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SERVING GRANITE CITY, MITCHELL, AND PONTOON BEACH

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BYLAWS OF THE BOARD OF TRUSTEES
of the
SIX MILE REGIONAL LIBRARY DISTRICT

ARTICLE I. NAME

- 1.1 The name of this organization shall be the Six Mile Regional Library District.

ARTICLE II. GENERAL PROVISIONS

2.1 Governance

The Board of Trustees is established under the Illinois Compiled Statutes, Chapter 75, Act 16/30. The affairs of the Six Mile Regional Library District Board of Trustees shall be conducted by the committee of the whole.

The Illinois Compiled Statutes lists the powers and duties of the Board. To summarize, the Board's powers include:

- to enact, amend and rescind ordinances and to make and adopt such bylaws, rules, and regulations as may be expedient for their own guidance and for the government of the library
- to have the exclusive control of the expenditure of all moneys collected for the library and deposited to the credit of the library fund
- to have the exclusive control of any library building
- to purchase or lease real or personal property
- to remodel or reconstruct a building erected or purchased by the board
- to sell or otherwise dispose of any real or personal property that it deems no longer necessary or useful for library purposes
- to appoint and fix the compensation of a qualified librarian, who shall have the authority to hire such other employees as may be necessary, to fix their compensation, and to remove such appointees, subject to the approval of the board
- to contract with any public or private corporation or entity for the purpose of providing or receiving library service
- to join with the board or boards of any one or more libraries in the state of Illinois in maintaining libraries
- to enter into contracts and to take title to any property acquired by it for library purposes

- to exclude from the use of the library any person who willfully violates the rules prescribed by the board
- to extend the privileges and use of the library, including the borrowing of materials on an individual basis by persons residing outside the city, the cost to be determined according to the formula established by the Illinois State Library
- to exercise the power of eminent domain
- to join the public library as a member and to join the library trustees as members in the Illinois Library Association, which promotes library development and librarianship
- to invest funds pursuant to Illinois Compiled Statutes, Act 16/30-55.85
- to accumulate and set apart as reserve funds portions of the unexpended balances of the proceeds received annually from taxes or other sources, for the purpose of providing self-insurance against liabilities relating to the public library
- to undertake programs for the purpose of encouraging the addition to the district of adjacent areas without local tax supported library service and to expend funds for this purpose
- to provide, by ordinance, fines and penalties for injury to any book or other library material, or to any real or personal property belonging to or in the custody of the library and for failure to return any book or other material or personal property belonging to or in the custody of the library.

These are collective powers of the Board. No individual board member shall attempt to usurp the authority of the Board.

2.2 Objectives

As a tax-supported governmental entity, all activities of the library are motivated by the ideal of public service. Each trustee elected to the library board is expected to perform all the functions of the office, promoting 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 any trustee to disqualify himself or herself immediately whenever the appearance of a conflict of interest exists. Trustees are asked to distinguish clearly in their actions and statements between their personal views and the adopted positions of the board, acknowledging the formal position of the board even if they personally disagree. Trustees must be aware of and in compliance with applicable laws governing freedom of information while respecting library business of a confidential nature. Trustees must be prepared to resist censorship of library materials and information by groups or individuals in order to preserve intellectual freedom for all library users.

The trustees and library staff should attempt to take an active part in community affairs and work consistently toward making the library an integral part of the community.

The objectives of the library board are to:

- provide public library service to the residents of the Six Mile Regional Library District
- support library development
- secure adequate funding to fulfill the mission of the library, and to spend such funding wisely and as necessary in support of said mission
- cooperate with other libraries and the library system for the mutual benefit of both parties
- seek to fulfill the mission of the library

2.3 Mission of the Six Mile Regional Library District

The Library makes a significant difference in the everyday lives of the people, institutions, and communities of Granite City, Mitchell, and Pontoon Beach by listening, understanding, and then transforming needs into proactive library services.

2.4 The office of the board shall be located at the Six Mile Regional Library District, 2001 Delmar Avenue, Granite City, IL 62040.

