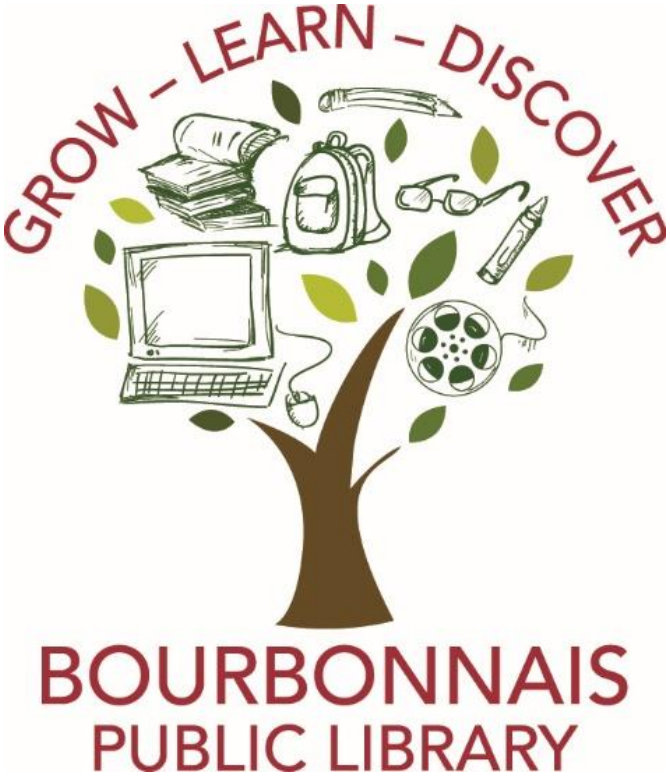

Trustees & Legal Requirements Policies

Bourbonnais Public Library District Policy Manual
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Bourbonnais Public Library District

01-01

GENERAL POLICY

The Bourbonnais Public Library District is established and operated in compliance with the *Illinois Compiled Statutes*. The Bourbonnais Public Library District is in compliance with all other federal and state laws that affect library operations including the Americans with Disabilities Act, the Fair Labor Standards Act, the Equal Employment Opportunity Act, the Bloodborne Pathogen Standard, the Illinois Accessibility Code, the Open Meetings Act, the Freedom of Information Act, the State Records Act, the Library Records Confidentiality Act, and the Drug Free Workplace Act.

The Bourbonnais Public Library District is governed by a Board of Trustees created and maintained in compliance with Chapter 75 of the *Illinois Compiled Statutes.* The Board of Trustees has written By-Laws which outline its purpose and operational procedures, and address conflict-of-interest issues. The Board of Trustees meets monthly, on a regular schedule and in compliance with the Open Meetings Act. Written or recorded minutes are kept of each meeting and, when passed, are available for public inspection and retained in compliance with the State Records Act. The Board of Trustees has exclusive control of all property owned by the Library, and of all expenditures of monies collected, donated, or appropriated for the library fund.

The Board of Trustees has a Board-approved mission statement, a long-range plan, a disaster plan and policies. The Library is a member of an Illinois multi-type library system and participates in resource sharing through interlibrary loan and reciprocal borrowing. The Library participates in the *Standards for the Services of Illinois Public Libraries* by fulfilling member library responsibilities. At least every ten years, the Board of Trustees determines if the physical facility is adequate to meet the needs of the community, and conducts a study to determine if the Library is providing collections and services appropriate to the community. If it is determined that the facility is inadequate, or the services are not sufficient or appropriate to meet the needs of the community, the Board of Trustees takes steps to correct any problems. The Board of Trustees reviews policies at intervals not greater than three (3) years.

Approved 4/26/00

Reviewed		Revised	
10/19/15	_____	5/17/04	6/18/07
_____	_____	2/28/11	12/16/13
_____	_____	8/21/17	_____
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Bourbonnais Public Library District

01-02

BY-LAWS OF THE BOURBONNAIS PUBLIC LIBRARY DISTRICT

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.

REGULAR MEETINGS

The regular meeting of the Board of Library Trustees of the Bourbonnais Public Library District shall be on the third Monday of each month, unless a holiday when the Library is closed occurs on the third Monday, in which case the Board will meet on the fourth Monday. The meeting shall be at the Library at 7 p.m. The meetings shall be open to the public and notice given in advance. At the beginning of each fiscal year the Board shall, by ordinance, specify regular meeting dates and times. The Secretary of the Board shall then (1) provide for the local newspaper the schedule of regular meetings of the Board for the ensuing fiscal year, and (2) post the schedule of meetings in the Library. Both notices shall have the dates, times and places of such meetings.

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, providing that the 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 and to any news medium which has filed an annual request for notice under the Open Meetings Act; no business except that stated in the notice and agenda shall be transacted. Notice and agenda shall be posted 48 hours in advance except in the case of a bona fide emergency.

QUORUM

A quorum at any meeting shall consist of four (4) Board members.

