

QUINCY PUBLIC
LIBRARY
QUINCY, ILLINOIS

BYLAWS

**QUINCY PUBLIC LIBRARY
BYLAWS**

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QUINCY PUBLIC LIBRARY BYLAWS

ARTICLE I: NAME

- Sec. 1 - As authorized by the Municipal Code of the City of Quincy, Illinois, 2024, this institution, established as a tax-supported public library and reading room, shall be officially known as the Quincy Public Library.

ARTICLE II: TRUSTEES

- Sec. 1 - As authorized by Illinois Library Law and detailed in the Municipal Code of the City of Quincy, Illinois, 2024, the prime responsibility for ownership and maintenance of Quincy Public Library real and personal property, for exclusive custody of its funds, and for guidance of all its affairs shall be vested in a board of nine (9) trustees. All such trustees are to serve without remuneration.
- Sec. 2 - Selection and appointment of trustees shall be governed by Sections 11.202-3-4 of the Municipal Code of the City of Quincy, Illinois, 2024.

ARTICLE III: MEETINGS

- Sec. 1 - The organizational meeting of the Board of Trustees shall be held in the main library building on the third Tuesday in July immediately prior to the regular July monthly business meeting. At the organizational meeting, the oath of office shall be administered to all new trustees and the election of Board officers shall be held. The Board shall determine the time and place of all official meetings of the Board and shall direct that meeting schedule be posted in accordance with the Illinois Open Meetings Act and Illinois Library Law.
- Sec. 2 - Regular business meetings of the Board of Trustees shall be held on the third Tuesday of the month in the main library building monthly. If a meeting must be cancelled, it may be rescheduled.
- Sec. 3 - Special meetings may be called at any time by the President alone or by any three (3) other trustees in concert. Notice of a special meeting must be given to each trustee at least forty-eight (48) hours prior to the scheduled time of the special meeting. Notice must state the precise purpose of the special meeting, and no business shall be transacted at such meeting except as is stated in the notice. Public notice of a special meeting shall be given in compliance with the Illinois Open Meetings Act.
- Sec. 4 - The order of business at each regular monthly business meeting shall be as follows:

- (A) Approval of minutes of previous business meeting,
- (B) Public comment as per rules under Article III, Sec. 8.,
- (C) Recognition of correspondence,
- (D) Library reports,
- (E) Committee reports,
- (F) Unfinished business,
- (G) New business.

(H) public comments

- Sec. 5 - All meetings of the Board of Trustees shall be open to the public, except those meetings that may be closed under provisions of the Illinois Open Meetings Act. Community and library staff attendance is encouraged at all public meetings.
- Sec. 6 - At any meeting of the Board, the presence of five (5) trustees shall constitute a quorum.
- Sec. 7 - The Board shall be governed in all of its deliberations and decisions by the latest edition of Rober's Rules of Order, Newly Revised.
- Sec. 8 - Public comment pertaining to items not on the meeting agenda shall be accepted immediately after approval of the minutes and shall be limited to five (5) minutes per speaker. During the meeting, a member of the public may be recognized to speak on an item under discussion for up to two (2) minutes, at the discretion of the Board President.

ARTICLE IV: OFFICERS

- Sec. 1 - At the organizational meeting and from their own membership, the trustees shall elect a President, a Vice-President, and a Secretary/Treasurer, all of whom shall immediately assume office. Each shall hold office until the next organizational meeting. No trustee shall hold more than one office at a time. A trustee may serve no more than two consecutive terms in the same office through a majority vote at a regular meeting of the Board. In the event of any officers inability to complete an annual term, the remaining trustees shall immediately elect a replacement, from their own membership, who shall serve until the next organizational meeting.
- Sec. 2 - The President shall preside at all meetings of the Board of Trustees; shall serve as an ex-officio member of all standing and ad hoc committees with the exception of the Nominating Committee; shall certify the annual report of the operation of the library which shall be presented to the City Council as required by the Municipal Code of the City of Quincy, Illinois, 2024; and shall perform such other duties as may be designated by the Board.

- Sec. 3 - In the absence of the President, all duties and responsibilities of that office shall devolve upon the Vice-President. In the absence of both the President and the Vice-President, all duties and responsibilities of the presidential office shall devolve upon the Secretary/Treasurer who shall be appointed by the Board to serve additionally in that temporary capacity.
- Sec. 4 - It shall be the regular duty of the Secretary/Treasurer to issue notice to all other trustees of all regular, organizational, and special meetings of the Board; to create and maintain a permanent public record of all proceedings of said meetings; to provide records of all library funds both received and expended; and to perform any other duties customarily included in the office of Secretary/Treasurer. At the option of the Secretary/Treasurer, any or all of the above duties may be delegated to the Executive Director until further notice. It shall be the duty of the Secretary/Treasurer to examine all bills as prepared monthly by the staff and to recommend to the full Board their payment. It shall also be the responsibility of this officer to assure that pertinent financial records are submitted annually for an independent audit to be performed by a board-approved professional accounting institution.
- Sec. 5 - No later than the regular business meeting held in April, a Nominating Committee of three (3) members shall be appointed by the President. It shall be the duty of this committee to nominate candidates for the offices to be filled at the organizational meeting in July and to recommend appointments to the Board in the event of a vacancy. The Nominating Committee shall report at the regular meeting in June. Before the election at the organizational meeting, in July, additional nominations from the floor shall be permitted.

