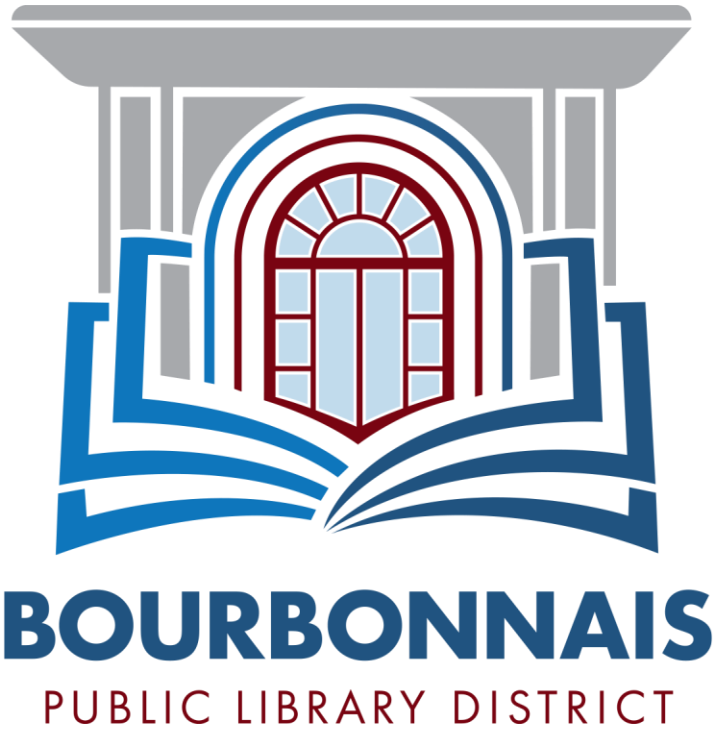

Trustees & Legal Requirements Policies

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 Strategic 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 five (5) 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.

Policy Approved	**04/26/2000**
Policy Reviewed	**09/16/2024**
Policy Revised	**02/22/2021**

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 will be 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 post the schedule of meetings in the Library. Notices shall have the dates, times and places of such meetings. If a change is made in regular meeting dates, at least 10 days' notice of such change general circulation in the area where the Library functions. Notice of such change shall also be posted at the principal office of the Library and on the Bourbonnais Public Library District website. Notice of such change shall also be supplied to those news media which have filed an annual request for notice of meetings.

Any notice of an annual schedule of meetings shall remain on the Bourbonnais Public Library District website until a new public notice of the schedule of regular meetings is approved. Any notice of a regular meeting that is posted on the Library District's website shall remain posted on the website until the regular meeting is concluded. The Library District shall supply copies of the notice of its regular meetings and of the notice of any special, emergency, rescheduled, or reconvened meeting to any news medium that has filed an annual request for such notice. Any such news medium shall also be given the same notice of all special, emergency, rescheduled, or reconvened meetings in the same manner as is given to members of the Board of Trustees, provided such news medium has given the Library District an address or telephone number within the territorial jurisdiction of the Library District at which such notice may be given. The failure of a Library District to post on its website notice of any meeting or the agenda of any meeting shall not invalidate any meeting or any actions taken at a meeting. Any agenda shall set forth the general subject matter of any resolution or ordinance that will be the subject of final action at the meeting. The Library District shall ensure that at least one copy of any requested notice and agenda for the meeting is continuously available for public review during the entire 48-hour period preceding the meeting. Posting of the notice and agenda on the website that is maintained by the Library District satisfies the requirement for continuous posting under this section. If a notice or agenda is not continuously available for the full 48-hour period due to actions outside of the control of the Library District, then

that lack of availability does not invalidate any meeting or action taken at a 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, 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. Public notice of any special meeting except a meeting held in the event of a bona fide emergency, or of any rescheduled regular meeting, or of any reconvened meeting, shall be given at least 48 hours before such meeting, which notice shall also include the agenda for the special, rescheduled, or reconvened meeting. The requirement of public notice of reconvened meetings does not apply to any case where the meeting was open to the public and (1) it is to be reconvened within 24 hours, or (2) an announcement of the time and place of the reconvened meeting was made at the original meeting, and there is no change in the agenda. Notice of an emergency meeting shall be given as soon as practicable, but in any event prior to the holding of such meeting, to any news medium that has filed an annual request for notice under the Illinois Open Meetings Act.

