

BY-LAWS OF THE DANVILLE PUBLIC LIBRARY BOARD OF TRUSTEES
SECTION 1000: BOARD OF TRUSTEES

CODE

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POLICY MANUAL

This manual sets forth the policies approved by the Board of Trustees of the Danville Public Library, Danville, Illinois. The manual is to be used by trustees, library personnel, patrons, and the public for the conduct of relationships and responsibilities relative to the operation of the Library.

The policies contained in this manual supersede and cancel all policies previously adopted by the Board and/or contained in Library publications which bear an earlier date than the policies contained herein.

Board policies shall become effective immediately upon adoption by the Board. The official Minutes of the Board are considered an extension of this manual, and subsequent actions of record shall, in case of conflict, take precedence over the policies contained herein.

Suggestions for changes are encouraged. These should be submitted in writing to the Library Director for consideration by the appropriate forums. Recommendations which require the adoption of a new policy or the revision of existing policy will be brought to the Board for consideration.

Administrative Procedures

The Board has delegated to the Director of the Library the authority to design administrative procedures necessary to carry out the Board Policies. All procedures that have been adopted by the Board have been inserted in this manual.

ADOPTED: 12/12/1983
AMENDED: 12/20/2016
REVIEWED: 1/16/2003, 05/19/2016
LEGAL REFERENCE:

CODE: 1110
SECTION: Board of Trustees
SUBJECT: Name of Library
PAGE: 1 of 1

NAME OF THE LIBRARY

The name of this library shall be the Danville Public Library, established and maintained by the City of Danville, Illinois, under the Statutes of the State of Illinois.

ADOPTED: 12/12/1983

REVIEWED: 1/16/2003, 05/19/2016

AMENDED:

LEGAL REFERENCE: *75 Illinois Compiled Statutes*, Local Library Act

CODE: 1120
SECTION: Board of Trustees
SUBJECT: Mission Statement
PAGE: 1 of 1

MISSION STATEMENT

The Danville Public Library connects the community with knowledge, information, and culture.

ADOPTED: 12/12/1983

AMENDED: 11/19/1984, 11/24/1986; 4/15/1996; 12/19/2017

REVIEWED: 1/16/2003, 05/19/2016

LEGAL REFERENCE: *75 Illinois Compiled Statutes*, 5/1-3, Local Library Act

CODE: 1130
SECTION: Board of Trustees
SUBJECT: ALA Library Bill of Rights
PAGE: 1 of 1

ALA LIBRARY BILL OF RIGHTS

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted: June 18, 1948, by the ALA Council.

Amended: February 2, 1961, and January 23, 1980, inclusion of "age" reaffirmed January 23, 1996, by the ALA Council.

ADOPTED: 12/15/1997

AMENDED:

REVIEWED: 1/16/2003, 05/19/2016

REFERENCE: American Library Association (www.ala.org)

CODE: 1140
SECTION: Board of Trustees
SUBJECT: Freedom to Read Statement
PAGE: 1 of 1

FREEDOM TO READ STATEMENT

It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.

Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.

It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.

There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.

It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.

It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.

It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.

Note: This excerpts the main points of the Freedom to Read Statement. The full statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers. Adopted June 25, 1953; revised January 28, 1972, January 16, 1991, July 12, 2000, and June 30, 2004, by the ALA Council and the AAP Freedom to Read Committee.

ADOPTED: 12/15/1997

AMENDED: 12/20/2016

REVIEWED: 1/16/2003, 05/19/2016

REFERENCE: American Library Association (www.ala.org)

CODE: 1150
SECTION: Board of Trustees
SUBJECT: Freedom to View Statement
PAGE: 1 of 1

FREEDOM TO VIEW STATEMENT

The freedom to view, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore these principles are affirmed:

To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantees of freedom of expression.

To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.

To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.

To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.

To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989. Endorsed by the ALA Council January 10, 1990

ADOPTED: 12/15/1997

AMENDED:

REVIEWED: 1/16/2003, 05/19/2016

REFERENCE: American Library Association (www.ala.org)

CODE: 1160
SECTION: Board of Trustees
SUBJECT: Freedom of Information Act
PAGE: 1 of 3

FREEDOM OF INFORMATION ACT

- I. A brief description of the Danville Public Library is as follows:
 - a. Mission statement: The Danville Public Library, recognizing the diverse needs of the community it serves, shall actively provide access to informational, educational, cultural, and recreational materials and programs in order to promote an informed citizenship, enrich personal lives, and improve the quality of leisure time. (See Code 1120)
 - b. An organizational chart is attached. (See Code 1161)
 - c. The total amount of our operating budget for FY 2016-2017 is \$1,806,955. Funding sources are property taxes, state and federal grants, fines, charges, and donations. Tax levies are:
 - i. General Fund (for general operating expenditures)
 - ii. IMRF (provides for employees' retirement and related expenses)
 - iii. FICA (provides for employees' Social Security costs and related expenses)
 - iv. Audit (for annual audit and related expenses)
 - v. Building Fund (for capital purchases and equipment lease payments)
 - vi. Tort Liability (for insurance premiums, risk management, attorney's fees and related expenses)
 - vii. Building & Contents Insurance
 - viii. Errors and Omissions Insurance (for Director and Officers liability coverage)
 - ix. Unemployment Insurance
 - x. Worker's Compensation (for worker's compensation insurance coverage)
 - d. The office is located at this address: 319 N. Vermilion Street, Danville, Illinois.
 - e. We have the following number of persons employed:
 - i. Full-time 17
 - ii. Part-time 18

