

Dunlap Public Library District
Board of Trustee Bylaws
Adopted April 2006
Updated 25 November 2024

Article I

Name

The name of this organization shall be the Dunlap Public Library District, being an Illinois unit of government organized under the Public Library District Act.

Article II

Objectives

The objectives of this organization shall be:

- A. To serve the information needs of the District population.
- B. To promote and encourage local support for adequate library services at a reasonable cost.
- C. To foster efficient utilization of public funds.
- D. To formulate sound policies by which the library shall be governed
- E. To provide a plan of service which details the manner in which the institution shall act to provide information services.

Article III

Board of Trustees

Preface: The Board of Trustees of the Dunlap Public Library District, hereinafter referred to as the Board, derives its authority from 75 ILCS 16/1 et seq. Illinois Statutes.

The institution shall be governed by a Board numbering seven (7) members, chosen and qualified according to Illinois Law.

Article IV

Duties of the Board

The duties of the Board shall be:

- A. To enact ordinances and to make and adopt bylaws, rules, and regulations necessary for the government and operation of the institution.
- B. To have exclusive control of the expenditure of all monies collected for the institution and of all funds held in the name of the institution.
- C. To purchase or lease grounds and to construct, purchase or lease, and occupy buildings for the use of the institution.

- D. To have final authority for the appointment and/or discharge of the Library Director and fix their compensation; to adopt a table of organization, a salary schedule, and a personnel code.
- E. To secure adequate funding for the support of library services; to prepare the necessary budgets, appropriation ordinances, and tax levies.
- F. To cooperate with other libraries in support of state and local resource sharing.

Article V

Officers

The officers of the Board shall consist of a President, a Vice President, a Secretary, and a Treasurer, elected among the Trustees at the May regular Board meeting. Officers shall be elected at the May regular Board meeting following the general election.

No officers of the Board may be elected by the Trustees to be an officer who are immediate family members with another officer of the Board. Immediate family is defined as: current spouse or domestic partner, children (including step/in-law), parents (including step/in-law), sibling (including half/step/in-law).

Article VI

Duties of Officers

Section 1: Duties of the President

The President shall:

- A. Preside at all meetings of the Board
- B. Appoint any standing committees
- C. Have general supervision of all matters pertaining to the institution, except as otherwise provided by law or by these bylaws, or by action of the Board
- D. Be an ex-officio member of all committees
- E. In the absence of the Secretary, appoint a temporary secretary to record the minutes.
- F. Serve as a spokesperson for the Board in public statements. In absence of the President, he or she may delegate this role to another officer, or to the Library Director.

Section 2: Duties of the Vice President

The Vice President shall:

- A. In the absence of the President, the Vice President will preside at meetings of the Board.
- B. In the absence of the President, the Vice President can sign documents on behalf of the President.

Section 3: Duties of the Treasurer

The Treasurer shall:

- A. Have charge of all library funds and issue payment for all expenses incurred through normal library business.
- B. Arrange that records are kept of all receipts and disbursements of institutional funds, and report at each regular meeting on the status of these funds.
- C. Provide such annual reports as are required by law.
- D. In the absence of the Treasurer or when Treasurer is unable to serve, any Authorized Signer may perform the duties of the Treasurer.

Section 3.1: Bonding of the Treasurer

The Treasurer of the Board shall be required to furnish bond in the amount and with such sureties as shall be approved by the Board. The minimum amount of the bond, by law, shall be based upon ½ of the total annual revenues collected by the District. The District shall assume the cost of the premium on such bonds required.

Section 4: Duties of the Secretary

The Secretary shall:

- A. Keep a faithful record of all proceedings of the Board.
- B. Provide such annual reports as are required by law.

In the absence of the President and Vice-President, the Secretary shall call the meeting to order and preside until the immediate election of a President Pro-Tem.

Section 5: Duties of all Officers

- A. All Officers will be listed as Authorized Signers on all library bank accounts. A Signer's Resolution will be adopted by the Board and updated when necessary.
- B. Authorized Signers are prohibited from signing blank checks.

Article VII

Elections

Elections, by law, shall be held biannually on the first Tuesday in April in each odd-numbered year. Trustees shall be elected for six-year terms, and the terms shall be staggered.

Article VIII

Vacancies

Vacancies shall be declared in the office of Trustees by the Board when an elected or appointed Trustee:

- A. Declines or is unable to serve.
- B. Becomes a non-resident of the District.
- C. Is convicted of a misdemeanor by failing, neglecting, or refusing to discharge any duty of office.
- D. Fails to pay the library taxes levied by the District

A Trustee may be determined to be unable to serve in the event of absence without cause from six (6) regular Board meetings within a period of twelve (12) months. Such a vacancy shall be declared with the process of a motion, seconded and passed by a majority vote of the Board.

If less than 28 months remain in a term and a vacancy occurs less than 88 days before the next regular election, the vacancy shall be filled by appointment by the remaining Trustees for the balance of the unexpired term. However, if more than 28 months remain in the term and a vacancy occurs more than 88 days before the next regular election, the vacancy shall be filled by interim appointment by the remaining Trustees until a successor can be chosen in a general election.

Article IX

Meetings

Section 1: Regular Meetings

The schedule of regular meetings of the Board shall be made public at the beginning of each fiscal year. Four (4) members shall constitute a quorum, and at least four (4) members must be present in order to transact business.

Section 2: Special Meetings

Special Board meetings may be called at any time by (a) the Board President; (b) the Library Director; or (c) the concurrent request of three (3) Trustees. Emergency decisions or special meetings may be made by means of a telephone poll of all Trustees, as directed by the President. Every reasonable attempt shall be made in such cases to contact all members of the Board. An emergency decision made via telephone polling shall be confirmed by the Board and entered into the minutes at the next regular meeting.

Section 3: Order of Business

The order of business at all regular meetings shall be:

- A. Call to order; ANNOUNCEMENTS OR PUBLIC COMMENTS
- B. Reading and approval, or action upon and approval, of the minutes of the last meeting
- C. Treasurer's report
- D. Reports of officers/Library Director, and committees if any
- E. Unfinished business

- F. New business
- G. Adjournment

Section 4: Closed Meetings

All meetings, by law, shall be open to the public except where Illinois statutes permit executive or closed sessions to discuss specific topics. No final action may be taken in a closed session.

Section 5: Rules of Procedure

The Board, at its meetings, shall follow the rules and procedure set by Illinois Statute, these By-Laws and unless otherwise stated, the latest edition of Robert's Rules of Order, Revised.

Article X

Fiscal Year

The fiscal year, by law, shall be from July 1 to June 30.

Article XI

Amendments

Amendments to these bylaws may be proposed at any regular meeting of the Board and shall become effective if adopted by a majority vote of the Board at the subsequent meeting.