ARTICLE III. MEMBERSHIP

- 3.1 The Six Mile Regional Library District, hereinafter referred to as "the District," shall be governed by a Board of Trustees, hereinafter referred to as "the Board," consisting of 7 members who are elected to 6-year terms. Within 74 days after their election or appointment, the incumbent and new trustees shall take their oath of office as prescribed by law. (75 ILCS 16/30-40 a) The required oath shall be taken and subscribed before a notary public or the secretary of the board. (75 ILCS 16/30-40 c)
- 3.2 A vacancy on the Board may be declared to exist when a trustee (i) declines, fails or is unable to serve, (ii) becomes a nonresident of the District, (iii) is convicted of a misdemeanor by failing, neglecting or refusing to discharge any duty imposed upon him/her by the Library District Act, or (iv) who shall have failed to pay the library taxes levied by the District. Absence without cause from all regular board meetings for a period of one year shall be a basis for declaring a vacancy. All vacancies shall be filled by appointment by the remaining trustees until the next regular library election, at which time a trustee shall be elected for the remainder of the unexpired term. If, however, the vacancy occurs with less than 28 months remaining in the term, and if the vacancy occurs less than 88 days before the next regular scheduled election for this office, then the person so appointed shall serve the remainder of the unexpired term and no election to fill the vacancy shall be held. Vacancies shall be filled within 90 days after a vacancy has been declared. If the trustees fail to appoint a new member within 90 days after a vacancy has been declared, the State Librarian shall appoint an individual to fill the vacancy within 60 days after the trustees have failed to fill the vacancy. If the State Librarian fails to fill the vacancy within the 60 days after the trustees have failed to fill the vacancy, the vacancy shall be filled at the next regularly scheduled election. 75 ILCS 16/30-25
- 3.3 When a vacancy occurs, the Board of Trustees will announce the vacancy, receive letters of interest, review all applicants, interview potential candidates, and select a candidate for the appointment within 90 days of the vacancy.

- 3.4 Within 60 days after the organization of the board, the secretary shall file, with the county clerk of the county containing all or a larger portion of the district and with the Illinois State Librarian, a statement listing the names and addresses of the trustees and officers and their respective terms in office. The secretary shall report a vacancy on the board to the county clerk and the State Librarian within 60 days after it occurs and shall report the filling of a vacancy within 60 days after it is filled. (75 ILCS 16/30-40 d)
- 3.5 Trustee's failure or neglect to discharge duty; penalty. Any trustee who, while acting as a trustee or as an officer, fails or neglects to discharge any duty imposed upon him or her by the Library District Act is guilty of a petty offense and shall be fined not less than \$25 nor more than \$100 for each offense. (75 ILCS 16/30-52)

ARTICLE IV. MEETINGS

4.1 Monthly Meetings

The regular monthly meeting of the Board of Trustees shall be held on the second Tuesday of each month at 6:00 p.m. at the library. The board shall call not fewer than 5 regular meetings each fiscal year. Each year, the board by ordinance shall specify the time, place, and date of the regular meetings. (75 ILCS 16/30-50 a)

4.3 Special Meetings

Special meetings may be called by the President or the Secretary, or by any 4 trustees for the transaction of business stated in the call for the meeting.

4.4 Agendas

An agenda for each regular, special, or committee meeting of the Board of Library Trustees shall be prepared by the executive director. Board members who wish to have items included on the agenda of a regular meeting shall submit such items to the executive director on or before the Thursday preceding such regular meeting.

4.5 Notices

Notice of all regular meetings shall be given, in writing, to all members at least three days before the meeting.

Within 15 days after the beginning of each calendar year, the secretary of the board shall cause public notice to be given of the schedule of regular meetings of the board for the ensuing calendar year, stating the regular dates, times, and places of such meetings, by posting a copy of the notice in accordance with Illinois law. Whenever any meeting of the board is canceled, public notice of a rescheduled meeting shall be given by posting public notice in accordance with Illinois law. Public notice of a reconvened meeting need not be given when the announcement of the time and place of the reconvened meeting has been made at the original

meeting and there has been no change in the agenda for such meeting.

Any requests for notice of meetings or records related to such meetings by the media, individuals, or groups will be handled as specified by Illinois law, including the Open Meetings Act and the Freedom of Information Act.

4.6 Quorum

A quorum for the transaction of business shall consist of 4 trustees. A majority of those present shall determine the vote taken on any question, unless a larger majority is specified in the Library District Act. (75 ILCS 16/30-50 b) In the absence of a quorum, the members present shall constitute a quorum for the purpose of adjourning the meeting. Once a meeting is in session with a quorum and a quorum is lost while the meeting is in session, adjournment will be at the discretion of the President.

4.7 Attendance by means other than a physical presence

If a quorum of the board is physically present a trustee not physically present may attend the meeting (including any closed portion of the meeting) by video or audio conference, if the following conditions are met:

1. The trustee desiring to attend the meeting by video or audio conference must notify the administrative assistant before the meeting, unless advance notice is impractical.
2. The reason the trustee is prevented from physically attending the meeting is because:
 - a. Personal injury or disability;
 - b. Employment purposes;
 - c. Business of the library;
 - d. Family emergency, or
 - e. Other emergency

A trustee attending by means other than physical presence has the full rights of a trustee who is physically present; i.e., the trustee may vote, move or second motions, discuss the business on the agenda, and take other action as desired.