ADOPTED: 3/16/2009

AMENDED: 8/16/2016, 12/20/2016

FACTS UPDATED: 11/14/2016, 12/20/2016, 2/20/2017; 12/22/2017

REVIEWED: 05/19/2016

REFERENCE: Illinois Freedom of Information Act, 5 *Illinois Compiled Statutes* 140/1 et. seq.

CODE: 1160
SECTION: Board of Trustees
SUBJECT: Freedom of Information Act
PAGE: 2 of 3

- f. The following organization exercises control over our policies and procedures: The Danville Public Library Board of Trustees, which meets monthly on the third Tuesday of each month, at 4:00 p.m., in the second floor conference room at the library.
- Its members are: Linda Bolton, President; James Kouzmanoff, Vice President; Anne Sacheli, Secretary; George Vrentas, Treasurer; Cynthia Parr-Barrett, Jane Andrews, Martha Espino, and Jim Knoblauch. William Satterwhite is an emeritus member.
- g. The following organization operates in an advisory capacity regarding our operation: None.
- h. We are required to report and be answerable for our operations to: Illinois State Library, Springfield, Illinois. Its members are: State Librarian, Jesse White (Secretary of State); Director of State Library, Anne Craig; and various other staff.
- II. You may request the information and the records available to the public in the following manner:
- a. Submit your request in writing through a letter, an email message, or the library's request form (see attached).
 - b. Your request should be directed to the following individual: Theresa M. Tyner, FOIA officer.
 - c. You must specify the records requested to be disclosed for inspection or to be copied. If you desire that any records be certified, you must specify which ones.
 - d. To reimburse us our actual costs for reproducing the records, you will be charged the following fees, payable in advance:
 - i. Black and white, letter- or legal-sized copies: The first 50 pages are free; additional copies are \$0.15 per page
 - ii. Black and white ledger-size copies: \$0.30 per page
 - iii. Color, letter- or legal-sized copies: \$0.25 per page
 - iv. Color, ledger-size copies: \$0.50 per page
 - v. Two-sided reports are considered two pages.
 - vi. Electronic copies: scans of requested documents are free; if saved to a CD or flashdrive, the cost of the medium will be charged

ADOPTED: 3/16/2009

AMENDED: 8/16/2016, 12/20/2016

FACTS UPDATED: 11/14/2016, 12/20/2016; 2/20/2017; 12/22/2017

REVIEWED: 05/19/2016

REFERENCE: Illinois Freedom of Information Act, 5 *Illinois Compiled Statutes* 140/1 et. seq.

CODE: 1160
SECTION: Board of Trustees
SUBJECT: Freedom of Information Act
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- e. The office will respond to a written request within five (5) business days, or sooner if possible, after receiving the request. An extension of an additional five (5) working days may be necessary to properly respond.
 - f. Records may be inspected or copied. If inspected, an employee must be present throughout the inspection.
 - g. The place and times where the records will be available are as follows:
 - 9:00 a.m. to 4:30 p.m.
 - Danville Public Library, Administrative Offices
- III. Certain types of information maintained by us are exempt from inspection and copying. However, the following types or categories of records are maintained under our control:
- a. Monthly Financial Statements
 - b. Annual Receipts and Disbursements Reports
 - c. Operating Budgets
 - d. Annual Audits
 - e. Minutes of the Library Board of Trustees
 - f. Library Policies, including Materials Selection
 - g. Annual Reports to the Illinois State Library
 - h. Library Correspondence