BOARD OF LIBRARY TRUSTEES

The Board of Library Trustees of the Bourbonnais Public Library District is charged with the responsibility of the governance of the Library. The Board will hire a skilled Library Director who will be responsible for the day-to-day operations of the Library. The Board will meet at least once per month.

The agenda and/or information packet for the meetings will be distributed to the Board by the Director prior to the meetings. Any Board member wishing to have an item placed on the agenda will call or email the Director at least 48 hours preceding the meeting to have the item placed. Any Board member who is

unable to attend a meeting will call or email the Library to indicate that he or she will be absent. This notice should be given as far in advance as possible due to the fact that a quorum is required for each meeting.

Board members are not to be compensated pursuant to statute but will be reimbursed for necessary and related expenses as trustees. To be effective, Board members must attend most meetings, read materials presented for review, and attend an occasional library system (or other library related) workshop, seminar, or meeting. The Director will make the dates of these workshops known to the Board in a timely manner. Each Board member is encouraged to attend at least one Library related workshop or seminar each calendar year. Board members using their own vehicle will be reimbursed at the rate allowed by the IRS for travel to and from any (library related) workshop or seminar. Board members are not exempt from late fees, fines, or other user fees.

OFFICERS AND ELECTIONS

The officers of the Board shall be a President, Vice-President, Secretary, and Treasurer. Those officers shall be elected by a ballot vote at the regular meeting in the month of May following the regular election held every two years. In the event of a resignation from the Board, a replacement will be appointed as provided by Library law.

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. The President shall be the only spokesperson for the Board of Library Trustees in all advisory, or disciplinary, action directed to the staff.

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, record attendance, and record all votes by roll call, voice, or ballot. The Secretary shall perform all other such clerical duties as may be assigned by the Board.

TREASURER

The Treasurer shall serve as chair of the Finance Committee. The Treasurer shall keep all financial records of the Board. The normal depository of all financial records shall be the Library. The Treasurer shall have charge of library funds and income, request checks to be issued on the authorization of the Board, and report at each meeting on the state of library funds.

All checks require two (2) signatures. Those authorized to sign checks are the Board Treasurer, President, Vice-President, Secretary and the Library Director. 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. The Director is authorized to pay budgeted operating expenses as they come due.

STANDING AND SPECIAL COMMITTEES.

Standing committees shall be appointed bi-annually in the month of June and shall consist of two or more members including the Library Director. Special committees may be appointed by the president to present reports or recommendations to the Board and shall serve until the completion of the work for which they are appointed. The standing committees shall be the Finance Committee, Personnel Committee, the Policy Committee, and Building and Grounds Committee. The Library shall be the depository of all committee reports.

FINANCE COMMITTEE.

The Finance Committee shall be comprised of two or more members including the Treasurer and the Library Director. The Finance Committee's responsibilities include, but are not limited to, drafting a preliminary Budget or Budget and Appropriations Ordinance for full Board approval, drafting a Levy for full Board approval, drafting a cost control worksheet for full Board approval, monitoring library investments, and implementing the Library's investment policy.

PERSONNEL COMMITTEE

The Personnel Committee shall be comprised of two or more members including the President and the Library Director. The Personnel Committee's responsibilities include, but are not limited to, preparation of the annual review of the Library Director for discussion among the full Board prior to the formal review, and assuming a leadership role in the resolution of any personnel conflict which cannot be resolved by the Library Director.

POLICY COMMITTEE

The Policy Committee shall be comprised of two or more members including the President and the Library Director. The committee reviews existing policy in a systematic fashion to insure that all policy is reviewed at an interval not to exceed three (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 of appropriate value. All Library policies must be approved by Board vote and made readily available to the public.

BUILDINGS AND GROUNDS COMMITTEE

The Building and Grounds Committee shall be a committee of the whole including the Library Director. The Building and Grounds Committee's responsibilities include, but are not limited to, conducting an annual inspection of the Library's physical facility to identify areas which are in need of repair or throughout the year as the need arises.

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.
President's Report
Secretary's Report
Correspondence, communications, and public comments, action items only
Financial report and approval of the bills payable
Director's Report
Committee Reports, in order of their appearance in the By-Laws
Unfinished business
New business
Public comment
Executive session (if needed)
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 Director shall present to new trustees a packet that includes the library policies and other procedural materials, a list of trustees and committees, and other pertinent information.

DUTIES OF THE DIRECTOR

The Director shall administer the policies adopted by this Board. Among duties and responsibilities of the Director shall be that of hiring personnel, supervising and evaluating all staff members, the preparation of monthly and annual reports as required, and recommending policies and procedures which will promote the efficiency and services of the Library.

AMENDMENTS

Amendments to these By-Laws or the Library Policies 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.

COPYRIGHT AND COPYING

The Library may copy for its own collection material that has been lost or damaged only if such material is not available at a fair cost. It will post prominently all required notices regarding the copying of any materials in the Library.

ADMINISTRATIVE RECORDS-

Administrative records of the Library shall be kept in the Library and shall be available to the general public upon request. These shall include the monthly and annual reports of the Library, all financial reports, minutes of the public Board meetings and actions, and other such items that the Board and Director deem appropriate.