All meetings shall comply with the Illinois Open Meetings Act.

QUORUM

A quorum for the transaction of business at any meeting shall consist of four (4) Board members. A majority of those present shall determine the vote taken on any question unless a larger majority is specified by law. A meeting shall be automatically canceled if no quorum is present by fifteen minutes after the posted time scheduled for a meeting to start.

VOTING

Each trustee shall be entitled to one (1) vote upon each matter submitted to a vote at a meeting. All votes on any question shall be publicly voiced by ayes, nays and abstains and will be recorded by the Secretary. Absences and abstentions shall be noted but shall not be counted for or against the question being voted upon. All votes on any question regarding money matters, ordinances, or as otherwise required by law shall be by roll call vote. On other questions, any one (1) Trustee

may call for a roll call vote. On any roll call vote, the minutes shall list the names of all those voting in the affirmative, those voting in the negative, and those abstaining. No vote in open session will be by secret ballot. The President may make a motion, second a motion, and vote upon any proposal before the Board. The President shall be called last in any roll call vote. The President shall not have or exercise veto powers.

ELECTRONIC ATTENDANCE AT MEETINGS

The Bourbonnais Public Library District permits meeting attendance via video or audio conference at Board or Board Committee meetings to conduct Library business, provided it is done in accordance with the Library District's Meetings and Audiovisual Conferencing Policy and the Illinois Open Meetings Act.

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 added. Any Board member who is unable to attend a meeting will call or email the Library Director 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.

POWERS

The Board shall have such powers as are set forth in the Public Library District Act and other relevant statutes. In carrying out its duties, the Board shall always act as a whole, with no individual member or committee having power to act unless such power is specifically granted by the Board. The Board shall not be bound in any way by any statement or action on the part of an individual member except when acting on specific instructions from the Board.

The Board of Trustees shall conduct themselves in accordance with the current Illinois Public Library District Act. In the event of a conflict between these by-laws and the Act, the provisions of the Act shall prevail.

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 (2) years. In the event of a resignation from the Board, a replacement will be appointed as provided by Library law. The Board of Trustees shall conduct themselves in accordance with the current Illinois Public Library District Act. In the event of a conflict between these by-laws and the Act, the provisions of the Act shall prevail. The Library Director may serve as Assistant Treasurer and Assistant Secretary. If the Vice President, Treasurer, or Secretary is absent or temporarily unable to fulfill their duties, the Board may vote to appoint a Vice President pro tempore, Treasurer pro tempore, or Secretary pro tempore. In extreme circumstances such as a pandemic or other disaster, the Board may pass a resolution to delegate authority to the President or President pro tempore to make decisions deemed in the best interest of Library District in collaboration with the Library Director and available Trustees. If an officer fails to fulfill their duties as set forth for a period of three (3) consecutive months, the Board may vote to remove that officer from their position. The Board shall promptly fill a vacancy in any of the four (4) offices for the unexpired term.

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. The President shall be the official voice of the Board to the news media and for responding to written comments from patrons. The President may delegate

responsibility for responding to written comments from patrons to the Library Director.

VICE PRESIDENT

In the absence of the President, the Vice President shall preside at all meetings and perform such duties as are imposed upon the office of the President by law or by action of the Library Board. The Vice President shall assist the President with the duties as requested by the President and may be the representative for the Board at public events or in associate bodies.

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. The Secretary shall keep and maintain appropriate records for his or her term in office and shall include in those records a record of the minutes of all meetings, the names of those in attendance, the ordinances enacted, the resolutions and regulations adopted, and all other pertinent written matters affecting the operation of the District. The Secretary may administer oaths and affirmations for the purposes of the Library District Act.

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. All board officers 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.

The Treasurer shall give bond to the District to faithfully discharge the duties of the office and to account to the district for all district funds coming into the

Treasurer's hands. The bond shall be in an amount and with sureties approved by the board. The amount of the bond shall be based upon a minimum of 50% of the total funds received by the District in the previous fiscal year. The cost of any surety bond shall be borne by the District.