ADOPTED: 3/16/2009

AMENDED: 8/16/2016, 12/20/2016

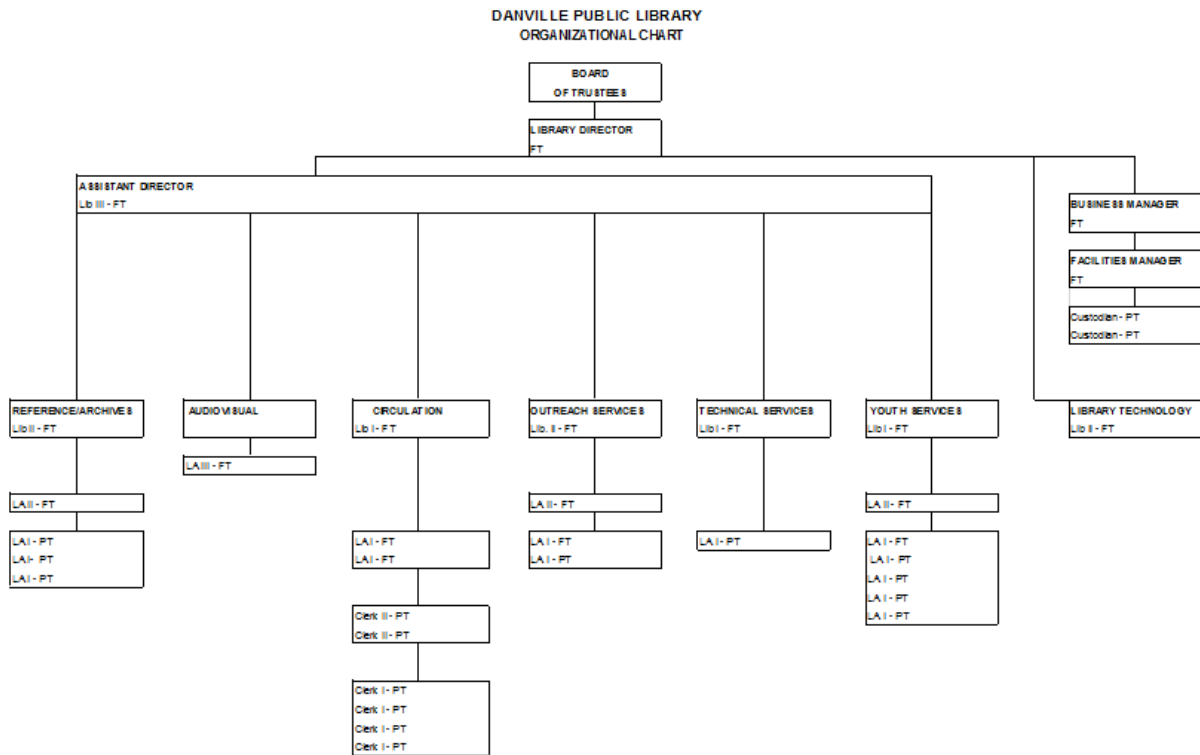
FACTS UPDATED: 11/14/2016, 12/20/2016, 2/20/2017

REVIEWED: 05/19/2016

REFERENCE: Illinois Freedom of Information Act, 5 *Illinois Compiled Statutes* 140/1 et. seq.

CODE: 1161
SECTION: Board of Trustees
SUBJECT: Freedom of Information Act
– Organizational Chart
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**DANVILLE PUBLIC LIBRARY
ORGANIZATIONAL CHART**



Updated 7/18/2017

ADOPTED: 3/16/2009
AMENDED: 12/20/2016; 8/15/2017
REVIEWED: 05/19/2016
REFERENCE: Illinois Freedom of Information Act, 5 Illinois Compiled Statutes 140/1 et. seq.

CODE: 1162
SECTION: Board of Trustees
SUBJECT: Freedom of Information Act
Request Form
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FREEDOM OF INFORMATION ACT REQUEST FORM

Requestor's Name (or business name, if applicable)		Date of Request	Phone Number
Street Address, City, State, Zip Code			
Description of records requested: _____ _____			
_____ Certification requested? ____ Yes ____ No			
Library Response (Requestor does not fill in below this line)			
A P P R O V E	<input type="checkbox"/> The documents requested are enclosed.		
	<input type="checkbox"/> The documents will be made available upon payment of copying costs \$ _____.		
	<input type="checkbox"/> You may inspect the documents at _____ on the date of _____.		
D E N Y	<input type="checkbox"/> The request creates an undue burden on the public body in accordance with Section 3(f) of the Freedom of Information Act, and we are unable to negotiate a more reasonable request.		
	<input type="checkbox"/> The materials requested are exempt under Section 7 _____ of the Freedom of Information Act for the following reasons: _____ -Individual(s) that determined request to be denied: _____		
D E L A Y	<input type="checkbox"/> Request delayed, for the following reasons (in accordance with Section 3(d) of the Freedom of Information Act): _____		
	<input type="checkbox"/> You will be notified by the date of _____ as to the action taken on your request.		
The information required by this form is MANDATORY in order to comply with 5 ILCS 140/1. Failure to so provide may result in this form not being processed.			
FOIA Officer		Date of Reply	

ADOPTED: 3/16/2009

AMENDED:

REVIEWED: 05/19/2016

REFERENCE: Illinois Freedom of Information Act, 5 Illinois Compiled Statutes 140/1 et. seq.

