

Board of Trustees Policy Manual

(Revised August 30, 2018)

Policies

1. Responsibilities of all Forest Park Public Library Trustees:

- Attend and participate in regular, special and committee meetings of the Board.
- Serve on at least one Board committee. The Chairperson of each committee shall prepare and present a report of each meeting of that committee at the next regularly scheduled Board meeting.
- Attend library-related seminars and conferences, whenever possible.
- Attend Library sponsored events, whenever possible.
- Attend and participate in public/community relations activities, whenever possible.
- Participate in governmental relations activities (state and local).
- Serve as an advocate to the community for the library and for Board decisions.

2. Responsibilities of the officers of the Forest Park Public Library Board of Trustees:

- **President**
 - Preside over all regular, special and closed Board meetings.
 - Serve on Board committees as required.
 - Serve as the spokesperson for the Board on issues that require public presentation.
 - Prepare Board agendas and voting records in conjunction with the Director.
 - Discuss any problems that may arise with individual Trustees.
 - Sign required documents.
 - Co-sign payables checks, as needed.
 - Provide orientation together with the Director to new Board members.
- **Vice President**
 - Preside over regular, special and closed Board meetings when the President is absent.
 - Co-sign payables checks.
 - Prepare official voting results records at meetings.
- **Treasurer**
 - Prepare monthly financial reports in conjunction with the Director and staff.
 - Present financial reports at monthly Board meetings.
 - Co-sign payables checks.
 - Sign or co-sign certain required official documents.
 - Serve as Chair of the Finance Committee.
- **Secretary**
 - Prepare/oversee the preparation of and sign written minutes of all regular, special and closed Board meetings in according with 5 ILCS 120/2.06.
 - Oversee the maintenance of verbatim recordings of closed Board meetings.

Along with another Board member appointed by the President, semi-annually review and report on the written minutes of closed Board meetings, recommending to the full Board whether or not these minutes should be opened for public viewing.

After an 18-month retention period, destroy the verbatim recordings of closed sessions if written minutes have been approved, there is no legal action pending, and the Board approves the destruction.

Maintain and update Board archives.

Sign or co-sign certain required official documents.

Control access, along with the Director, to the Board archives.

3. Orientation of new Board members.

The Board President and Library Director shall conduct an orientation for each new Board member, which shall, at a minimum, include the following:

- Introduction of the new member to the Board President, Library Director, and Library staff.
- Tour of the Library.
- Review Board of Trustees Policy Manual and Bylaws.
- Review Board archives contents.
- Review reference materials, including
 - Robert's Rules Guidebook
 - Illinois Library Laws and Rules
 - ILA Financial Manual
 - Library Policy manual
- Signup for Board e-mail system and explanation of other communications systems involving the Library.

4. Bids and Contracts.

The Board of Trustees authorizes the Director or his/her representative to manage the bidding, vendor selection, contract signing, vendor performance and payment processes for all Library contracts having a value of \$5,000 or more but less than \$25,000, so long as the following conditions are met:

1. Recurring contracts shall have a length of no more than three years, whenever possible.
2. A minimum of three bids shall be sought by the Director for each contract, whenever possible.
3. The Director shall provide a report to the Board of the results of the bidding, vendor selection, vendor performance and vendor payment processes. Specifically, vendor names, bid amounts, and vendor selection rationale shall be reported to the Board for each contract.

For contracts having a value of less than \$5,000, the Director may forego obtaining three bids, but only if circumstances such as an inability to attract three bids or outstanding performance by an existing contractor seeking a renewal warrant such exception. In these instances, the Director shall comply with the other requirements stated in point 3 of this policy.

The Board of Trustees requires the Building Committee or its representative to manage the bidding, vendor selection, contract signing, and vendor performance processes for all Library contracts having a value of \$20,000 or more, so long as the following conditions are met:

1. A minimum of three bids shall be sought by the Committee for each contract or sub-contract, whenever possible.
2. The Committee shall provide a detailed report, with recommendations, to the Board of the results of the vendor bids. The Board will then select the vendor(s).
3. Contractor performance and payments will be monitored by the Building Committee or its representative and reported to the Board of Trustees.

5. Disposal of Property

In accordance with 75 ILCS 16/30-55.32 for the Sale or disposition of property, the Library Board of Trustees of the Forest Park Public Library approves the disposal of property deemed no longer useful or necessary for library purposes as follows:

- Library Material (i.e., print and non-print materials, equipment and supplies) valued at less than \$1000.00 and deemed no longer necessary or useful for library purposes may be disposed of at the Director's discretion.
- Property (i.e., furniture and supplies) having a current value of less than \$1000.00 may be discarded at the Director's discretion.
- Any items valued in excess of \$1,000.00 will, with the Board's approval, be made available for purchase by another tax supported library or displayed at the library for sale to the public. A notice of an items' public availability and terms of the proposed sale shall be posted.
- 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 item declared no longer useful for library purposes.
- The manner of disposal shall be at the discretion of the Director with preference given to recycling and donation.

6. Long Range Plan

The Board of Trustees shall prepare a new long range plan for the Library every three to five years. The plan shall be prepared by the Board as a whole with the assistance of the following parties, as needed:

Library Director and staff

Library and/or management consultants

Community representatives, particularly by means of mechanisms such as focus groups and surveys

Professional library organizations

The plan shall include the following components:

Vision statement – a statement that establishes the horizons and overview concept of the plan.