Staff personnel records are confidential and shall be kept in a secure place. Only the Director or any person authorized by the Director shall have access to these records.

Confidential records of the Board, including, without limitation to personnel records concerning the Director, shall be kept in the Library, and only members of the Board and the Library Director shall have access to these records.

PATRON RECORDS

Patron records and other records identifying the names of library users with specific materials are recognized as confidential in nature, and access is restricted to Library staff.

All library staff are advised that such records shall not be made available to members of the public, the press, or to any other agency of State, Federal, or Local government, except pursuant to such process, order or subpoena as may be authorized under the authority of and pursuant to Federal or State law relating to civil, criminal, or administrative discover procedures or legislative investigative power.

Library staff shall observe the following procedures:

On receipt of any legal process, order or subpoena, only the Director or their designee will immediately consult with the President of the Board and Legal Counsel to insure that (a) the document is in proper legal form; and (b) there has been a proper showing of good cause for its issuance, in a court or administrative body of competent jurisdiction. Until the legality of such process, order, or subpoena has been affirmatively shown to the satisfaction of the library legal counsel, the Library will resist its issuance or enforcement until any such defects have been cured.

Approved 4/26/00

Reviewed		Revised	
10/19/15	_____	5/17/04	6/18/07
_____	_____	2/28/11	12/16/13
		8/21/17	

Bourbonnais Public Library District

01-03

AUTHORITY TO SPEND

The Bourbonnais Public Library District may spend in excess of $25,000.00 only after completing the formal bid process as described in Illinois Law.

Approved 5/15/00

reviewed		revised	
5/17/04	10/19/15	06/18/07	12/16/13
8/21/17	_____	11/20/17	_____
_____	_____	_____	_____
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_____	_____	_____	_____

Bourbonnais Public Library District

01-04

BOARD LEGAL COUNSEL

The Board of Trustees will annually designate Legal Counsel to serve the needs of the Bourbonnais Public Library District. Legal Counsel may be requested to attend Board meetings by request of a majority of the Board members or at the mutual agreement of the Board President and the Director.

Approved 12/18/00

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5/17/04	12/16/13	6/18/07	8/21/17
10/19/15	_____	_____	_____
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_____	_____	_____	_____

Bourbonnais Public Library District

01-05

BOARD MEMBERS SPEAKING FOR THE BOARD TO THE PUBLIC OR MEDIA

When speaking to the public or the media, Trustees should not represent their personal views regarding the Library or Board actions as an official Board position.

When speaking about the Bourbonnais Public Library District or about Board action, Board members should be careful to define when their remarks represent personal opinion and when their remarks represent official Board position. Board members must be aware that they are always seen as Board members even when they designate comments as personal.

Approved 12/18/00

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5/17/04	06/18/07	_____	_____
12/16/13	10/19/15	_____	_____
8/21/17	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Bourbonnais Public Library District

01-06

BUDGET AND FINANCE POLICY

The Bourbonnais Public Library District has a Board-approved written budget. This budget is developed annually as a cooperative process between the Board's Finance Committee, the Library Director, and additional staff members with responsibility for budgetary elements. Each year, the Board of Trustees determines if the library's revenues are adequate to meet the needs of the community. If needed, the Board of Trustees takes action to increase the library's revenue.

The Bourbonnais Public Library District strives to spend a minimum of 12% of its operating budget on materials for patrons. Materials include books, audiovisual materials, electronic resources, and periodicals.

On a monthly basis the Director presents written reports to the Library Board of Trustees. These reports include such areas as finance, library usage, matters of personnel, collection development, and programming in addition to any other relevant and pertinent information.

The Library maintains adequate records of library finances in a manner easily understood by the public as well as the Board of Trustees and the Director. This record of library finances is presented at each Board of Trustee monthly meeting and clearly indicates the current position of each budgetary line item including budgeted amount, receipt, monthly and year-to-date expenditures, and remaining budget.

Approved 5/15/00

Reviewed		Revised	
6/18/07	10/19/15	5/17/04 8/21/17	12/16/13
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_____	_____	_____	_____
_____	_____	_____	_____

Bourbonnais Public Library District

01-07

DISPOSAL OF SURPLUS LIBRARY MATERIALS

Library property (i.e., print and non-print materials, equipment, supplies, and/or any personal property), which in the judgment of the Director is no longer necessary or useful for library purposes, may be disposed of in the following manner:

1. Books and non-print materials from the library's collection, or gift materials, may be discarded, recycled, sold, or donated to local philanthropic, educational, cultural, government, or other not-for-profit organizations.

2. Any other personal property having an individual current value of less than $1,000 may, at the discretion of the Director, be discarded, recycled, turned in on new equipment, or made available for sale.

3. In the case of individual surplus items having current value of $1,000 or more, the Board may authorize a trade-in of such items on new equipment or sale of such items in accordance with the provisions of the Illinois Library Act.

