

## **BY-LAWS OF THE CHESTER PUBLIC LIBRARY**

The Chester Public Library, formerly known as the Cole Memorial Library, was established and is conducted as a city library in accordance with the statutes of the State of Illinois, for the use and benefit of the inhabitants of the City of Chester. It is financed by a special tax levied by the City Council on taxable property within the City of Chester.

### **BOARD OF TRUSTEES**

The Chester Public Library is governed by a Board of Trustees consisting of nine members. Board members are appointed by the Mayor by and with the advice and consent of the City Council. Three members of the board are appointed annually on May 1. Board members serve without pay, however, they are reimbursed for their actual and necessary expense incurred in the performance of their duties from the Library funds. (Illinois Library Laws, Chapter 81, Paragraph 4-5.)

The Board of Trustees assumes full legal responsibility for the Library and its policy and will initiate policy development when necessary. The Board of Trustees' responsibilities include selection, appointment and evaluation of the Administrative Librarian, control of all expenditures, development and maintenance of a plan of service, determination of compensation for all staff members, knowledge of Illinois Library Laws and adoption of policies which further the interests of the Library.

Provisions should be made by the Board safeguarding the Library against conflict of interests of Board members. Library Board meetings, records of Library operation and Board action will be open to the public.

The Board of Trustees must file a Public Library Annual Report with the Illinois State Library AS SOON AS POSSIBLE UPON (AND BY NO LATER THAN SIXTY (60) DAYS AFTER) completion of its fiscal year. The Chester Public Library fiscal year is from May 1 to April 30.

The Board of Trustees may establish a Working Cash Fund -- this fund to be used, if necessary, in the General Library Fund. It will be identified in the annual budget without reducing or abating an annual Library tax levy. It shall not be deemed as a current asset available for Library purposes. Money advanced to the Library Fund will be returned to the Working Cash Fund after payment of tax warrants.

The Board of Trustees shall be responsible for all Library properties and grounds and will provide for civil and criminal penalties for injury to any properties. The Board will provide responsibility for the physical well being of all persons employed by the Board and all persons using the Library under Workmen's Compensation Act and its own insurance plan.

A complete inventory of all Library properties will be revised annually and a copy will be filed with the Mayor of the City of Chester.

## **(BY-LAWS OF THE CHESTER PUBLIC LIBRARY CONTINUED)**

### **REGULAR MEETINGS**

The Board of Trustees regular meetings are held the second Monday of January, March, May, July, September, and November in the Library. Cancellation of meetings may be approved by a majority of the Board of Trustees or in the event of a lack of a quorum. In the absence of the President, the Vice President shall preside. Notice of every regular meeting shall be published in a local weekly newspaper one week prior to the scheduled meeting.

### **SPECIAL MEETINGS**

Special meetings shall be held at any time when called by the president or secretary or by any three trustees of the board. Provided that notice with the agenda of the special meeting is given at least 48 hours in advance, except in the case of a bona fide emergency, to board members. No business except that stated in the notice and agenda shall be transacted. Notice and agenda shall be posted 48 hours in advance on the front door of the library except in the case of a bona fide emergency.

### **QUORUM**

A quorum at any meeting shall consist of five (5) members.

### **OFFICERS AND ELECTIONS**

The Board of Trustees will biennially elect officers, consisting of a President, Vice President, Secretary, and Treasurer. A nominating committee of three members will be appointed by the President in May of each year. Election of officers will be held at the annual July meeting. In the event of a resignation from an office, an election to fill the unexpired term of that office will be conducted at the next regular meeting.

### **PRESIDENT**

The president shall preside at all board meetings, appoint all standing and special committees, serve as ex-officio member of all committees and perform all other such duties as may be assigned by the board.

### **VICE PRESIDENT**

The vice-president, in the absence of the president, shall assume all duties of the president.

### **SECRETARY**

The secretary shall keep minutes of all board meetings and record attendance. The secretary shall perform all other such clerical duties as may be assigned by the board.

