

**FOREST PARK PUBLIC LIBRARY**

**LIBRARY BOARD OF TRUSTEES**

**BYLAWS**

**ADOPTED 8/08**

**REVISED 8/18**

## FOREST PARK PUBLIC LIBRARY LIBRARY BOARD BYLAWS

### Article I Library Board

The Forest Park Public Library Board shall be comprised of six members appointed by the Mayor and Village Council of Forest Park for a six year term. One member per year.

The Board shall establish policies and procedures for the operation of the library.

The Board is responsible for approval of the annual library budget, appropriation and tax levy. The annual library budget shall be approved prior to May 1st, as a basis for the appropriation and tax levy, to provide revenues for the maintenance of library facilities in the community.

The Board is responsible for interpreting the objectives and goals of the library to the community and for promoting good public relations whenever and wherever possible.

The Board adheres to the ALA Ethics Statement for Public Library Trustees. (See Appendix A)

### Article II Officers of the Board

The officers of the Board shall be: President, Vice President, Secretary and Treasurer.

The President shall preside at all meetings of the Board. The President shall be the spokesperson for the board. All matters other than those pertaining to the library and its general supervision, except as otherwise provided by law or these Bylaws, or by action of the Board, shall be taken care of by the President.

The Vice President shall serve in the absence of the President.

The Secretary shall keep a record of all the proceedings of the Board and shall perform such duties as may properly belong to this office, or be delegated to this office by the President, or by action of the Board.

The Treasurer shall be overseer of all receipts and disbursements from Library Funds. All financial transactions are to be signed by two officers of the Board except Petty Cash disbursements. In the absence of a second Board signer the Director may provide the second signature on a check with the permission of the President or Treasurer. The Treasurer shall present the monthly financial report to the Board. An annual report shall be prepared for the annual meeting and copies of this report shall be sent to the Village Council.

Article III  
Standing Committees

The Library Board of Trustees will have the following standing committees:

FINANCE COMMITTEE

The Committee shall consist of at least two (2) Library Trustees, Library Director, a Manager and a staff member.

Duties are to monitor the working budget, prepare yearly budget, annual Appropriation and Tax Levy and funding sources.

POLICY COMMITTEE

The Committee shall consist of at least two (2) Library Trustees, Library Director, a Manager and a staff member.

Duties are to review current policies and make recommendations to the Board for changes and additions and also to make recommendations on new policies.

BUILDING COMMITTEE

The Committee shall consist of at least two (2) Library Trustees, the Library Director and a staff member.

Duties are to address major and special projects pertaining to the Library building and/or grounds, and do not include general up-keep, routine repairs and maintenance.

Each of the above listed Committees will attempt to include one person from the community with a particular expertise or interest to serve on that committee.

#### Article IV Meetings

Regular meetings of the Board shall be on the third Monday of each month.

The Board meeting in May will be the annual meeting.

Four members of the Board shall constitute a quorum.

If special meetings of the Board are necessary, they may be called by the President provided there is proper publication.

Library Trustees are expected to attend all regularly scheduled Board of Trustee Meetings.

#### Article V Elections and Appointments

The election of officers of the Board shall take place at the April meeting.

The term of office shall be one year. Any officer is eligible for re-election and a majority vote shall elect.

#### Article VI Library Staff

The Library staff shall consist of: Librarians, Library Assistants, Clerks, Pages and Custodial Assistants as required.

A Director shall have charge of the administration of the Library and the care of Library property under the direction and policies of the Board. Said Director shall supervise the work of the other members of the staff and have full charge of the selection and acquisition of all books and other library materials and supplies and shall maintain necessary records in a professional manner.

The Director shall provide a monthly and an annual report to the Board.

The Director shall keep a record of all petty cash receipts and disbursements and shall submit reports to the Board upon request.

The Director shall attend all meetings of the Board except when excused.

Article VII  
Funds and Concessions

Operating funds shall be classified in two categories: the tax fund and the non-tax receipts, i.e. rentals, fines, etc.

Restricted memorials, legacies and gifts are not considered as operating funds, but will be governed by appropriate policies of the Board. These policies will be listed in the Policy manual.

All Library funds must be handled as bank transactions.

Article VIII  
Parliamentary Procedure

Robert's Rules of Order, Revised, shall govern the Board whenever these Bylaws are inadequate or not applicable.

Article IX  
Amendments

These Bylaws may be amended at any regular meeting of the Board at which a quorum is present, by a unanimous vote. They may also be amended by a majority vote at regular meeting, provided notice of the proposed amendments has been given at the last preceding meeting.

ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_, pursuant to a roll call vote as follows:

Ayes:

Nays:

\_\_\_\_\_  
Secretary

## APPENDIX A

### ALA ETHICS STATEMENT FOR PUBLIC LIBRARY TRUSTEES

Trustees must promote a high level of library service while observing ethical standards.

Trustees must avoid situations in which personal interests might be served or financial benefits gained at the expense of library users, colleagues, or the institution.

It is incumbent upon a trustee to disqualify himself or herself immediately whenever the appearance of conflict of interest exists.

Trustees must distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of the institution, acknowledging the formal position of the board even if they personally disagree.

A trustee must respect the confidential nature of library business while being aware of and in compliance with applicable laws governing freedom in information.

Trustees must be prepared to support to the fullest the efforts of librarians in resisting censorship of library materials by groups of individuals.

Trustees who accept appointment to a library board are expected to perform all of the functions of library trustees.