4. No favoritism shall be shown to members of the Board of Library Trustees, or members of their immediate families, who make bids on or purchase any library items declared surplus.

Approved 2/16/01			
Reviewed		Revised	
5/17/04	6/18/07	12/16/13	_____
10/19/15	8/21/17	_____	_____
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Bourbonnais Public Library District

01-08

DIVISION OF RESPONSIBILITY BETWEEN BOARD AND DIRECTOR

Under the Illinois Public Library Law the Board of Library Trustees is, among other functions, empowered to formulate "reasonable rules and regulations… in order to render the use of the Library to the greatest number" of patrons, and also, to "appoint a competent Director and necessary assistants, to fix their compensation, to remove such appointees, and to retain professional consultants as needed." Thus, in defining and delineating the division of responsibility between the Board and the Director, the Board recognizes that the ultimate responsibility to the community to provide "the greatest benefit to the greatest number" of patrons rests with the Board. Policy determination is the Board's power and duty. Management is the Director's responsibility, for which he or she is responsible to the Board. The division and sharing of these responsibilities fall into various categories.

GOVERNANCE AND POLICY MAKING

GOALS AND OBJECTIVES FOR THE LIBRARY

Board responsibility

It shall be the duty of the Board to determine the goals and objectives of the Library and the methods of meeting them, to review the goals and objectives, and to evaluate progress.

Director responsibility

The Director shall provide assistance and direction in setting goals and objectives and in determining means of evaluation.

Joint responsibility

The Board shall relate the Library and its program to the community and its needs through systematic study of the community and through systematic analysis of library service with the assistance of the Director, who shall participate fully and prepare regular reports on current progress and future needs.

WRITTEN POLICIES

Board responsibility

The Board shall determine and adopt written policies to govern operation, use and programs of the Library and shall adopt by-laws for Board procedures.

Director responsibility

The Director shall recommend needed policies to the Board and supply samples and sources of information. The Director shall carry out the policies as adopted by the Board with recommendations and materials for study, and administer the Library within the framework of the library's goals, objectives, policies, and budget.

Joint responsibility

The Board and the Director shall know local, state, and national law, which affect libraries and play an active role in initiating and supporting beneficial Library legislation. They shall participate fully in the Library System, make use of the consultants of the Illinois State Library and study library publications. Subject to budgetary constraints, they shall attend regional, state and National Library Association meetings, workshops, and join appropriate organizations working for improved libraries.

GOVERNANCE

Board responsibility

The Board shall cooperate with other local government officials, keeping in mind the special legal responsibilities of a Library Board. Board members shall attend all Board meetings and committee meetings to which they are assigned and shall carry out all special assignments promptly.

Director responsibility

The Director shall prepare all needed library reports to the government, the system, and Illinois State Library and shall provide copies to the Board. The Director shall attend all Board and committee meetings except those meetings or parts of meetings in which the Director's salary and tenure are discussed.

FINANCE

FINANCIAL STATUS OF THE LIBRARY

Board responsibility

The Board shall keep aware of the financial status of the Library.

Director responsibility

The Director shall provide a report of budget status and expenditure at each Board meeting. The Director shall supply facts and figures to the Board to aid in interpreting the library's financial need.

Joint responsibility

The Director shall prepare two financial documents in consultation with staff and Board: first, the budget and appropriation ordinance which anticipates the needs for the coming year; and, second, a cost control worksheet, once available revenues are determined. The Board shall work with the Director to formulate these documents, adequate to carry out the library's goals and objectives, within any limitations of the state law.

BUDGET PRESENTATION

Board responsibility

The Board shall present the budget to the general public and shall explain and defend it. The Board shall help to secure adequate funds, staff, and services, and shall explore all ways of increasing the library's income through tapping other sources and taking advantage of all available means of cooperating with other libraries.

Director responsibility

The Director shall assist the Board in cooperating with other libraries, and shall call the Board's attention to ways of making maximum use of all budgetary resources.