CODE: 1170
SECTION: Board of Trustees
SUBJECT: WorldCat Principles of
Cooperation
PAGE: 1 of 2

WORLDCAT PRINCIPLES OF COOPERATION

WorldCat has become the international online catalog that helps OCLC members share resources, reduce costs, and increase their visibility and impact in the communities they serve. OCLC's ongoing development of the WorldCat platform has capitalized on and added value to this core shared resource of metadata and holdings information. WorldCat and related files and the OCLC systems, and services based upon them, are vitally important to the operations and services of many libraries, museums, and archives.

WorldCat's relevance depends on four factors:

- Its scope, the extent to which it accurately reflects the full holdings of libraries, museums and archives
- Its timeliness
- The usefulness of WorldCat records for end users and participating institutions
- The functionality and flexibility of OCLC systems and software which support access to and use of records and services

Recognizing the importance of these factors, member institutions, partner organizations and OCLC work together to build and maintain WorldCat and to promote the responsible use of WorldCat and OCLC systems and services.

Members make a commitment to:

- Contribute to OCLC all current metadata and holdings information, which represents items in their collections
- Create bibliographic records and related data consistent with established guidelines maintained by OCLC and its advisory groups for entering information in WorldCat records
- Support prompt contribution of bibliographic records and related data to promote shared use of records and library resources
- Cooperate with OCLC, regional networks and other partners, and participating libraries to identify and correct errors in contributed information and to avoid introducing duplicate records
- Use WorldCat records in accordance with "WorldCat Rights and Responsibilities for the OCLC Cooperative."

ADOPTED: 6/19/2012

AMENDED:

REVIEWED: 05/19/2016

REFERENCE: WorldCat Principles of Cooperation, ©2011, OCLC.

CODE: 1170
SECTION: Board of Trustees
SUBJECT: WorldCat Principles of
Cooperation
PAGE: 2 of 2

To enable members to meet these expectations, OCLC makes a commitment to:

- Encourage participation in OCLC
- Strengthen WorldCat by promoting the full and timely contribution of records by member libraries
- Facilitate communication between member libraries and OCLC to promote effective planning and rapid resolution of issues of mutual concern
- Provide high quality, cost-effective training, consultation, and support to encourage the efficient use of OCLC records, systems and services and the timely adoption of OCLC system enhancements

To enable libraries to meet these expectations of membership, OCLC makes a commitment to:

- Facilitate the participation of libraries, archives and museums as authorized users of OCLC systems and services
- Respond to changes in technology and in the goals, organization, and cooperative agreements of members consistent with OCLC's public purposes
- Provide cost-effective methods which enable libraries, museums and archives promptly and efficiently to contribute information to WorldCat and related databases and to report changes or corrections to OCLC
- Facilitate ease-of-use and cost-effective access to OCLC systems and services to benefit all members and their users
- Disseminate clear and timely documentation of the standards and guidelines for contributing to WorldCat and related files.

Member institutions, partner organizations, and OCLC share a commitment to:

- Ensure the continuing viability of WorldCat and related services to libraries, museums, archives and the information community
- Promote effective education and training in uses of OCLC systems and services
- Disseminate this statement and related information to current and potential OCLC members and partner organizations
- Identify and correct errors in contributed information and to avoid introducing duplicate records

As amended and approved by Global Council, 21 June 2010.

ADOPTED: 6/19/2012

AMENDED:

REVIEWED: 05/19/2016

REFERENCE: WorldCat Principles of Cooperation, ©2011, OCLC.

CODE: 1210
SECTION: Board of Trustees
SUBJECT: Appointment to the Board
PAGE: 1 of 1

APPOINTMENT TO THE BOARD

The powers of this Library shall be vested in a Board of nine Trustees, appointed by the Mayor of the City of Danville, Illinois, with the approval of the City Council, chosen from the citizens at large with reference to their fitness for such office. Three members shall be appointed or reappointed before July 1 of each year. Length of term shall be three years.

New Trustees

The librarian shall meet with new trustees to examine the property and review services and shall present to new trustees a packet which includes the Library Policy and other procedural material, a list of trustees and committees, minutes and financial reports for the previous 12 months, and other pertinent information.

ADOPTED: 12/12/1983
AMENDED: 2/24/2003; 2/21/2011
REVIEWED: 1/16/2003, 07/21/2016
LEGAL REFERENCE: *75 Illinois Compiled Statutes*, Local Library Act

CODE: 1211
SECTION: Board of Trustees
SUBJECT: Emeritus Members
PAGE: 1 of 1

EMERITUS MEMBERS

To be eligible for emeritus status, a person must have been an active member of the Danville Public Library Board of Trustees for a minimum of twelve continuous years immediately preceding retirement from the Board.

1. "Emeritus" is a status recommended by the Executive Committee and approved by the full Board to a person meeting the criteria for emeritus membership.
2. An "emeritus" member is a non-voting member in an advisory capacity. This is an honorific title in recognition of the member's active participation, financial contribution, or continuing strong interest in the organization.

