

THE TRI-TOWNSHIP PUBLIC LIBRARY DISTRICT

THAT THE BY-LAWS (ORDINANCE 95/96-16) BE AMENDED AND COMPLETELY RESTATED AS FOLLOWS:

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BE IT ORDAINED BY THE BOARD OF LIBRARY TRUSTEES OF THE TRI-TOWNSHIP PUBLIC LIBRARY DISTRICT, MADISON COUNTY, ILLINOIS:

That the following Chapters, Articles and Sections be and they are hereby adopted and passed as and for the General Ordinances of The Tri-Township Public Library District governing the time and manner of holding meetings of the Board of Trustees, describing the powers and duties of the Trustees, describing the Officer of the District and their respective duties and powers, designating reports to be prepared and filed, fixing the Fiscal Year of the District and specifying the manner in which notices are to be given.

CHAPTER 1 – DEFINITIONS

ARTICLE ONE – GENERAL

1. Fiscal Year Determined. As required by the Act, the Fiscal Year of the District shall begin on the first day of July in each year and shall end on the 30<sup>th</sup> day of June of the following year.
2. Construction of Terms. As used in the Ordinance, the terms “District” shall mean The Tri-Township Public Library District, “Act” shall mean The Illinois Public Library District Act as amended from time to time, “Board” shall mean The Board of Library Trustees of the District, “Member” shall mean a Trustee of said District and the use of the masculine shall be deemed to include the feminine and wherever it is applicable.

CHAPTER 2 – LIBRARY TRUSTEES

ARTICLE ONE – GENERAL PROVISIONS

1. Time and Place of Meetings. The Board of Trustees shall hold its Regular Meetings at the library operated by the District in the City of Troy, Illinois at 209 S. Main Street or at such other place as the Board may from time to time fix by Ordinance duly adopted as provided by law. The Board shall call not less than ten Regular Meetings each Fiscal Year and shall each year by Ordinance specify the time, place, day, and date thereof.

Special Meetings may be called in accordance with the Open Meetings Act, as amended, by oral notice by the President, Secretary, or any three trustees.

All meetings shall begin at 7:00 p.m. unless otherwise stated in the notice of any Special Meeting.

Notice of all meetings shall be given to all members of the Board of Trustees and to the press and shall be posted at the place of meeting. Notice of the adjournment of any meeting to a later date shall be given to the press. All such posting and giving of notice shall be done by the Secretary or under their supervision and direction.

2. Powers and Duties of Board Trustees. It shall be the duty of each of the members of the Board of Trustees of the District to carry out the spirit and intent of the Illinois Public Library District Act (Hereinafter referred to as "Act") in establishing, supporting and maintaining a public library or libraries within the District and for providing library service to the District.

In addition to the other powers conferred by said Act upon the Board of Trustees of the District, such Board has the following powers:

- (a) To enact ordinances and to make and adopt such bylaws, rules and resolutions for its own guidance and for the government of its library or libraries as may be expedient and not inconsistent with said Act;
- (b) To have the exclusive control of the expenditure of all moneys collected for the library and deposited to the credit of the library fund;
- (c) To have the exclusive control of the construction of any library building and of the supervision, care, and custody of the grounds, rooms or buildings constructed, leased or set apart for that purpose;
- (d) To purchase or lease real or personal property and to construct and appropriate building or buildings for the use of the library or libraries established under said Act;
- (e) To remodel or reconstruct a building erected or purchased by the Board, when such building is in need thereof or is not adapted to its purposes and needs;
- (f) To sell or otherwise dispose of real or personal property that it deems no longer necessary or useful for library purposes, and to lease to others any real property not immediately useful to the District but for which plans for ultimate use have been adopted;
- (g) To appoint a competent Library Director; and to fix compensation for necessary assistants, clerical, custodial, and contractual service providers; and to remove such employees, and to retain counsel and professional consultants as needed;
- (h) To contract with any tax-supported or privately endowed public library or library boards, or school library or school board, for the furnishing or receiving of library service, and to participate in interstate library compacts and library systems;