Joint responsibility

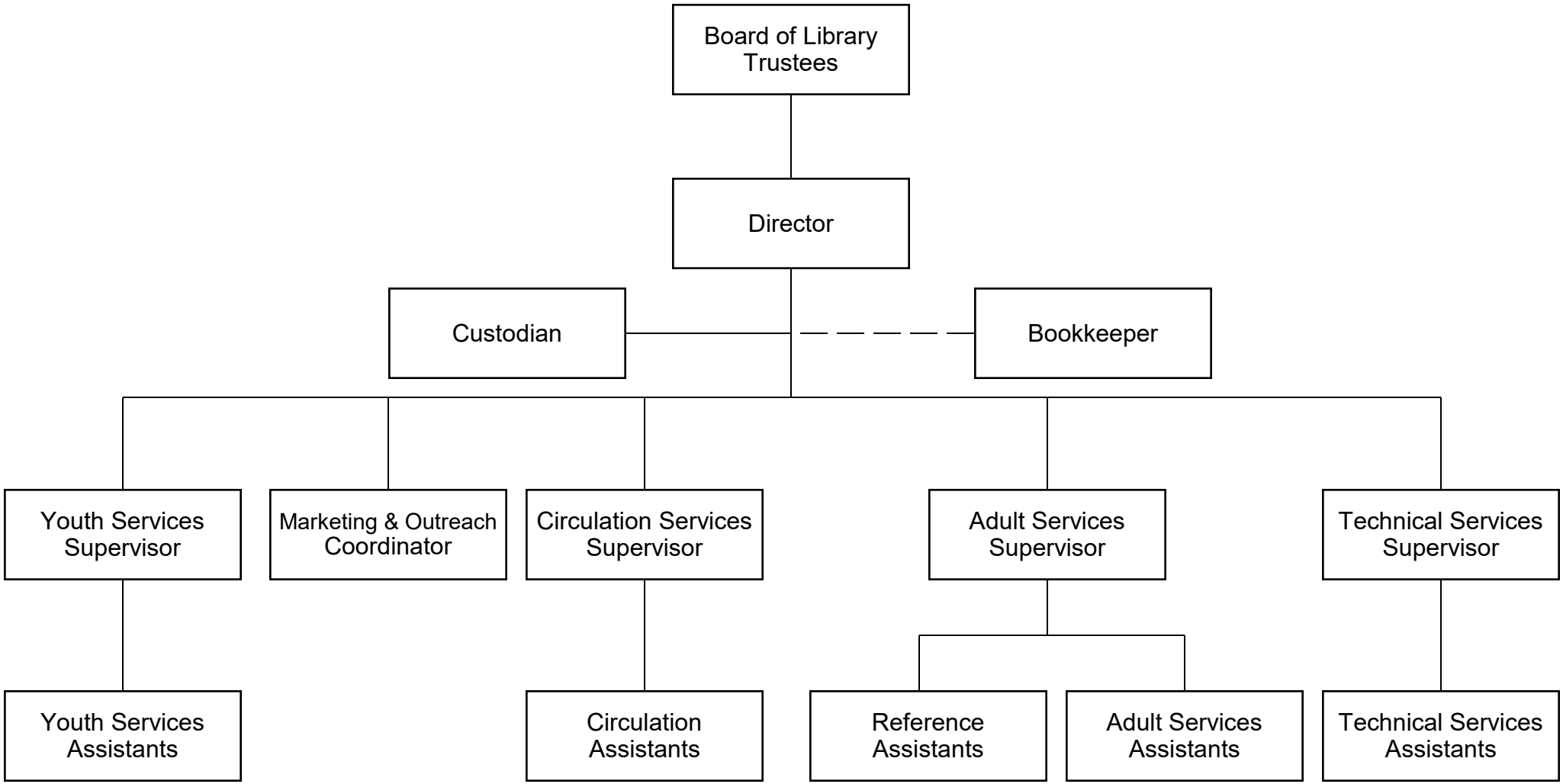
The Director shall work with the Board in interpreting budget and financial needs to public officials and the public. The Board and the Director shall see that complete and accurate records concerning finances, personnel, property inventory, and annual reports are on file at the Library.

Approved 11/22/99

Reviewed		Revised	
6/18/07	_____	5/17/04	12/16/13
_____	_____	10/19/15	8/21/17
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Bourbonnais Public Library District
Organizational Chart/Seven Member Board

01-09



Approved 5/15/00

Reviewed
10/19/15 8/21/17 _____
_____ _____ _____

Revised
05/17/04 06/18/07 12/16/13
05/18/20 _____ _____

Bourbonnais Public Library District

01-10

ADDRESSING THE BOARD OF TRUSTEES

1. The Board of Trustees is not a forum. It is a deliberative body. Accordingly, it receives communications, both oral and written, as a medium of information. It does not debate the contents of such communication but considers them in making decisions and in the establishment of policies.

2. Following the adoption of the minutes, the President of the Board will recognize members of the public who wish to speak on Action Items. Not more than five (5) minutes may be allotted to each speaker and no more than twenty (20) minutes to each subject under discussion, except with unanimous consent of the Board.

3. Any person may communicate with the Board in writing on any Library-related subject.

4. An individual may address the Board at a designated time, near the end of the agenda, for no more than five (5) minutes with further time allotted at the discretion of the President and with the concurrence of the majority of the Board. Total time on any one subject shall exceed twenty (20) minutes only at the discretion of the President and with the concurrence of the majority of the Board.

5. It shall be in order for Board members to interrupt a speaker at any time to ask questions or make comments as frequently as necessary to clarify the discussion.

6. The President may attempt to answer questions regarding items on which the full Board has reached a decision.

7. The Board will NOT answer questions involving litigation, possible litigation or negotiations.

8. No person less than eighteen (18) years of age may address the Board in meetings unless accompanied by his/her parent or guardian, except with unanimous consent of the Board.

9. Because all public meetings of the Board of Trustees are made a matter of public record, each visitor will be properly recorded in the meeting minutes. When recognized by the President he/she shall give his/her name and announce the general subject before presenting his/her view.