Any person, entity, or Library District or agency possessing District funds, property, or records shall, upon demand by any trustee, transfer and release the funds, property, or records to the Treasurer.

ABSENCES OF OFFICERS

In the absence of the President from a legally called meeting, the Vice President shall preside and perform the duties of the office. Should the Secretary be temporarily unable to perform the duties of the office, a Secretary pro tem shall be appointed from the Board by the presiding officer. Should the Treasurer be temporarily unable to perform the duties of office, the presiding officer shall designate an Acting Treasurer who shall perform the duties of the Treasurer.

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 (2) 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. The Library Director is responsible for the annual review of all other Library employees.

POLICY COMMITTEE

The Policy Committee shall be comprised of two (2) 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 that 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.

SPECIAL COMMITTEES

Special Committees of the Board may be created for specific purposes as the Board may require from time to time. A Special Committee shall be considered discharged upon the completion of the purpose for which it was created and after a final report is made to the Board. The Chair and members of Special Committees shall be appointed by the President. No committee shall have other than advisory powers unless the Board grants it specific power to act, which grant of authority may not include the power to legally bind the Board or would constitute a delegation of the Board's statutory authority.

COMMITTEE OF THE WHOLE

The Board members may meet from time to time as a Committee of the Whole. All Committee of the Whole meetings are subject to the provisions of the Open Meetings Act.

ADVISORY GROUPS

The Board may form an Advisory Group to help it carry out a specific initiative or to draw upon outside expertise to accomplish a goal.

AGENDA AND 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.
Corrections to Agenda
President's Report
Consent Agenda including previous months' minutes, approval of the bills payable
Correspondence, communications, and public comments, action items only
Treasurer's Report, Financial Report
Director's Report
Committee Reports, in order of their appearance in the By-Laws
Old Business
New Business
Public Comment
Executive Session (if needed)
Adjournment

The order of business for the agenda is subject to change at the discretion of the Board.

PARLIAMENTARY PROCEDURE

The most recent edition *of Robert's Rules of Order* shall govern the parliamentary procedure of the Board, unless otherwise specified in the By Laws.

SUSPENSION OF RULES

Any rule or resolution of the Board, whether contained in these bylaws or otherwise, may be suspended temporarily in connection with business at hand, but such suspension, to be valid, may be taken only at a meeting at which two thirds (2/3) of the members of the Board (5 or more) shall be present and two thirds (2/3) of those present (4 or more) shall so approve. Statutory requirements may not be suspended.

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 Board shall appoint a Library Director who shall act as administrator of the District's daily operations. The Director shall administer the policies adopted by this Board. In carrying out its duties as set forth in the Public Library District Act, the Board acknowledges the important distinctions between the duties of Trustees and those of the Director. 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.

Written notice of the proposed amendments must be given to all Trustees a minimum of ten days prior to meeting. All non-substantive changes such as misspelling, punctuation and formatting shall be excluded from the 10-day notice provision.

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

The Bourbonnais Public Library District abides by the Library Records Confidentiality Act, which states that the records of patron transactions and the identity of registered library patrons is confidential material. The Bourbonnais Public Library District does not make available the records of patron transactions to any party except in compliance with the law. The Bourbonnais Public Library District does not make available lists of registered library patrons except in compliance with the law.

Policy Approved	**04/26/2000**
Policy Reviewed	**09/16/2024**
Policy Revised	**09/16/2024**

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.

Policy Approved	**05/15/2000**
Policy Reviewed	**09/16/2024**
Policy Revised	**11/20/2017**

Bourbonnais Public Library District

01-04

Board Legal Counsel

The Board of Trustees may routinely 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.

Policy Approved	**12/18/2000**
Policy Reviewed	**09/16/2024**
Policy Revised	**08/21/2017**

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.

Policy Approved	**12/18/2000**
Policy Reviewed	**09/16/2024**
Policy Revised	**12/18/2000**

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.

Policy Approved	**5/15/2000**
Policy Reviewed	**09/16/2024**
Policy Revised	**08/21/2017**

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 a 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.

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.

Policy Approved	**2/16/2001**
Policy Reviewed	**09/16/2024**
Policy Revised	**12/16/2013**

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 they are 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.

