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## **1. LEGAL BASIS OF BOARD AUTHORITY**

The Board of Trustees of The Urbana Free Library is constituted and holds authority as specified in the *Illinois Compiled Statutes*, Chapter 75, Act 5, and other applicable Illinois laws.

## **2. MEMBERS OF THE BOARD**

### **a. Appointment and Terms**

The Board of Trustees is composed of nine members appointed by the Mayor and confirmed by the City Council. Each member is appointed for a term of three years, with three members appointed each year. All members must be residents of the City of Urbana, and no more than one may be a member of the City Council.

### **b. Orientation**

All newly appointed trustees shall be contacted by the Board President for an orientation session, which will include a tour of the library and an overview of library collections, services, policies, and business of the Board as outlined in the "The Urbana Free Library Board of Trustees Orientation Checklist."

### **c. Election of Officers**

The Officers of the Board of Trustees are President, Vice-President, Secretary/Treasurer and a Secretary *pro tempore*. Each April, the President appoints a Nominating Committee, which presents a proposed slate of officers at the May meeting of the Board. Election of officers takes place at the June meeting. Officers of the Board serve one-year terms, from July 1 through June 30, or until their successors are elected and qualified.

If the President vacates the office mid-term, the Vice-President assumes the office of President. For any other vacancies that occur mid-term, the previous Nominating Committee presents a proposed slate at the next Board meeting, with election of the officer(s) at the subsequent Board meeting.

### **d. Duties of Officers**

It is the duty of the President to preside at all meetings of the Board; to appoint all ad hoc committees and liaison officers; to issue calls for special meetings; and to perform all other usual duties of a presiding officer.

In the absence of the President, the Vice-President performs all duties of the President.

It is the duty of the Secretary/Treasurer to insure that an accurate account is kept of the proceedings of the Board; that members of the Board are notified of all regular, special, and ad hoc committee meetings; that the originals of all minutes are kept on file at the library; and that the Mayor is notified of vacancies on the Board. The Secretary/Treasurer serves as legal custodian of library funds.

**e. Ad Hoc Committees**

All routine business of the library is discussed and approved by the entire Board at regular or special meetings. When deemed desirable, the Board may direct the appointment of ad hoc committees, which meet for a limited duration to investigate topics of defined scope.

**f. Liaison Officers**

The President of the Board appoints a member of the Board to serve as a liaison to the Friends of The Urbana Free Library and to report on Friends activities to the Board on a monthly basis.

The President of the Board, or a designee appointed by the President, serves as an ex officio member on the Board of The Urbana Free Library Foundation and reports to the Library Board about Foundation activities on a monthly basis.

**g. Conflict of Interest**

In accordance with the Illinois Ethics Statement [5 ILCS 430], Board members are expected to refrain from prohibited political activities, inappropriate giving and receiving of gifts, and participation or voting on matters in which they have a direct or indirect conflict of interest.

**h. Removal for Cause**

If a trustee is in violation of the Illinois Ethics Statement, as referenced in section I-A-2-g; or exhibits conduct that jeopardizes the library's reputation or ability to function effectively within the community, the President may request in writing that the Trustee submit his or her letter of resignation from the Board of Trustees.

**3. BOARD RESPONSIBILITIES**

**a. Budget**

The Board approves an annual budget for the library and requests the corresponding levy from the Urbana City Council. The budget is reviewed and amended in accordance with the Finance Policy.

**b. Policy**

The Board is charged with setting policy for the library, including policies relating to collection, library services, patron use, personnel, and its own Board bylaws. The Board reviews and revises specific policies at a minimum frequency dictated by the State Library or more frequently as library needs arise. Substantive changes to policy initially are discussed at one Board meeting and officially adopted at the next or a subsequent Board meeting. Minor changes may be

discussed and acted upon at the same meeting provided that the action item was properly included on the agenda.

**c. Planning Documents**

The Board anticipates and directs the development of future library services through multi-year planning documents. Such documents include a Strategic Plan, a Technology Plan, a Disaster Plan, and a Five-Year Financial Plan. The Board complies with any local, state, or federal requirements specifying the frequency of revision.

**d. Bylaws**

The Bylaws of the Board of Trustees may be amended in accordance with the policy procedures in section I-A-3-b above. Bylaws are reviewed at least every three years.