10. No person shall present orally or discuss at any meeting of the Board of Trustees, charges or complaints against individual employees of the District. Such charges or complaints shall be presented to the Board in writing and shall be signed by the person or persons making the charges or complaint. The Board will refer such charges or complaints to the Library Director for investigation, or, if the charges or complaint is against the Library Director, they will be referred to the Personnel Committee for investigation.

Approved 4/26/00

Reviewed		Revised	
6/18/07	12/16/13	5/17/04	_____
10/19/15	8/21/17	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Bourbonnais Public Library District

01-11

FRIENDS OF THE LIBRARY

The Board of Trustees of the Bourbonnais Public Library District looks upon the establishment of the Friends of the Bourbonnais Public Library District as a worthwhile community endeavor that will benefit the Library.

The Board of Library Trustees acknowledges that the Friends of the Library is an organization separate and apart from the Bourbonnais Library District and that the Friends of the Library has its own Board and its own goals and purposes. Neither the Friends of the Library as an organization nor any member or participant thereof may assume any liability or take or authorize any act on behalf of the Bourbonnais Public Library.

Friends' funds and library funds shall not be co-mingled, except that the Library may accept gifts from the Friends of the Library. Said gifts from the Friends shall become solely the funds of the Library but shall be expended for the specific purpose for which the gift or donation has been made.

Public programs sponsored by the Friends shall not be part of the budget or funded by the Bourbonnais Public Library District. Advance information regarding all Friends programs on behalf of the Bourbonnais Public Library District shall be provided to the Library Director. The Board reserves the right not to participate in any public project or program in which the Board does not believe the best interest of the Library is being served.

Approved 4/26/00

Reviewed		Revised	
6/18/07	10/19/15	5/17/04	12/16/13
8/21/17	_____	_____	_____
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_____	_____	_____	_____

Bourbonnais Public Library District

01-12

INDEMNIFICATION OF OFFICERS, VOLUNTEERS, AND EMPLOYEES

If any claim or action not covered by insurance or another contract, by virtue of which an officer, employee, or volunteer is entitled to a defense of the action in question, is instituted against any officer, employee, or volunteer of the Bourbonnais Public Library District based on an injury allegedly arising out of an act or omission occurring within the scope of his or her employment and/or his or her duties as such officer, employee, or volunteer of the Bourbonnais Public Library District, the Library District shall at the request of the officer, employee, or volunteer:

1. Appear and defend against the claim or action;

2. Pay or indemnify the officer, employee, or volunteer for a judgment and court costs based on such claim or action, provided there shall be no indemnification for any portion of a judgment representing an award of punitive or exemplary damages; and

3. Pay or indemnify the officer, employee, or volunteer for a compromise or settlement of such claim or action providing the settlement is approved by the Board of Trustees of this Library.

For the purpose of this policy, the term “officer” shall include both elected and appointed officers and trustees. The term officer, employee, or volunteer shall include former officers, trustees, employees, and volunteers.

If an officer, employee, or volunteer of the Bourbonnais Public Library District is a defendant in any criminal action arising out of or incidental to the performance of his or her duties, the Bourbonnais Public Library District shall not provide representation for the officer, employee, or volunteer in that criminal action. However, the Bourbonnais Public Library District may reimburse the officer, employee, or volunteer for reasonable defense costs only if the criminal action was instituted against the officer, employee, or volunteer based upon an act or omission of that officer, employee, or volunteer arising out of and directly related to the lawful exercise of his or her official duty or under color of his or her authority and that action is dismissed or results in a final disposition in favor of that officer, employee, or volunteer.

Nothing in this policy shall be construed to prohibit the Bourbonnais Public Library District from providing representation to an officer, employee, or volunteer who is a witness in a criminal matter arising out of the scope of his or her employment and/or his or her duties as such officer, employee, or volunteer of the Bourbonnais Public Library District.

Approved 4/26/00

Reviewed		Revised	
6/18/07	12/16/13	5/17/04	
10/19/15	_____	10/16/17	_____
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_____	_____	_____	_____
_____	_____	_____	_____

Bourbonnais Public Library District

#01-13

INVESTMENT OF PUBLIC FUNDS

Purpose:

The purpose of this policy statement is to outline the responsibilities, general objectives, and specific guidelines for management of public funds by the Bourbonnais Public Library District.

Responsibilities:

All investment policies and procedures of the Bourbonnais Public Library District will be in accordance with Illinois law. The authority of the Library Board of Trustees to control and invest public funds is defined in Illinois Public Funds Investment Act and the investments permitted are described therein. Administration and execution of these policies are the responsibility of the Treasurer, and by designation the Director acting under the authority of the Library Board of Trustees. Investments, fund balances and the status of such accounts will be reported at each regularly scheduled meeting of the Library Board.