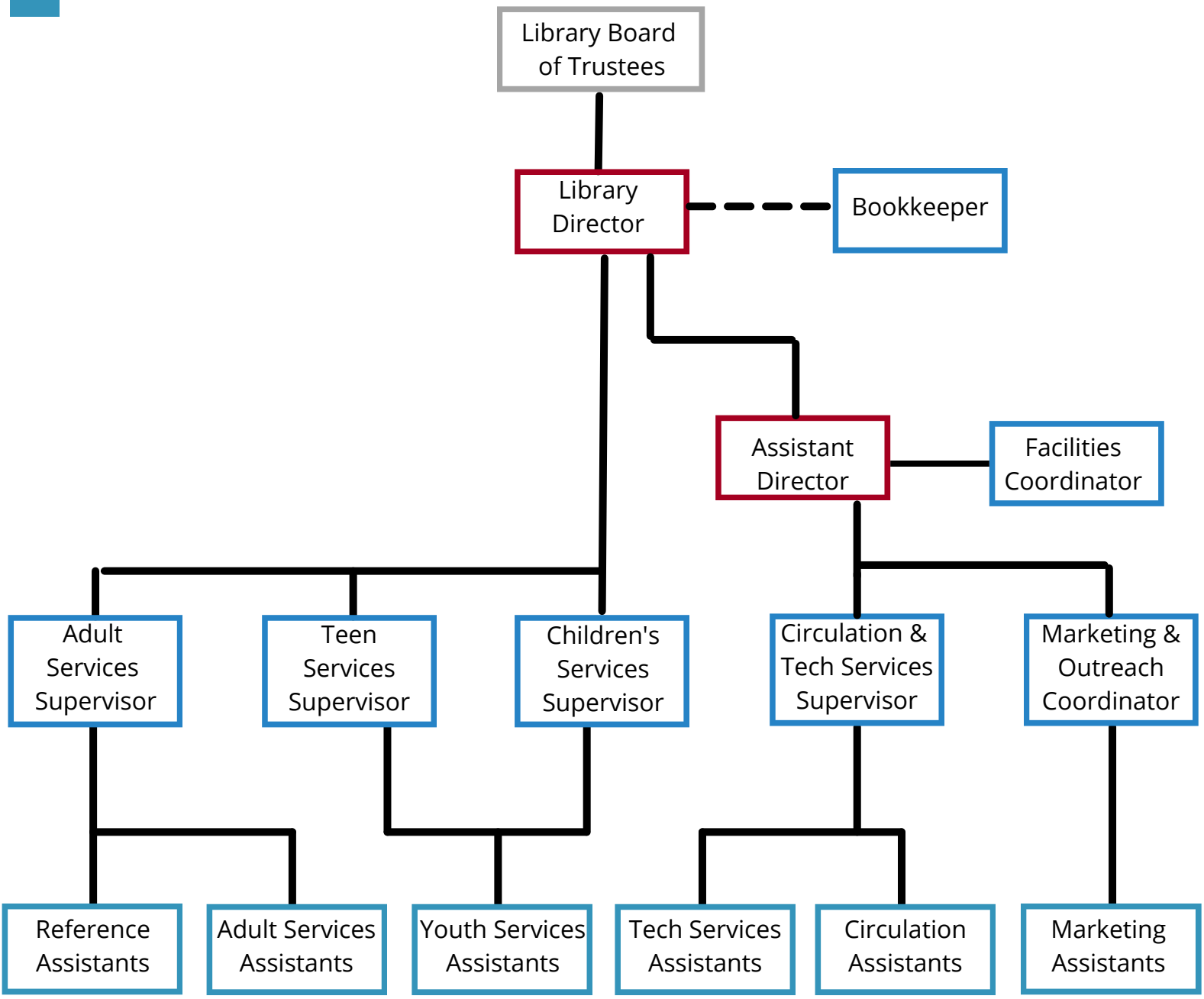
Joint responsibility

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.