ADOPTED: 4/16/2013
AMENDED:
REVIEWED: 07/21/2016
LEGAL REFERENCE:

CODE: 1220
SECTION: Board of Trustees
SUBJECT: Vacancies in Board Membership
PAGE: 1 of 1

VACANCIES IN BOARD MEMBERSHIP

Vacancies in the Board of Trustees occasioned by removals, resignation or otherwise shall be reported to the Mayor and shall be filled in like manner as original appointments. The new appointee shall serve for the unexpired term of the Trustee whose vacancy he/she fills.

ADOPTED: 12/12/1983

AMENDED:

REVIEWED: 1/16/2003, 07/21/2016

LEGAL REFERENCE: *75 Illinois Compiled Statutes*, Local Library Act

CODE: 1230
SECTION: Board of Trustees
SUBJECT: Compensation
PAGE: 1 of 1

COMPENSATION

No Trustee shall receive compensation. Reimbursement for expenses incurred in the course of Trustee duties shall be governed by Board Policy number 1260.

ADOPTED: 12/12/1983

AMENDED:

REVIEWED: 1/16/2003, 07/21/2016

LEGAL REFERENCE: *75 Illinois Compiled Statutes*, Local Library Act

CODE: 1240
SECTION: Board of Trustees
SUBJECT: Powers & Responsibilities
PAGE: 1 of 1

POWERS AND RESPONSIBILITIES

The general functions and responsibilities of the Board shall be: (1) to determine the general policy of the Library, (2) to elect officers to direct the activities of the Board, (3) to provide for its support (4) to have charge of all books, real estate, and other property that is in the name of the institution, (5) to appoint a qualified Library Director, and to remove such appointee, (6) to fix the compensation of the Library employees, (7) to promote the welfare and interests of the Library in the community, and (8) to provide for the expansion of the Library to meet local needs or to cooperate with other library systems if they feel such cooperation will be for the benefit of all the people concerned.

The Trustees shall make and adopt such bylaws, rules and regulations for their own guidance and for the government of the Library as may be expedient and consistent with the Statutes of the State of Illinois.

The Board of Trustees shall have exclusive control of all monies collected for this Library and deposited to the credit of the Library Fund, and of the construction, remodeling or alteration of any library building, or other library property. All monies received from library fees, contractual services and taxes shall be deposited in the Library Fund and shall be kept separate and apart from all other monies of the City of Danville. All bills presented for payment must be approved by the Library Board of Trustees.

The Library shall be forever free to the use of the inhabitants of the City of Danville, Illinois, always subject to such rules and regulations as the Board shall adopt in order to render the use of said Library to the greatest benefit of the greatest number. The Board may exclude from the use of said Library all persons who shall violate such rules; and said Board may extend the privileges and use of such Library to persons residing outside of Danville upon such terms and conditions as said Board may from time to time prescribe.

By July 1 of each year the Director of the Library shall submit to the Mayor an annual report on the condition and activities of the Library for the fiscal year ending April 30 of that year.

A yearly audit of the books of the Library shall be made and a copy of said audit shall be filed with the City Treasurer.

ADOPTED: 12/12/1983

AMENDED: 2/24/2003

REVIEWED: 1/16/2003, 07/21/2016

LEGAL REFERENCE: *75 Illinois Compiled Statutes 5/4-7, Local Library Act*

CODE: 1250
SECTION: Board of Trustees
SUBJECT: Quorum
PAGE: 1 of 1

QUORUM

A quorum for the transaction of business at meetings of the full Board shall consist of five members of the Board.

A quorum at committee meetings shall consist of members present (minimum of two), and a majority vote of members present shall be required for passage of motions.

ADOPTED: 12/12/1983

AMENDED: 12/16/2002

REVIEWED: 1/16/2003, 07/21/2016

LEGAL REFERENCE: *75 Illinois Compiled Statutes*, 5/4-7, Local Library Act

CODE: 1260
SECTION: Board of Trustees
SUBJECT: Trustee Travel
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TRUSTEE TRAVEL

Prior Approval of Travel

Trustee travel on behalf of the Library for which reimbursement of expenses will be requested shall be approved in advance by the Board President. The Vice President will approve expense reimbursement for the President.

Expense Reimbursement

Expenses incurred by Board members for approved travel on behalf of the Library will be reimbursed in accord with the Business Policy regulating employee travel. Submission of an expense report together with appropriate receipts is required for reimbursement.

ADOPTED: 12/12/1983

AMENDED:

REVIEWED: 1/16/2003, 07/21/2016

LEGAL REFERENCE: *75 Illinois Compiled Statutes, 5/4-7*, Local Library Act

CODE: 1310
SECTION: Board of Trustees
SUBJECT: Officers of the Board
PAGE: 1 of 1

OFFICERS OF THE BOARD

The officers of the Board of Trustees shall be elected annually at the March meeting of the Board and shall be as follows: President, Vice-President, Treasurer, and Secretary.