Objectives:

In selecting financial institutions and investment instruments to be used, the following general objectives should be considered:

- Safety
- Maintenance of sufficient liquidity to meet current obligations
- Return on investment
- Simplicity of management

Guidelines:

The following guidelines should be used to meet the general investment objectives:

A. Investments will be made only in securities guaranteed by the U.S. government, or in FDIC or FSLIC insured institutions. Deposit accounts in financial institutions that exceed the amount insured by FDIC or FSLIC coverage will be guaranteed by pledged collateral from the financial institution.

   Authorization investments include and will primarily consist of: Certificates of Deposit, Treasury Bills and other securities guaranteed by the U.S. Government, participation in the State of Illinois Public Treasurer's Investment Pool, and any other

investments allowed under State law that satisfy the investment objectives of the Library District.

B. In the State of Illinois Public Treasurer's Investment Pool, and any other investments allowed under the State law that satisfy the investment objectives of the Library District.

C. Maintenance of sufficient liquidity to meet current obligations. In general, investments should be managed to meet liquidity needs for the current month plus one month (based on forecasted needs).

D. Return on investments:
Within the constraints on Illinois law and this investment policy, every effort should be made to maximize return on investments made. All available funds will be placed in investments or kept in interest bearing deposit accounts at all times.

E. Simplicity of management:
The time required by the Director to manage investments shall be kept to a minimum.

Approved 2/16/01
Reviewed revised

10/19/15	8/21/17	5/17/04 12/16/13	4/16/07
_____	_____		
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Bourbonnais Public Library District

01-14

MEETINGS AND AUDIOVISUAL CONFERENCING

The fullest participation and attendance in all Board meetings should be achieved whenever possible. The use of audio or video conferencing for meeting attendance, voting and quorum requirements, at least in some governmental meetings, is permissible so long as the conduct of the meeting is in accordance with the Open Meetings Act. The Board in all of its regular, special meetings, and committee meetings complies and intends to comply with the provisions of the Open Meetings Act. When needed, the capabilities of audio or video conferencing for its meetings will enhance and further the public's business as conducted by the Board of Library Trustees, as more specifically set out in this policy as follows:

Section 1.

All provisions of the Open Meetings Act including specifically the proper notice of any regular or special meeting, the proper recordkeeping or minutes of each meeting, the appropriate agenda preparation for each meeting which, in addition, shall be posted along with the notice of the meeting; and any use of closed sessions shall be in compliance with the provisions of the Act.

Section 2.

The location of the meeting included on the notice shall be equipped with a suitable audiovisual system in order that the public audience, the Board members, and guests will be able to hear any input, vote, or discussion of the audiovisual conference and that any other location where the Board conducts regular business shall have similar capabilities for use by Board members, or public audience to attend at that location, if requested at least 24 hours in advance of the meeting.

Section 3.

Sufficient security and identification procedures will be employed either at the outset of any meeting, or at any time during the meeting as appropriate. This is to ensure that any and all Board members attending for quorum or voting purposes are, in fact, authorized Board members with the right to speak and vote.

Section 4.

As soon as it becomes apparent to the Board that a meeting will require audiovisual conferencing, all subsequent notices of the meeting shall indicate that one or more Board members will or may be attending by and audiovisual connection, and the location or locations where the suitable equipment will be available shall be noted thereon. In the event that the notice of the meeting

has already been disseminated and posted, a follow-up notice indicating the above shall be placed as soon as possible. In the event any news media have filed the annual request for notice of meetings, they shall receive an updated notice in the same manner as given to all members of the Board.

Section 5.

If a quorum of the members of the public body is physically present, a majority of the public body may allow a member of that body to attend the meeting by other means if the member is prevented from physically attending because of: (i) personal illness or disability; (ii) employment purposes or the business of the public body; or (iii) a family or other emergency. "Other means" is audiovisual conference.

All Board members attending meetings by audiovisual conference shall be entitled to vote as if they were personally and physically present at the meeting site so long as a connection exists.

Section 6.

This policy shall not be construed to mean that audiovisual conferencing shall be regularly used or used at every meeting of the Board but shall be used only as necessary to allow the participation of Board members who are unable to attend in person due to circumstances beyond their control.

Section 7.

The meeting shall indicate those Board members who attend by other means, and in the event the entire meeting is not so attended, shall indicate those portions of the meeting, which were attended by audiovisual conference.

Approved 2/16/01

Reviewed		Revised	
6/18/07	12/16/13	5/17/04	08/21/17
10/19/15	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Bourbonnais Public Library District

01-15

RECORDS TO BE RETAINED

The Bourbonnais Public Library District retains records in accordance with directives from the Local Records Unit/Record Management Section/Illinois State Archives/Springfield, IL 62756. (217-782-7075)

Approved 2/16/01

Reviewed		Revised	
5/17/04	6/18/07	_____	_____
12/16/13	10/19/15	_____	_____
8/21/17	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Bourbonnais Public Library District

01-16

ROUTINE BANKING PROCEDURES

The Director of the Bourbonnais Public Library District is authorized to make deposits into appropriate library accounts. Such deposits include, but are not limited to, the deposit of accumulated fees and fines, gifts, donations, grants, and tax receipts.