Mission statement – a statement that establishes the focus and primary objective of the vision statement.

Objectives – definitions of goals to be achieved during the life of the plan and which support the vision statement and mission statement

Funding statements – financial statements and projections that show that objectives, tasks and projects included in the plan will be adequately funded before they are begun.

Specific tasks and projects – identification and definition of activities that comprise the basic building blocks of the plan.

The Board of Trustees and the Library Director shall review the long range plan annually, showing plan progress and changes since the prior annual review.

The Library Director shall present an abbreviated quarterly update report to the Board of Trustees on the most recent progress and changes to the long range plan.

7. Meeting Agendas.

Each Board meeting, including regular, special and closed meetings, shall have an agenda prepared by the Director, with the assistance and approval of the Board President and input from other Board members, as appropriate. The agenda shall be posted continuously for at least 48 hours prior to the meeting in a prominent place within the Library building as well as on the Library website.

Each agenda shall list the meeting type, date and time, location, and all the items to be addressed, in the order in which they are listed. The agenda must include the general subject matter of any resolution or ordinance that will be the subject of final action at the meeting. In addition, the agenda shall indicate for each item whether it is an action item, discussion item or informational only. No business matters other than those listed on the agenda shall be acted upon by the Board.

If guests wish to address the Board, they shall sign in with the Board Secretary. Public comment shall be limited to 5 minutes per guest.

A copy of each agenda shall be maintained in the Board Archives as part of the Board packet for that meeting.

See Appendix A for the standard agenda format.

8. Meeting Minutes.

The Secretary shall prepare or oversee the preparation of the minutes of each Board meeting. Minutes shall contain the following:

Date, time and location of the meeting.

Type of meeting, i.e., regular monthly, special, or closed.

A record of whether each member of the Board is present or absent, and, if present, whether physically present or present by video or audio conference.

Record of staff members in attendance.

Sign-in sheet of members of the public in attendance who wish to address the Board.

A summary of discussion on all matters proposed, deliberated, or decided, and a record of any votes taken.

Time of adjournment.

Signature of the Board Secretary or Secretary Pro Tem.

The Board shall approve the minutes of meetings within 30 days after that meeting or at the Board's second subsequent regular meeting, whichever is later.

The Secretary also shall print and sign a hard copy of the minutes of each Board meeting, which shall serve as the official copy of the minutes.

The Director or his/her designee shall make the minutes of all full Board meetings, other than closed sessions, available to the public on the Library's website within 10 days following their approval by the Board. The Director or his/her designee shall maintain the electronic versions of meeting minutes on backup media.

The Chairperson of each Board committee shall prepare (or oversee the preparation of) and sign a hard copy of the official minutes of committee meetings and submit an electronic version to the Director for subsequent processing.

Meeting minutes shall be retained as follows:

Official minutes of all full Board meetings other than minutes of closed sessions which have not been approved for public viewing shall be retained permanently on hard copy in a separate file within the Board archives.

Official minutes of closed sessions which have not been approved for public viewing shall be retained permanently on hard copy in a separate file in a locked area within the Board archives.

Official minutes of Board committee meetings as well as copies of minutes of full Board meetings shall be retained permanently as part of Board packets within the Board archives.

A verbatim record of each closed session shall be made and retained in accordance with the Illinois Open Meetings Act for 18 months.

9. Electronic participation in meetings

In keeping with the Illinois Open Meetings Act, the Forest Park Public Library Board of Trustees shall allow electronic participation in meetings, which includes audio or video conference recordings, so long as the following conditions are met:

- A. A quorum of the Board of Trustees is physically present at the designated location of the meeting.
- B. A majority of the Board allows another Board member to participate in the meeting electronically if that member is prevented from physically attending due to one of the following reasons:
 - Personal illness or disability
 - Employment purposes or business of the Board of Trustees
 - A family or other emergency
- C. The electronic participant notifies the Board Secretary before the meeting, if possible.
- D. Electronic participation is limited to any rules adopted by the Board of Trustees, so long as such rules conform to requirements of the Open Meetings Act.

APPENDIX A – STANDARD MEETING AGENDA

**Forest Park Public Library
Monthly Board Meeting
DAY, DATE, Time
Orrin Thorsen Conference Room**

AGENDA

Item

Purpose

Opening of Meeting

- | | |
|--|-------------|
| A. Call to Order | Action |
| B. Roll Call (Determination of Quorum) | Action |
| C. Approval of agenda | Action |
| D. Public Comment | Information |
| Guests and visitors are allowed five minutes to comment at this time. Following public comment guests may observe the meeting. | |
| E. Approval of minutes from the previous regular monthly meeting, any subsequent meetings, and committee meetings | Action |

Unfinished Business (if any)

- A.
- B.

Reports: Presentation and Discussion

- | | |
|-----------------------|------------------------|
| A. Director's Report | Information/Discussion |
| B. Treasurer's Report | |
| C. Board Committees | |
| D. Trustee Reports | |

New Business

- A.
- B.

Executive Session (if needed)

Information/Discussion

Adjournment

Action