4.8 Open Meetings

All meetings of the board shall be open to the public and conform to the requirements of the Illinois Open Meetings Act.

All meetings of committees and the board shall end no later than 8:00 p.m. unless specifically extended by a majority of the members present. Access to the meeting by the public will be maintained after the library is closed.

4.9 Executive/Closed Session

The business of the Board shall be conducted in compliance with the Open Meetings Act, Illinois Compiled Statutes, Chapter 5, Act 120.

4.10 Rules of Order

The presiding officer of the Board shall conduct the meeting in an orderly fashion and shall rule on matters of order. Robert's Rules of Order (as revised from time to time) shall govern the deliberations of the board. Board members may not address the same subject twice or speak more than five minutes at one time without approval of the Board. The rules of order, other than such rules as may be prescribed by statute, may be suspended at any time by the consent of a majority of the members present at any board meeting.

No person other than the president or a member of the Board of Trustees shall address the board at any regular or special meeting other than in the time so designated on the agenda, except upon consent of a majority of the members present.

Each person who wishes to address the board must place his or her name on a speaker's list prior to the start of the meeting, and indicate whether they are a resident of the District. Speakers will be called to speak in the order of the list. Each speaker must maintain civility and shall not disrupt the meeting by using obscene or threatening language or gestures or by violating the library's Rules of Behavior. Any person who does so, or who poses a threat to public safety, will be removed from the meeting and the library.

4.11 The order of business conducted at all regular meetings shall include at minimum:

- Call to order
- Approval of Agenda
- Public Comment
- Approval of Minutes
- Financial Review
- Correspondence
- Executive Director's Report
- Unfinished Business
- New Business
- Reports
- Board Orientation
- Adjournment

4.12 Virtual Meetings

The Open Meetings Act allows for public bodies to meet virtually if the following conditions are met:

1. The Governor or Director of the Department of Public Health issues a disaster declaration related to public health concerns and all or part of the jurisdiction of the public body is covered by the disaster area.
2. The head of the public body (defined for these purposes as the President of the Board of Trustees or the Executive Director if the President is unavailable) determines that an in-person meeting is not practical or prudent because of a disaster.
3. All members of the public body participating in the meeting shall be verified and must be able to hear one another and hear all discussion and testimony.
4. For open meetings, members of the public present at the regular meeting location of the public body can hear all discussion and testimony and all votes of the members of the body, unless attendance at the regular meeting location is not feasible due to the disaster, in which case the public body must make alternative arrangements and provide notice of the alternative

arrangements in a manner to allow any interested member of the public access to contemporaneously hear all discussion, testimony, and roll call votes, such as by offering a telephone number or a web-based link.

5. At least one member of the public body, chief legal counsel, or chief administrative officer is physically present at the regular meeting location, unless unfeasible due to the disaster.
6. All votes are conducted by roll call so each member's vote can be identified and recorded.
7. Except in the event of a bona fide emergency, at least 48 hours' notice shall be given of a meeting to be held. Notice shall be given to all members of the public body, shall be posted at the meeting site, shall be posted on the website of the public body, and shall also be provided to any news media who has requested notice of meetings. If the public body declares a bona fide emergency:
 - a. Notice shall be given as further outlined in the Open Meetings Act and the presiding officer shall state the nature of the emergency at the beginning of the meeting; and
 - b. The public body must comply with the verbatim recording requirements of the Open Meetings Act.
8. Each member of the public body participating in a meeting by audio or video conference held according to the virtual meetings provision of the Open Meetings Act are considered present for the purposes of determining quorum and participating in proceedings.
9. Public bodies holding open meetings under the virtual meetings provision of the Open Meetings Act must keep a verbatim record of all their meetings in the form of an audio or video recording. Verbatim records of these meetings shall be made available to the public. Verbatim records of closed meetings shall be recorded and retained as outlined elsewhere in the Open Meetings Act.
10. The public body shall bear all costs associated with complying with the virtual meetings provisions of the Open Meetings Act.

ARTICLE V. OFFICERS AND DUTIES

5.1 Officers

Officers of the Board shall be nominated at a regular meeting of the Board and shall be as follows: President, Vice President, Secretary, and Treasurer. Elected officers shall be seated at the next scheduled meeting thereafter.

5.2 Nominating

Officers of the Board shall be nominated by a nominating committee consisting of three (3) members of the Board to be appointed by the President. Nominations may also be made from the floor.

5.3 Term of Office

Officers shall serve for a term of two years and until their successors are fully elected and qualified. If a vacancy occurs in any of the said offices of the board, the vacancy shall be filled by the board for the balance of the term. The president of the board shall not generally be elected to succeed himself or herself more than once; however under the circumstances deemed appropriate by the board, the president may be elected for a third term. Five affirmative votes of board members are required to extend the tenure of the president to a third term.