The Director of the Bourbonnais Public Library District is authorized to transfer funds from one library account to another library account for payment of monthly library bills, which have been approved by the Board of Trustees.

Approved 2/16/01

Reviewed		Revised	
12/16/13	10/19/15	05/17/04 8/21/17	06/18/07
_____	_____		_____
_____	_____	_____	_____
_____	_____	_____	_____

Bourbonnais Public Library District

01-17

TRAVEL AND CONFERENCE POLICY

The Board allows attendance at workshops, library association conferences, and other professional meetings for all staff members at the Director's discretion. Although the Board and Director encourage attendance at professional meetings and conferences, the needs of the Library shall have priority.

Trustees are encouraged to attend district related meetings and workshops. Appropriate expenses will be reviewed and paid by the Board of Trustees if applicable. All out of state conferences, meetings, and training for Trustees must be approved by roll call of the Board.

Within its budgeted ability, the Library may provide assistance toward such expenses as dues, registration, travel, and other expenses incurred through attendance. The Library will rotate attendance among the staff and Board as far as possible. Other factors may be used in determining the extent or appropriateness of library membership, leadership in the organization, and pertinence of the meeting to the employee's library responsibilities.

Guidelines for Paying Professional Dues

The dues for ILA will be paid 100% for the Director and others as the Board approves. Professional dues to the American Library Association will be paid 100% for the Director.

Guidelines for Paying Travel Expenses

For approved travel to national, state, regional and district meetings and conferences, by staff, Director, or Trustees 100% of reasonable airline or train fares, mileage, shuttles, and parking will be reimbursed. Mileage will only be reimbursed at the rate of trips originating from the Library if it is less than mileage from home.

When overnight stay is required or advisable for staff, Director, or Trustees, 100% of reasonable rates will be reimbursed at the single rate. Accompanying spouses or non-staff must pay additional expenses above the single rate. All receipts for travel, hotel, and meals must be turned into the library office for reimbursement.

The Illinois General Assembly recently enacted Public Act 99-0604, known as the "Local Government Travel Expense Control Act", which Act becomes effective on January 1, 2017. As required by the Act, it is Bourbonnais Public Library District policy to regulate the reimbursement of all Board member, management, and employee travel expenses as set forth below:

1. **Definitions.**

a. "Entertainment" includes, but is not limited to, shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement, unless ancillary to the purpose of the program or event.

b. "Travel" means any expenditure directly incidental to official Bourbonnais Public Library District business travel by Board members, administrators, officers or employees of the Bourbonnais Public Library District involving reimbursement to travelers or direct payment to private agencies providing transportation or related services.

2. **Reimbursable Rates.** Reimbursements for meal, lodging and/or incidental expenses will be reimbursed at their actual cost and must be accompanied by receipt or supporting documentation, but the maximum allowable reimbursement is limited to the current IRS per diem rate at the time of travel.

3. **Reimbursement Request Form.** Bourbonnais Public Library District shall only approve reimbursement of expenses if the Board member, administrator, officer or employee submits said expenses on Bourbonnais Public Library District's Reimbursement Request Form. All documents submitted to Bourbonnais Public Library District for reimbursement are public records subject to disclosure under the Freedom of Information Act, unless otherwise protected under that Act.

4. **Entertainment Expenses.** The Bourbonnais Public Library District shall not reimburse any Board member, administrator, officer, or employee for any entertainment expense unless such expense is ancillary to the purpose of the program or event.

5. **Bourbonnais Public Library District Approval of Certain Reimbursable Expenses.** The following expenses for travel, meals, and lodging may only be approved by a roll call vote at an open meeting of the Bourbonnais Public Library District:

a. Any reimbursable expenses of a Bourbonnais Public Library District administrator, officer or employee that exceeds the maximum allowed under the regulations adopted under this Policy.

b. Any reimbursable expense of a member of the Board of the Bourbonnais Public Library District.

c. Any other reimbursable expenses because of emergency or other extraordinary circumstances.

6. Compliance with Act. The Bourbonnais Public Library District shall comply with all other requirements of the Local Government Travel Expense Act and any Bourbonnais Public Library District policy, procedure or resolution that conflicts with the provisions of the Local Government Travel Expense Act is hereby repealed to the extent of such conflict.

Approved 11/22/99

Reviewed		Revised	
10/19/15	_____	5/17/04	6/18/07
_____	_____	2/28/11	12/16/13
_____	_____	1/23/17	8/21/17
_____	_____	_____	_____
_____	_____	_____	_____

Bourbonnais Public Library District

01-18

POSTPONEMENT OF ACTION

Action on any new matter of business not specified on the agenda as new business shall be postponed until the next regular Board meeting. Any Board member may request that such business be recognized as an emergency and acted upon. Also any Board member may request that action on any new business shall be held over until the next regular meeting and such request shall be binding on the Board of Trustees.

Approved 4/26/00

Reviewed		Revised	
6/18/07	12/16/13	_____	_____
10/19/15	8/21/17	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____