### **TREASURER**

The treasurer is authorized to approve regular monthly expenditures prior to the regular board meetings. The monthly expenditures should be coded by the Administrative Librarian, approved by the treasurer, and then be presented to the City Clerk for payment. Regular payments will be on the first and third Tuesday of each month. The treasurer will report at each meeting the state of the funds. In the absence of the treasurer or when he or she is unable to serve, the president or vice-president may perform the duties of the treasurer. The treasurer shall be bonded in the amount to be approved by the board and according to statute requirement.

## **(BY-LAWS OF THE CHESTER PUBLIC LIBRARY CONTINUED)**

### **COMMITTEES**

The following standing committees will be appointed as needed by the President of the Board of Trustees:

Budget	Technology
Personnel	Nominating
Policy	Grant
Audit of Secretary's Minutes	Building

In lieu of an auditing committee, the Treasurer's books are audited annually by the City Auditor.

The President of the Board of Trustees will appoint one Board member to serve as liaison between the Board and the "Friends of the Library" Organization.

### **BUDGET COMMITTEE**

The President of the Board of Trustees will annually in January appoint a committee to work with the Administrative Librarian to prepare a budget for the next fiscal year. The budget will be presented at the March meeting of the Board of Trustees.

### **PERSONNEL COMMITTEE**

The President of the Board of Trustees will appoint a committee annually to review the salary schedule. Increases authorized by the Board of Trustees become effective on the first day of May each year, which is the beginning of the City's fiscal year.

The Administrative Librarian will be evaluated each year by the Personnel Committee. All other personnel will be evaluated each year by the Administrative Librarian.

The Personnel Committee will assist with personnel matters as described in the "EMPLOYEE SEPARATIONS" and "EMPLOYEE & BOARD COMMUNICATIONS" sections of this policy.

### **POLICY COMMITTEE**

The President of the Board of Trustees will annually appoint each May a committee review and update the library policies. The committee will review sections of the existing policy in a systematic fashion to ensure that all policy is reviewed at an interval not to exceed 3 years. As a result of such policy reviews, the Policy Committee will make recommendations regarding additions or changes to existing policy as well as deleting policies which are no longer appropriate or of value. The entire library policy must be approved by Board vote and made readily available to the public.

### **AUDIT COMMITTEE**

The President of the Board of Trustees will annually in March appoint a committee to audit the minutes of the Board.

### **TECHNOLOGY COMMITTEE, GRANT COMMITTEE & BUILDING COMMITTEE**

The President of the Board of Trustees will appoint members to serve on the Technology Committee, to serve on the Grant Committee and to serve on the Building Committee as needed.

### **NOMINATING COMMITTEE**

The president of the Board of Trustees will biannually in May appoint a committee to serve on the Nominating Committee.

## **(BY-LAWS OF THE CHESTER PUBLIC LIBRARY CONTINUED)**

### **ORDER OF BUSINESS**

The following Order of Business shall be followed at regular meetings:

- Call to order
- Roll call, recording both present and absent members
- Public Comments
- Secretary's report, approval of minutes as received or corrected
- Payment of bills
- Treasurer's report
- Correspondence
- Librarian's report
- Committee reports
- Unfinished business
- New business
- Other
- Adjournment

### **PARLIAMENTARY PROCEDURE**

Robert's Rules of Order Revised shall govern the parliamentary procedure of the Board, unless otherwise specified in the By-Laws.

### **NEW TRUSTEES**

The librarian shall meet with new trustees to examine the property and review services and shall present to the new trustee a packet which includes the Library Policy and other procedural material, a list of trustees and committees, minutes and financial reports for the previous 12 months, and other pertinent information.

### **CIRCULATION STAFF**

The staff of the Chester Public Library is composed of an Administrative Librarian, one Librarian II, three Librarian Is, and one Page/Shelver. Additional personnel may be hired as the Administrative Librarian and Board of Trustees consider necessary.

The Administrative Librarian will have general charge of the Library in consultation with the Board of Trustees and shall be responsible for carrying out the policies of the Board of Trustees both as to their instruction and intent.

### **AMENDMENTS**

Amendments to these By-Laws, the Library Policy, or any other policy or procedural document may be proposed at any regular meeting of the Board and will become effective if and as adopted by a majority of those members present providing they represent a quorum.

Effective: Jan. 11, 1999  
Reviewed/Revised: July 2024