- (i) To join with the board of boards of one or more public libraries with the State of Illinois in maintaining libraries, or for the maintenance of a common library or common library services for the participants upon such terms and conditions as may be agreed upon by and between the participants;
- (j) To enter into contracts, and to take title to any property acquired by it for library purposes;
- (k) To exclude from use of the library, any person who willfully violates the rules prescribed by the Board;
- (l) To extend the privileges and use of the library to persons residing outside of the District upon such terms and conditions as the Board may by its regulations prescribe, and to impose a non-resident fee for such services comparable to the cost paid by residents of the District;
- (m) To provide for suitable civil or criminal penalties for persons committing injury upon the library or the grounds or other property thereof and for injury to or failure to return any book or material belonging to the library;
- (n) To invest funds pursuant to “An Act Relating to Certain Investments of Public Funds by Public Agencies”, approved July 23, 1943, as amended;
- (o) To declare vacancies in the office of Trustee when any elected Trustee declines or is unable to serve, or becomes a nonresident of the District or is convicted of a misdemeanor by failing, neglecting or refusing to discharge any duty imposed upon him by said Act, or who shall have failed to pay the library taxes levied by the District, or who is absent for 6 regular meetings within any 12 month period.
- (p) All trustee vacancies shall be filled by appointment by the remaining Trustees until the next biennial election. Vacancies shall be filled forthwith.
- (q) Trustees shall serve without compensation but may be reimbursed for actual and necessary expenses incurred in the performance of their duties from District funds;
- (r) To elect the Officers of the District, all of who shall be members of the Board of Trustees, and who shall be a President, a Vice-President, a Treasurer, and a Secretary. The first officers shall serve until the next regular election of trustees, and thereafter, for 2 year terms, ending on the first Monday of the month following each regular election or until their successors are duly elected by the Board;
- (s) Trustees shall be elected biennially at the regular election scheduled for Trustees of Public Library Districts under the general election law, for 6-year terms, and seven (7) trustees shall constitute a Board. Their terms shall be staggered. After the first election, the Trustee shall determine by lot, which Trustees shall serve for terms of 2, 4, and 6 years from the 1<sup>st</sup> Monday of the month next following the month of the election with three (3) Trustees being selected for 6 year terms. At each biennial election thereafter, the Trustees elected to succeed those whose terms have expired, shall hold office for the full 6-year term from the 1st Monday of the month

next following the election and until their successors are elected and qualified;

- (t) To prepare annual budgets and adopt necessary ordinances which shall appropriate such sums of money as may be required to pay expenses and liabilities of the District.

3. Committees.

There shall be appointed by the President, annually, the following standing committees with a membership of no more than three library trustees, the library director and members of the staff as needed and of which the President shall be an ex-officio member except for the Audit Committee:

- Budget and Finance Committee
- Audit Committee
- Personnel Committee
- Policy Committee
- Buildings and Grounds Committee
- Public Relations Committee

The President, with the approval of the Board, may appoint such other committees as may from time to time be deemed necessary.

4. Procedure for the Passage of Ordinances. The procedure for the passage of ordinances shall be as follows:

An ordinance may be introduced by any Trustee. When first introduced, such ordinance shall be read or summarized by the Trustee introducing such ordinance or by some other person designated by the President. The ordinance may then be referred to the proper committee for consideration and report, or may be acted upon at the meeting at which it was introduced or at any subsequent meeting. The voting upon an ordinance shall be by roll call and the ayes, nays and absences shall be recorded. If a quorum is present and a majority of those present vote “aye” such ordinance shall be declared passed. After the ordinance has been approved by the President, who shall have no veto power, the Secretary shall cause it to be published, if such publication is required by law. Upon publication, if required, or if not required, then upon such approval, such ordinances shall be in full force and effect.

5. Procedure for Implementation of Board Policies. The procedure for the implementation of Board Policies shall be as follows:

The Board shall make available to all citizens of the library district and each employee, the viewing of the Board Policies, within five (5) working days of the enactment of each policy. The Policy Book shall be shelved for the public inspection. Notice of Policy change shall be made available to employees by the Library Director.

## ARTICLE TWO- RULES OF ORDER

1. Order of Business. The order of business to be followed at all meetings of the Board shall be:
  - a. Roll call.
  - b. Reading and approval of minutes of the previous meeting.
  - c. Report of the Treasurer and approval of bills.
  - d. Report of the Library Director.
  - e. Reports of Committees.
  - f. Communications.
  - g. Unfinished Business.
  - h. New business.
  - i. Public participation.
  - j. Announcements.
  - k. Adjournment.

The order of business may be suspended upon a majority vote of the members present.

2. Quorum. Four (4) Trustees shall constitute a quorum for the transaction of business.
3. Power of Majority. The action of the Board shall be controlled by the majority of those members present except where the Act requires a greater number.
4. Voting. All voting shall be by “aye” and “nay” votes and read into the record by the Secretary. Absences and abstentions from voting shall be recorded in the minutes.
5. Conduct of Meeting. The President shall decide all questions of order and shall be governed in his decisions by parliamentary law as prescribed by Robert’s Rules of Order as revised.

## CHAPTER 3 – OFFICERS AND OFFICIALS

### ARTICLE ONE – GENERAL

1. The officers of the Board shall be the President, Vice-President, Treasurer, and Secretary. The officers shall be elected from among the Trustees and shall serve until the next ensuing election of Trustees and thereafter for two (2) year terms, ending on the 30<sup>th</sup> day of April or until their successors are duly elected by the Board.

