, or upon the written request of three Trustees of the Board, or at the request of the Library Director, for the transaction of any business stated in the call for such a special meeting. No special meeting shall be held unless notice of the time and place thereof shall be given to all Trustees at least forty-eight (48) hours in advance.
- Section 3. Five (5) Trustees of the Board physically present at the site of the open meeting shall constitute a quorum for the transaction of business. Board members may participate in person, by telephone, or by electronic means, but not be counted towards achieving a quorum, unless under a disaster proclamation by the Governor or City.
- Section 4. All expenditures and payments must be authorized by the Library Board for payment.
- Section 5. Meetings shall be conducted under the latest edition of *Robert's Rules of Order*.
- Section 6. The order of business at meetings of the Board shall be as follows:
  - Call to order.
  - Attendance.
  - Public Comment.
  - Approval of Minutes.
  - Board Education.
  - Correspondence.
  - Approval of Bills.
  - Report of Committees.
  - Report of Director.
  - Unfinished Business.
  - New Business.
  - Information Sharing.

Closed Session.  
Announcements.  
Adjournment.

Section 6. All meetings of the Board shall be open to the public in accordance with the Illinois Open Meetings Act (5 ILCS 120/1, from Ch. 102, par. 41 et seq.).

Section 7. A closed session shall take place by a majority vote with citation in the minutes of the specific exception to the Act's open meeting requirements for justification for a closed meeting. Exceptions to the open meeting requirements are as follows:

- a. Collective bargaining negotiations.
- b. Salary schedule deliberations for one or more classes of municipal employees.
- c. Other personnel matters, such as appointments, employment, dismissals, or hearings on complaints lodged against employees.
- d. Consideration of the acquisition of real property.
- e. Discussion of litigation filed or pending, probable, or imminent.
- f. Settlement of claims or establishment of budgetary reserves for torts or lawsuit defenses.
- g. Where the constitution permits a governmental unit to hold a closed meeting.

Section 8. Public Participation.

Any person shall be permitted an opportunity to address public officials under the rules established and recorded by the public body. *Please see the "Public Comment Policy," as passed by the Library Board of Trustees.*

## **ARTICLE IV**

### **COMMITTEES**

Section 1. Standing Committees of the Board must consist of at least three trustees, and may include one ex-officio representative of any contracting library district. The committees are as follows:

Art Committee  
Buildings and Grounds Committee  
Finance Committee  
Personnel and Policy Committee  
Planning and Community Relations Committee

Section 2. Duties of Committees.

Subject to approval of the Board, the duties of the Committees shall include the following:

**ART COMMITTEE:** The Art Committee shall recommend all matters of policy to the Board regarding artwork. They shall make recommendation of purchase, acceptance of gifts, sale of art, disposal of art, and placement of art in or on the grounds of the library building and branches.

**BUILDINGS AND GROUNDS COMMITTEE:** The Buildings and Grounds Committee shall have charge of all matters relating to the alteration and furnishing of the buildings and care of the grounds, equipment, and vehicles.

**FINANCE COMMITTEE:** The Finance Committee shall review, analyze, and present the budget to the Board and a statement for the annual budget for presentation to the City Council, and shall present a working budget for the use and guidance of the Board. The Finance Committee shall audit all accounts and funds of the Board.

**PERSONNEL AND POLICY COMMITTEE:** The Personnel and Policy Committee shall make recommendations to the Board regarding the appointment of the Library Director and all matters of policy in regard to the employee's compensation, hours, duties, and other matters of dealing with the personnel. It shall examine staff grievances and make recommendations on its findings to the Board for final decision.

**PLANNING AND COMMUNITY RELATIONS COMMITTEE:** The Planning and Community Relations Committee shall review all matters regarding the goals and objectives of the Library and make recommendations to the Board. This committee will also make recommendations for Board advocacy in the community.

Section 3. Terms.

The term of all standing committee membership shall be from June until the next regular May meeting, or until a successor committee member has been appointed.

Section 4. Vacancies.

Vacancies on standing committees shall be filled by the President for the unexpired term.

Section 5. Special Committees.

Special Committees may be established by the President for such terms constituted as the President may decide.

## **ARTICLE V**

### RECORDS OF THE BOARD

- Section 1. All records and accounts of the Library and the Board shall be kept in the Library in the custody of the Director. All such records and accounts shall be open to the inspection and use of all the Trustees of the Board at all reasonable times.
- Section 2. All records and accounts of the Library and of the Board shall be made available to any member of the public in accordance with the Illinois Freedom of Information Act (5 ILCS 140/1) (from Ch. 116, par. 201 et seq.).

## **ARTICLE VI**

### LIBRARY FUNDS

- Section 1. Pursuant to 75 ILCS 5/4-7, the Library Board of Trustees has the exclusive control of the expenditure of all money collected for the library and deposited to the credit of the library fund.
- Section 2. All monies collected and received for the benefit of the Library shall be deposited in, and disbursed from, the treasury of the city and shall be kept separate and apart from other monies of the City in designated funds for which the City shall account to the Board on a regular basis.
- Section 3. After the end of each calendar year, the Board of Trustees may designate out of any surplus, a reserve amount to be carried over in the Library Fund for the next calendar year.
- Section 4. All gifts to the Library, of either monies or securities, shall be deposited in such bank as may be designated by the Board, or may be given to the Rock Island Public Library for future library use. All gifts of property, other than monies or securities, shall be held or disposed of as may be directed by the Board. Gifts of books and other library materials are accepted under the provision that the use or disposal is subject to the guidelines of the Collection Development Policy.

## **ARTICLE VII**

### ETHICS

- Section 1. Trustees of the Board will abide by the *Ethics Statement for Public Library Trustees*, as approved by the Public Library Association:

- Trustees in the capacity of trust upon them shall observe ethical standards with absolute truth, integrity, and honor.
- 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.
- It is incumbent upon any Trustee to disqualify himself/herself immediately whenever the appearance of or a conflict of interest exists.
- 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 even if they personally disagree.
- A Trustee must respect the confidential nature of library business while being aware of and in compliance with applicable laws governing freedom of information.
- Trustees must be prepared to support to the fullest the efforts of librarians in resisting censorship of library materials by groups or individuals.
- Trustees who accept library board responsibilities are expected to perform all of the functions of library Trustees.

## ARTICLE VIII

### AMENDMENT PROCEDURE

Section 1. These By-laws may be amended by a majority vote at a regular meeting, provided notice of the proposed amendment has been given at a preceding regular meeting; or at a special meeting, provided notice of the proposed amendment has been given ten days prior thereto in writing.

BOARD APPROVED: 1/15/1988  
 BOARD REVISED: 9/19/1996  
 BOARD REVIEWED: 6/17/1997  
 BOARD REVISED: 7/20/1999  
 BOARD REVISED: 3/20/2001  
 BOARD REVISED: 7/15/2003  
 BOARD REVISED: 10/21/2003  
 BOARD REVISED: 3/17/2009  
 BOARD REVISED: 9/21/2010  
 BOARD REVISED: 5/21/2013  
 BOARD REVISED: 4/15/2014  
 BOARD REVIEWED: 1/19/2016

BOARD APPROVED: 3/15/2016  
 BOARD APPROVED: 12/20/2016  
 BOARD APPROVED: 5/16/2017  
 BOARD APPROVED: 9/19/2017  
 BOARD REVIEWED: 4/17/2018  
 BOARD REVISED: 5/15/2018  
 BOARD APPROVED: 6/19/2018  
 REVIEWED: 8/20/2019  
 REVIEWED & REVISED: 9/21/2021  
 BOARD APPROVED: 10/19/2021