ARTICLE V: COMMITTEES

- Sec. 1 - There shall be four (4) standing committees:

Building & Grounds
Finance
Policy
Personnel

Each standing committee shall be composed of at least three (3), but no more than four (4) trustees, appointed by the President no later than the August regular business meeting. The President will designate the chairperson of each standing committee. Standing committee members will serve until the next regular annual revision of standing committee assignments. Any individual so appointed may be annually reappointed to the same position at the discretion of the President. The President shall serve as ex-officio member of all standing committees. In the event of an expired term of a committee chair, the President shall appoint a temporary chair.

- Sec. 2 - Once constituted, each standing committee will meet at the discretion of the chairperson and need not meet regularly unless specifically requested by the President or the chairperson.
- Sec. 3 - **BUILDING & GROUNDS COMMITTEE:** It shall be the duty of the Building & Grounds Committee to recommend, in consultation with the Executive Director, major improvements and alterations to the library's physical plant and/or land holdings. The committee's concern shall be with significant revisions to these facilities, and it shall delegate consideration of lesser modifications to the Executive Director.
- Sec. 4 - **FINANCE COMMITTEE:** It shall be the duty of the Finance Committee to assist the Executive Director with the preparation of the annual proposed budget for presentation to the full board. The Finance Committee shall participate in the library's annual budget presentation to its corporate funding authority. In consultation with the Executive Director, this committee will supervise all library fiduciary accounts, all revenue, and the investment of all funds received by the library through bequests, legacies, and major gifts.
- Sec. 5 - **POLICY COMMITTEE:** It shall be the duty of the Policy Committee to recommend for full Board consideration periodic reviews and updating of appropriate library policies.
- Sec. 6 - **PERSONNEL COMMITTEE:** It shall be the duty of the Personnel Committee to act as counsel to the Executive Director in matters relating to personnel policies and procedures. The committee will conduct an annual performance appraisal of the Executive Director, presenting such appraisal to the Board and reviewing the approved results with the Executive Director. The Personnel Committee will also serve as a hearing body for any library employee requesting a hearing concerning problems unresolved through administrative procedures.
- Sec. 7 - **AD HOC COMMITTEES:** When necessary to simplify the work of the Board, ad hoc advisory committees may be formed at the discretion of the President. The President has full authority to define the purpose of each ad hoc committee, to limit the life of all ad hoc committees, to appoint its members, and to designate one of the appointees as chairperson. Ad hoc committee members may be either Trustees or non-Trustees, provided that the chairperson of any such committee shall be a Trustee. The President shall serve as an ex-officio member of all ad hoc committees.

ARTICLE VI: EXECUTIVE DIRECTOR

- Sec. 1 - An Executive Director shall be appointed and employed at the will of the Board, in accordance with the applicable library laws of the State of Illinois.
- Sec. 2 - The duties of the Executive Director shall be defined in a specific description of the position contained in the library's Personnel Policy. Those duties shall be reviewed annually, modified when necessary, and formally approved by the Board before the start of each fiscal year. The Executive Director's annual evaluation by the Personnel Committee and the Board will be based upon performance as measured against the current approved duties.
- Sec. 3 - The Executive Director shall be responsible for carrying out the directions of the Board of Trustees. The Executive Director shall report to the Board each month regarding the use of the library's collection.

ARTICLE VII: MODIFICATION OF BYLAWS

- Sec. 1 - These bylaws may be amended or abolished at any regular monthly business meeting of the Board through a majority vote provided that written notice of the proposed changes be presented at the prior monthly business meeting.
- Sec. 2 - To maintain reasonable currency, these bylaws shall be formally reviewed by the Board of Trustees at least once every five years.
- Sec. 3 - These bylaws shall take immediate effect and be in force upon adoption by the Board of Trustees.
- Sec. 4 - All previous bylaws and parts of bylaws are hereby repealed.

Revised & Adopted:

April 12, 1994

June 13, 1995

October 17, 1995

Reviewed: May 12, 2015

Revised & Adopted:

July 10, 2007

December 12, 2023