**e. Hiring of Executive Director**

The Board hires the Executive Director, negotiates an employment contract, conducts performance evaluations on an annual basis, and may terminate employment in accordance with the contract.

The Executive Director serves as the administrative officer of the library under the direction of the Board. The Executive Director has responsibility and authority in accordance with library policy for the care and use of the library and its collections; for the selection, hiring, promotion, and dismissal of personnel; for the selection of library materials; for the expenditure of library funds as authorized by the Board in its approval of the annual budget; and for other duties as assigned by the Board. The Executive Director attends all Board meetings and ad hoc committee meetings, except those at which his or her appointment or dismissal or salary is to be discussed or decided.

**f. Daily Operations**

Although the Board sets policy to guide the overall operation of the library, the procedural implementation of policy and the daily operations of the library are managed by the Executive Director and library staff.

**4. BOARD MEETINGS**

**a. Call for Meetings**

Regular monthly meetings of the Board of Trustees are held on the second Tuesday of each month at 7:00 p.m. at the library.

Special meetings of the Board are held upon call, either by the President or upon written request of three members of the Board.

Ad hoc committee meetings are held upon direction of the Board.

**b. Open Meetings Act**

All meetings of The Urbana Free Library Board of Trustees shall conform to the provisions of the Open Meetings Act (5 ILCS 120).

**c. Quorum**

Five members of the Board of Trustees constitute a quorum of the Board for the transaction of business. However, if the Board has fewer than eight members due to unfilled vacancies, a majority of the Board members currently serving shall constitute a quorum.

**d. Conduct of Business**

Unless specified otherwise in these Bylaws, the Board of Trustees uses the current edition of *Robert's Rules of Order Revised* as a parliamentary guide.

**e. Public Comment**

Any person who seeks to address the Board at a public meeting will be permitted to speak on any matter listed on the agenda or on any other matter of library concern.

**i. Designated comment period**

Public comments are the first items addressed under Petitions and Communications in the agenda. The presiding chair may require persons wishing to speak to sign in before the start of the meeting and to provide their names. Prior to speaking, each person must be recognized by the presiding chair and must state his or her name for the public record.

**ii. Time limits**

Public comment is limited to no more than five minutes per person and to no more than two hours per meeting, unless extended by consent of a majority vote of the members present. The presiding chair shall monitor each speaker's use of time and shall notify the speaker when the time allotted has expired.

**iii. Limits on group comments**

If the presiding chair recognizes that more than twenty persons desire to speak, he or she may limit each speaker to comments of no more than three minutes.

Whenever any group of persons wishes to address the Board on the same topic, the presiding chair may ask that a spokesperson be chosen from the group. If additional matters are to be presented by other persons in the group, the presiding chair may limit the number of such persons and may limit the presentation to information not already presented by the group spokesperson.

**iv. Invited comments**

Persons invited by the presiding chair to address the Board are subject to such time limits as the majority of the members present may prescribe.

**f. Attendance at Meetings**

Members of The Urbana Free Library Board of Trustees are expected to attend every meeting.

Vacancies shall be declared provided as in Section 4.4 in the Illinois Local Library Act, 75 ILCS 5.

**g. Electronic Attendance and Voting**

State of Illinois Public Act 94-1058 amends the Open Meetings Act and provides for electronic participation in lieu of physical presence at a public meeting as defined by the Act, provided that there is a quorum physically present at the meeting.

In accordance with the Act, a Board member may participate and vote electronically at public meetings of The Urbana Free Library, if the member is unable to physically attend due to: (1) personal illness or disability, (2) employment purposes or business related to The Urbana Free Library, or (3) family or other emergency.

Electronic participation shall not be valid unless it provides a means for the member to hear and participate in the discussion preceding any action of the Board. Thus, in order for such participation to be valid, the member must provide notice sufficiently in advance of the meeting for the library to be able to provide the technical means necessary to fulfill the request to participate by telephone, video, or internet connection.

The Board may deny a member's electronic attendance request by a 2/3 vote if the request does not meet one of the above criteria.

A member may vote on motions and issues coming before the body, but his or her vote shall not count towards a quorum.

Adopted: April 11, 1977

Amended: October 8, 2013; January 13, 2015; May 12, 2015; October 13, 2015; December 8, 2015