ADOPTED: 12/12/1983

AMENDED: 2/24/2003

REVIEWED: 1/16/2003, 07/21/2016

LEGAL REFERENCE: *75 Illinois Compiled Statutes*, Local Library Act

CODE: 1320
SECTION: Board of Trustees
SUBJECT: President
PAGE: 1 of 1

PRESIDENT

The President shall preside at all meetings, appoint all standing and special committees and shall be an ex-officio member of each, authorize calls for special meetings, and perform any other duties as may be provided by law, or by-laws, or by action of the Board.

The President shall be the only spokesperson for the Board of Trustees in all advisory or disciplinary action directed to the staff.

ADOPTED: 12/12/1983

AMENDED: 2/21/2011

REVIEWED: 1/16/2003, 07/21/2016

LEGAL REFERENCE: *75 Illinois Compiled Statutes*, Local Library Act

CODE: 1330
SECTION: Board of Trustees
SUBJECT: Vice-President
PAGE: 1 of 1

VICE-PRESIDENT

The Vice-President shall preside in the absence of the President.

ADOPTED: 12/12/1983

AMENDED:

REVIEWED: 1/16/2003, 07/21/2016

LEGAL REFERENCE: *75 Illinois Compiled Statutes*, Local Library Act

CODE: 1340
SECTION: Board of Trustees
SUBJECT: Treasurer
PAGE: 1 of 1

TREASURER

The Treasurer shall serve as chairman of the Finance Committee. The Treasurer is charged with fiscal responsibility of all funds and shall, with the Library Director and the Finance Committee, present the overall financial condition at the regular meetings of the Board. In addition, the Treasurer shall, with the Finance Committee and the Library Director, project receipts and expenditures for the fiscal year and make recommendations accordingly.

In addition, the Treasurer, with the Finance Committee, as necessary, is charged with the responsibility of reviewing and recommending an adequate insurance program protecting the fiscal assets of the library against physical damage and liability against bodily injury and /or property damage claims that might arise.

The Treasurer shall countersign checks that are over the amount of \$1,000 with the exception of those payable for Federal, State, Pension, Health Insurance, Unemployment Insurance and withholding taxes that are routinely payable. In the absence of the Treasurer, check(s) may be countersigned by either the President, the Director, or the Business Manager.

ADOPTED: 12/12/1983

AMENDED: 2/24/2003

REVIEWED: 1/16/2003, 07/21/2016

LEGAL REFERENCE: *75 Illinois Compiled Statutes*, Local Library Act

CODE: 1350
SECTION: Board of Trustees
SUBJECT: Secretary
PAGE: 1 of 1

SECRETARY

The Secretary shall keep a true and accurate record of all the proceedings of the Board, shall give due notice of all meeting, shall present such reports as the Board shall call for, and perform other duties as the Board shall direct. The Business Manager of the Library shall assist the Secretary in these matters as needed.

ADOPTED: 12/12/1983

AMENDED: 2/24/2003

REVIEWED: 1/16/2003, 07/21/2016

LEGAL REFERENCE: *75 Illinois Compiled Statutes*, Local Library Act

CODE: 1360
SECTION: Board of Trustees
SUBJECT: Election of Officers
PAGE: 1 of 1

ELECTION OF OFFICERS

Elections shall be conducted annually in the March meeting as follows: A Nominating Committee, composed of volunteers from the Board, shall be formed at the February meeting and shall present a slate of officers at the March meeting. Nominations may be taken from the floor subject to the nominee's consent. Elections shall proceed according to Robert's Rules of Order. A majority of votes shall effect election.

ADOPTED: 12/12/1983

AMENDED: 2/24/2003

REVIEWED: 1/16/2003, 07/21/2016

LEGAL REFERENCE: *75 Illinois Compiled Statutes*, Local Library Act

CODE: 1370
SECTION: Board of Trustees
SUBJECT: Order of Presiding
PAGE: 1 of 1

ORDER OF PRESIDING

In the absence of the President at any regular or special meeting, the meeting shall be presided over by the Vice-President and Treasurer in that order.

ADOPTED: 12/12/1983

AMENDED:

REVIEWED: 1/16/2003, 07/21/2016

LEGAL REFERENCE: *75 Illinois Compiled Statutes*, Local Library Act

CODE: 1380
SECTION: Board of Trustees
SUBJECT: Vacancies in Board Officers
PAGE: 1 of 1

VACANCIES IN BOARD OFFICERS

In the event of a vacancy of an elected office of the Board, the Board shall elect a replacement at the next meeting.

ADOPTED: 12/12/1983

AMENDED:

REVIEWED: 1/16/2003, 07/21/2016

LEGAL REFERENCE: *75 Illinois Compiled Statutes*, Local Library Act

CODE: 1390
SECTION: Board of Trustees
SUBJECT: Trustees Ethics Statement
PAGE: 1 of 1

**ETHICS STATEMENT FOR PUBLIC LIBRARY TRUSTEES
– AMERICAN LIBRARY ASSOCIATION**

Trustees in the capacity of trust upon them, shall observe ethical standards with absolute truth, integrity and honor.