5.4 President

The President of the Board shall preside at all meetings, appoint all committees, be an ex officio member of all committees, certify all bills approved by the Board, sign checks approved by the Board, authorize calls for any special meetings, and generally perform the duties of a presiding officer. The President shall not have veto power.

5.5 Vice President

The Vice President shall preside and carry on functions of the President during the absence of the President. In the event of the absence of both President and Vice President, the members present shall elect a chairman pro tempore.

5.6 Secretary

The Secretary shall supervise the records of the board for his/her term in office and shall include therein, a record of the minutes of all meetings, the names of those in attendance, the ordinances enacted, resolutions, rules, regulations, and policies adopted, and all other pertinent written matter as may affect the operation of the District.

The Secretary shall have the power to administer oaths and affirmations for the purposes of this Act, and any other duties described by the Illinois State Statutes pertaining to the Secretary of the Board.

5.7 Treasurer

The Treasurer of the Board shall supervise the funds of the District. His/her responsibilities shall normally include signing of the drafts against the checking account with other authorized signatures, investment of library funds, serving as chair of any Finance Committee of the Board, and performing any other duties described by the Illinois State Statutes pertaining to the Treasurer of the Board.

The Treasurer shall secure for the district an insurance policy or other insurance instrument that provides the district with coverage for negligent or intentional acts by district officials and employees that could result in the loss of district funds. The coverage shall be in an amount at least equal to 50% of the average amount of the district's operating fund from the prior 3 fiscal years. The coverage shall be placed with an insurer approved by the board. The cost of any such coverage shall be borne by the district. The district shall provide the Illinois State Library a copy of the district's certification of insurance at the time the district's annual report is filed. (75 ILCS 16/30-45 e)

The Treasurer shall ensure that a yearly audit is made by an independent auditor hired by the Board. The treasurer shall also ensure that these items are submitted to the Board for its approval.

The board may, instead of electing a treasurer from among the trustees, by majority vote of the board, appoint and fix the compensation of a qualified treasurer that is not a trustee of the

board. (75 ILCS 16/30-40 b)

ARTICLE VI. COMMITTEES AND LIAISONS

6.1 Committee to Audit the Records of the Secretary

Pursuant to Illinois Compiled Statutes, Act 16, 30–65, paragraph c, the President shall appoint two trustees to annually audit the records of the Secretary.

6.2 Special Committees

Special committees for the study and investigation of certain problems may be appointed by the President, such committees to serve until the completion of the work for which they were appointed.

6.3 Nominating Committee

Officers of the Board shall be nominated by a nominating committee consisting of three (3) members of the Board to be appointed by the President.

6.4 Friends of the Library

The president shall designate a member of the board as the liaison to the Friends of the Library, who will serve for a term of two years. Re-appointment to additional terms as liaison is permitted.

6.5 Illinois Heartland Library System (IHLS)

When available, the Board shall elect from among themselves an IHLS liaison, whose term shall be for two (2) years and who shall not serve more than six (6) consecutive years. The IHLS liaison shall represent the interests of the District and its constituents, as well as seek to work with the Illinois Heartland Library System.

ARTICLE VII. EXECUTIVE DIRECTOR AND ADMINISTRATIVE AND MARKETING COORDINATOR

7.1 Executive Director

The executive director shall be considered the administrative officer and shall have the responsibility for the administration of the library under the general purview of the Board. The executive director shall be held responsible for the care of the buildings and equipment, for direction of the staff, for the efficiency of the library's service to the public, and for the operation of the library under the financial conditions set forth in the annual budget. He/she shall have the authority to hire other employees according to current personnel policies and the personnel budget of the District. The executive director or his/her representative shall attend all Board meetings.

Pursuant to Serving Our Public: Standards for Illinois Public Libraries, the executive director shall hold a graduate degree from an ALA accredited library school.

7.2 Administrative and Marketing Coordinator

The Administrative and Marketing Coordinator shall make an accurate record of proceedings of the Board and shall mail notices of all regular meetings and shall enclose the minutes of the previous meeting. The Administrative and Marketing Coordinator shall, on authorization of the President, mail notices of all special meetings and shall have custody of the minutes and other records of the Board.

This position serves as the administrative assistant to the executive director.

ARTICLE VIII. AMENDMENTS

8.1 These Bylaws may be amended from time to time by a majority vote.

A proposed amendment to these rules shall be presented in writing at a regular or special meeting preceding the meeting at which the vote is taken.

ARTICLE IX. POLICIES

9.1 All written policies regarding the conduct of the District shall be passed by a majority vote of the Board.

The foregoing bylaws are hereby approved by the Six Mile Regional Library District Board of Trustees on June 13, 2023.



President, Board of Trustees