Policy Approved	**2/16/2001**
Policy Reviewed	**09/16/2024**
Policy Revised	**09/16/2024**

Bourbonnais Public Library District
Organizational Chart/Seven Member Board

01-09



Policy Approved 5/15/2001
Policy Reviewed 09/16/202
Policy Revised 09/16/2024

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. No more than five (5) minutes may be allotted to each speaker, no more than twenty (20) minutes to each subject under discussion, and all public comment will be limited to a combined total of thirty (30) minutes 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, they shall give their name and announce the general subject before presenting their 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 complaints are against the Library Director, they will be referred to the Personnel Committee for investigation.

Policy Approved	**4/26/2000**
Policy Reviewed	**09/16/2024**
Policy Revised	**09/16/2024**

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.

Policy Approved	**4/26/2000**
Policy Reviewed	**09/16/2024**
Policy Revised	**12/16/2013**

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.

Policy Approved	**4/26/2000**
Policy Reviewed	**09/16/2024**
Policy Revised	**10/16/2017**

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:

1. Investments will be made only in securities guaranteed by the U.S. government, or in FDIC 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.

2. Funds may be invested 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.

3. 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).

4. 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.

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

Policy Approved	**02/16/2001**
Policy Reviewed	**09/16/2024**
Policy Revised	**09/16/2024**

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 an 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: 1. personal illness or disability; 2. employment purposes or the business of the public body; 3. a family or other emergency; or 4. an unexpected childcare obligation. "Other means" is audiovisual conference. If a member wishes to attend a meeting by a means other than physical presence, the member must notify the recording secretary or clerk of the public body before the meeting unless advance notice is impractical.

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.

SECTION 8

Special Rules during Disaster Declaration relating to Public Health:

Subject to the requirements of Section 2.06 of the Open Meetings Act, an open or closed meeting may be conducted by audio or video conference, without the physical presence of a quorum of the Board members, so long as the following conditions are met:

(1) The Governor or the Director of the Illinois Department of Public Health has issued a disaster declaration relating to public health concerns under Section 4 of the Illinois Emergency Management Act, and all or part of the public body is covered by the disaster area;

(2) The Board President determines that an in-person meeting is not practical or prudent due to the disaster;

(3) All members of the Board participating in the meeting, wherever they are located, shall be verified and can hear one another and all discussion and testimony;

(4) For open meetings, members of the public present at the regular meeting location can hear all of the discussion and testimony and all votes of the Board members, unless attendance at the regular meeting location is not feasible due to the disaster, in which case the Library District must make alternative arrangements and provide notice of such alternative arrangements in a manner to allow any interested member of the public access to contemporaneously hear all discussions, testimony, and roll call votes, such as by telephone or web-based link;

(5) At least one member of the Board, legal counsel, or Library Director is physically present at the regular meeting location unless unfeasible due to the disaster, including the issued disaster declaration;

(6) All votes are conducted by roll call, so each Board member's vote on each issue can be identified and recorded;

(7) Except in the event of a bona fide emergency, 48 hours' notice shall be given of a meeting to be held pursuant to this section. Notice shall be given to all Board members and shall also be provided to any news media who has requested notice pursuant to section 2.01(a) of the Open Meetings Act. Additional requirements apply to emergency meetings;

(8) Each Board member participating by audio or video conference is considered present for the meeting and for the purposes of determining a quorum;

(9) The Library District shall keep a verbatim record of all its meetings in the form of audio or video recording and shall be made available to the public under Section 2.06 of the Open Meetings Act; and

(10) The Library District shall bear the cost of compliance with this Section 8.

Bourbonnais Public Library District

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Meetings and Audiovisual Conferencing

Policy Approved	**02/16/2001**
Policy Reviewed	**09/16/2024**
Policy Revised	**08/21/2023**

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)

Policy Approved	**02/16/2001**
Policy Reviewed	**09/16/2024**
Policy Revised	**02/16/2001**

Bourbonnais Public Library District

01-16

Routine Banking Proceedures

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.

Policy Approved	**02/16/2001**
Policy Reviewed	**09/16/2024**
Policy Revised	**08/21/2017**

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:

Bourbonnais Public Library District

01-17

Travel and Conference Policy

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 meals, 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.

Policy Approved	**11/22/1999**
Policy Reviewed	**09/16/2024**
Policy Revised	**08/21/2017**

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.

Policy Approved	**04/26/2000**
Policy Reviewed	**09/16/2024**
Policy Revised	**04/26/2000**