Trustees must avoid situations in which personal interests might be served or financial benefits gained at the expense of library users, colleagues, or the situation.

It is incumbent upon any trustee to disqualify himself/herself immediately whenever the appearance or a conflict of interest exists.

Trustees must distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of the institution, acknowledging the formal position of the board even if they personally disagree.

A trustee must respect the confidential nature of library business while being aware of and in compliance with applicable laws governing freedom of information.

Trustees must be prepared to support to the fullest the efforts of librarians in resisting censorship of library materials by groups or individuals.

Trustees who accept library board responsibilities are expected to perform all of the functions of library trustees.

Adopted by the Board of Directors of the American Library Trustee Association, July, 1985.
Adopted by the Board of Directors of the Public Library Association, July, 1985.
Amended by the Board of Directors of the American Library Trustee Association, July, 1988.
Approval of the amendment by the Board of Directors of the Public Library Association,
January, 1989.

ADOPTED: 12/15/1997

AMENDED:

REVIEWED: 1/16/2003, 07/21/2016

REFERENCE: American Library Association (www.ala.org)

CODE: 1391
SECTION: Board of Trustees
SUBJECT: State Officials and
Employees Ethics Act
PAGE: 1 of 1

STATE OFFICIALS AND EMPLOYEES ETHICS ACT

Library Board members and employees shall abide by the State Officials and Employees Ethics Act (enacted by Public Acts 93-615 and 93-617) as adopted and approved by the Danville City Council. The Ethics Act covers prohibited political activities and a ban on gifts.

ADOPTED: 6/21/2004

AMENDED:

REVIEWED: 07/21/2016

LEGAL REFERENCE: *5 Illinois Compiled Statutes 430/1-1 et seq.*

CODE: 1410
SECTION: Board of Trustees
SUBJECT: Regular Meetings
PAGE: 1 of 1

REGULAR MEETINGS

Regular meetings of the Board shall be the third Tuesday of each month at 4:00 p.m. except as the Board may otherwise direct. The meetings shall be open to the public and noticed in advance.

The Director of the Library shall present at the June meeting the annual report of the Library.

ADOPTED: 12/12/1983

AMENDED: 2/21/2011; 6/21/2011

REVIEWED: 1/16/2003, 07/21/2016

LEGAL REFERENCE: *75 Illinois Compiled Statutes*, Local Library Act

CODE: 1420
SECTION: Board of Trustees
SUBJECT: Special Meetings
PAGE: 1 of 1

SPECIAL MEETINGS

Special meetings may be called by the President, Secretary or by any three trustees as the need arises, provided that notice with the agenda of the special meeting is given at least 48 hours in advance, except in the case of a bona fide emergency. Notices of special meetings shall state the purpose of the meeting and no other business shall be transacted, as required by the Open Meetings Act and Board Policy Number 1440.

ADOPTED: 12/12/1983

AMENDED: 2/21/2011

REVIEWED: 1/16/2003, 07/21/2016

LEGAL REFERENCE: *75 Illinois Compiled Statutes*, Local Library Act

CODE: 1430
SECTION: Board of Trustees
SUBJECT: Attendance
PAGE: 1 of 1

ATTENDANCE

Board members are expected to attend more than fifty percent of the regular Board meetings during the year. Failure to do this, or non-attendance at three successive Board meetings, except in case of illness, shall be considered grounds for removal. The Board shall recommend the same to the Mayor for action.

ADOPTED: 12/12/1983

AMENDED: 2/24/2003

REVIEWED: 1/16/2003, 07/21/2016

LEGAL REFERENCE: *75 Illinois Compiled Statutes*, Local Library Act

CODE: 1431
SECTION: Board of Trustees
SUBJECT: Electronic Attendance
at Meetings
PAGE: 1 of 1

ELECTRONIC ATTENDANCE AT MEETINGS

If a quorum of Board members is physically present, a majority of the Board may allow a member to attend an open Board or Board committee meeting by other means – video or audio conference – if the member is prevented from physically attending because of: personal illness or disability; employment purposes or the business of the Library; or a family or other emergency.

If a member wishes to attend a meeting by other means, the member must notify the Secretary before the meeting unless advance notice is impractical.

Board members must be physically present at a closed meeting, and may not participate in the meeting by means of a video or audio conference.

ADOPTED: 10/18/2016
AMENDED:
REVIEWED: 07/21/2016
LEGAL REFERENCE: *5 Illinois Compiled Statutes 120/7*

CODE: 1440
SECTION: Board of Trustees
SUBJECT: Open Meetings
PAGE: 1 of 3

OPEN MEETINGS

Meetings Open to the Public

For the purpose of this policy the term “meeting” shall mean any gathering of three or more Board members for the purpose of discussing Library business.

