

Bradford Public Library District

By-Laws

Article I

Sec. 1 The regular meeting of the Bradford Public Library District Board shall be held on the third Monday of each month at the Bradford Public Library at 7:00 p.m.

Sec. 2 The regular meeting in July of each year shall be the Annual Meeting.

Sec. 3 Special meetings may be called by the President, Secretary, or any of the 5 Trustees.

Article II

Sec. 1 Four members of the Board shall constitute a Quorum.

Sec. 2 The position of Board Trustee shall be declared vacant for the following reasons:

- a. When the elected or appointed Trustee declines, fails, or is unable to serve, or becomes a non-resident of the District or is convicted of a misdemeanor or by failing, neglecting, or refusing to discharge any duty imposed upon him by the Illinois Public Library District Act, or who shall have failed to pay the library taxes levied by the District.
- b. When the elected or appointed Trustee is absent without cause from all regular board meetings for a period of one year.

Sec. 3 The Board of Library Trustees of the Bradford Public Library District is charged with the responsibility of the governance of the library. The Board will hire a skilled Library Director who will be responsible for the day-to-day operations of the library. The Board will meet at least once per month. These meetings will be open to the public and noticed in advance.

Sec. 4 The agenda and minutes of the previous meeting shall be available to the Board by the Library Director one week prior to meetings. Any board member wishing to have an item placed on the agenda will call the Library Director in sufficient time preceding the meeting to have the item placed. Any Board member who is unable to attend a meeting will call the library to indicate that he or she will be absent. Due to the fact that a quorum is required for each meeting, this phone call should be placed as far in advance as possible.

Article III

Sec. 1 The officers shall be President, Vice President, Secretary, and Treasurer, each of whom shall be elected by voice vote at the regular meeting in May, to serve for 2 years. In case of vacancy, the Board shall at the next regular meeting elect by voice vote, a member to fill the unexpired term. An accountant and/or bookkeeper will be hired to assist the Treasurer.

Sec. 2 The President shall preside at Board meetings, appoint committees, certify all bills allowed by the Board, enforce the observance of these rules and perform such other duties as pertain to his office, and are necessary to carry out the wishes of the Board.

Sec. 3 The Vice President shall perform the duties of the President in the latter's absence. The Vice President will sign checks along with the Treasurer.

Sec. 4 The Secretary shall keep a record of all proceedings of the board and take care of all communication. All reports, recommendations, ordinances, and resolutions shall be recorded in the Secretary's minutes.

Sec. 5 The Treasurer, with the assistance of the accountant, shall keep a detailed account of receipts and expenditures and prepare an annual report of receipts and expenditures.

Sec. 6 Robert's Rules of Order, Revised, shall govern the parliamentary procedure of the board, unless otherwise specified in the Bylaws.

Article IV

Sec. 1 Unless otherwise budgeted, no indebtedness over \$200.00 shall be incurred without the previous approval of the Board.

Sec. 2 All bills for library purposes shall be itemized.

Sec. 3 The Treasurer and the Vice President or other designated board member have permission to pay all minor bills and all major bills with Board approval.

Sec. 4 All bills paid shall be receipted and filed in the library as permanent records for 3 years.

Article VI

Sec. 1 The Library Director, assistants, and janitor shall be appointed and elected by voice vote and if at all possible shall serve until their successors are appointed: but they shall be subject to removal at any time by the Board at a regular meeting.

Sec. 2 Subject to the direction of the board, the Library Director shall have supervisory charge, control and management of the Library building, and all of its appurtenances, as well as of all the employees.

Sec. 3 All job descriptions for employees are on file, listing their specific duties.

Article VII

Sec. 1 The order of business of the regular meetings shall be as follows:

1. Call to Order
2. Secretaries Report
3. Treasurer's Report
4. Director's Report
5. Unfinished Business
6. New Business

Sec. 2 New amendments hereto shall be made only at a regular meeting of the Board and must be proposed at least one month previous to final action on the same.

Revised June 2009

Approved

President

Date

Secretary

Date