### ARTICLE TWO – PRESIDENT

1. Powers and Duties: The President shall preside over all meetings and shall perform all of the duties herein delegated by this Ordinance. Appoint such committees as may be deemed necessary and as herein required. Be the Chief Executive Officer of the District and shall be responsible for the enforcement of all laws, rules, regulations, and ordinances. Shall vote on all matters coming before the Board and shall not have nor exercise veto power. The President shall be elected from among the membership of the Board.

### ARTICLE THREE – VICE PRESIDENT

1. Powers and Duties: The Vice-President shall, in the event of the absence or disability of the President or of a vacancy in the office, assume and perform the duties and functions of the President. The Vice-President shall be elected from among the membership of the Board.

### ARTICLE FOUR – TREASURER

1. Powers and Duties: The Treasurer shall keep and maintain accounts and records of the District during his term of office, indicating therein, a record of all receipts, disbursements and balances in any funds and shall perform all of the duties herein delegated by this Ordinance.
2. Bond. The Treasurer shall give bond to the District to faithfully discharge the duties of this office and to account to the District for all District funds coming into the District and which bond shall be in such amount and with such sureties as shall be approved by the Board. The minimum amount of the bond shall be based upon 50% of the total annual library funds received by the District. The cost of such bond shall be borne by the District.
3. Term of Office. The Treasurer shall hold office for two (2) years and until their successor is elected and qualified. The Treasurer shall be elected from among the membership of the Board.

4. Warrants – By Whom Signed. The District funds shall be deposited in the name of the District in one or more accounts as may be deemed proper and necessary to comply with the provisions of the Act. The only checks which shall be honored against said accounts shall be District warrants drawn upon by the Treasury and signed by one of the following: President, Treasurer or Library Director. One person shall prepare the check while another signs or it shall be signed by two of the afore mentioned.

Each warrant shall state the particular fund or appropriation to which the same is chargeable and the person to whom payable.

5. Records. The Treasurer’s records shall be subject to audit by a Certified Public Accountant. An audit shall be conducted each fiscal year and a report filed with the Board. Such audit shall certify: (1) Cash on hand as of July 1<sup>st</sup>, (2) Cash in the Working Cash Fund as of July 1<sup>st</sup>, and the amounts outstanding and due to said Fund; (3) Total cash receipts from all sources; (4) Total dispersement; (5) Discrepancies; (6) Any other information deemed pertinent by the professional opinion of an accountant authorized to practice public accounting under the laws of Illinois. The cost of such audit shall be borne by the District.

#### ARTICLE FIVE – SECRETARY

1. Powers and Duties. The Secretary shall keep and maintain appropriate records for the terms in office and shall include therein, a record of the minutes of all meetings, the name of those in attendance, the ordinances enacted, resolutions, rules and regulations adopted, and all other pertinent written matter as affect the operation of the district. The records shall be subject to an audit by two other Trustees appointed by the President and shall be conducted each fiscal year, and the audit report filed not later then the 31<sup>st</sup> day of July in each year. Such report shall certify as to the accuracy of the records of the Secretary, their completeness, and list the discrepancies, if any. The Secretary shall be elected from among the membership of the Board.

#### ARTICLE SIX – LIBRARY DIRECTOR

1. Powers and Duties. The Library Director shall be appointed by and act in accordance with the duties outlined in the Personnel Policy Manual. Shall be entrusted with the administration of the library or libraries operated by the District from time to time, on behalf of the Board, and under its review and direction. Shall make recommendations for the appointment or hiring of library personnel, for promotions, salary adjustments and levels, for the purchase of equipment, books, supplies, and all things necessary for the conduct and operation of such library or libraries in the manner required by the Act. The Library Director shall perform such duties as are ordinarily performed by librarians and in addition shall carry out the duties and obligations required by this Ordinance and duties as outlined in the Personnel Manual, or other duties assigned by the Board. The

Library Director shall attend all meetings of the Board and shall present such reports as may be required by the Board.

## CHAPTER 4 – AMENDMENTS

### ARTICLE ONE – GENERAL

All proposed amendments must be read at two consecutive regular meetings, and shall be voted upon by a quorum of the Board and shall pass by a majority vote.

Passed by roll call this 1<sup>st</sup> day of December, 2009.  
Amended by roll call this 6<sup>th</sup> day of June, 2023

Ayes: 7

Nays: 0

Absent: 0

APPROVED

**Michele Erschen**  
President, Board of Trustees  
The Tri-Township Public Library District

**Twyla Juehne**  
Secretary, Board of Trustees  
The Tri-Township Public Library District