All meetings of the Board, except Executive Sessions, shall be open to the public, including representatives of the press, staff, patrons, and interested citizens, subject to limitations of space and such reasonable restrictions as shall be imposed by the Board to ensure the orderly conduct of business. Members of the public may address the Board at any official meeting in regard to any item on the agenda at the time provided for public comments. The Board, however, reserves the right to limit individual participation to permit the presentation of all pertinent points of view and information bearing upon a matter before it. Further, the Board does not obligate itself to receive or act upon new items introduced at a Board meeting which are not on the agenda. A request from an individual citizen or Board member for consideration of any matter at a regular meeting shall be received in writing by the President of the Board at least eight (8) calendar days before the meeting.

Notice of Meeting

At the beginning of each fiscal year the Board shall adopt a calendar of regular meeting dates and times. Notice of that calendar will be posted at the Library and provided to each local newspaper, radio, and television station that has filed an annual request to receive such notice. Notice of each special meeting will be provided to the news media and posted at the Library at least 48 hours before the meeting and will include the agenda for the meeting.

ADOPTED: 12/12/1983

AMENDED: 2/24/2003

REVIEWED: 1/16/2003, 07/21/2016

LEGAL REFERENCE: *75 Illinois Compiled Statutes*, Local Library Act

CODE: 1440
SECTION: Board of Trustees
SUBJECT: Open Meetings
PAGE: 2 of 3

Minutes

The Secretary shall keep written minutes of all meetings, whether open or closed. Such minutes shall include the time, date, and place of the meeting; the members present or absent; a description of all matters discussed and a record of any votes taken. The minutes shall be made available for public inspection within seven (7) days of approval by the Board. Minutes of Executive Sessions shall be available to the public only after the Board determines that it is no longer necessary to protect the public interest or the privacy of the individual by keeping them confidential. Minutes of regular and special Board meetings shall be approved by the Board and signed by the Secretary. Minutes of Executive Sessions shall be approved and signed by the President. Minutes of committee meetings shall be approved and signed by the committee chairman.

Executive Sessions

The Board may meet in Executive Session, closed to the public, only to discuss the specific subjects identified below. A meeting may be closed to the public only upon a majority vote of a quorum present, taken at a meeting for which notice has been given.

The Secretary shall record in the minutes the motion to close the meeting, including the authorized reason for closing, and the vote of each Board member on the motion. A single vote may be taken to close a series of meetings, provided each meeting involves the same particular matters and is scheduled to be held within three months of the vote.

The Board President may permit the attendance in an Executive Session of any persons the President feel can make an essential contribution to the discussion. Interested parties who are not Board members may request permission to attend an Executive Session, clearly stating the reason for the request. A majority vote shall be required to approve the request.

The Board shall take no action during closed meetings. Any voting to occur as a result of closed discussions shall take place during a meeting that has been opened to the public.

Any conflict between this policy and the Illinois Open Meetings Act will be resolved in favor of the Act.

ADOPTED: 12/12/1983

AMENDED: 2/24/2003

REVIEWED: 1/16/2003, 07/21/2016

LEGAL REFERENCE: *75 Illinois Compiled Statutes*, Local Library Act

CODE: 1440
SECTION: Board of Trustees
SUBJECT: Open Meetings
PAGE: 3 of 3

Valid Reasons to Close Meetings

The Board may meet in Executive Session only to discuss the following matters:

- Collective bargaining matters between the Board and the employees or their authorized representatives;
- Acquisition of real property;
- Litigation that has been filed or is pending in a court or administrative tribunal; or when the Board finds that such action is probable, in which case the basis for such a finding shall be entered into the minutes of the Executive Session;
- Information regarding employment or dismissal of an employee or to hear testimony on a complaint lodged against an employee to determine its validity; or
- The appointment of a member to fill a vacancy on the Board.

ADOPTED: 12/12/1983

AMENDED: 2/24/2003

REVIEWED: 1/16/2003, 07/21/2016

LEGAL REFERENCE: 5 *Illinois Compiled Statutes*, 120/1.01, Open Meetings Act

CODE: 1450
SECTION: Board of Trustees
SUBJECT: Parliamentary Procedure
PAGE: 1 of 1

PARLIAMENTARY PROCEDURE

Board meetings shall be conducted following Robert's Rules of Order, Revised.

ADOPTED: 12/12/1983
AMENDED: 2/21/2011
REVIEWED: 1/16/2003, 07/21/2016
LEGAL REFERENCE:

CODE: 1510
SECTION: Board of Trustees
SUBJECT: Agenda
PAGE: 1 of 1

AGENDA

Agenda

The agenda for regular meetings of the Board shall be prepared by the Director in consultation with the Board President and delivered to members of the Board, along with such supplemental explanatory information, materials, or exhibits as he/she may deem appropriate, in advance of each meeting. Items shall be added to the official agenda at the request of an individual Board member or citizen provided the request is submitted at least eight (8) calendar days before the meeting. The Board does not obligate itself to receive or act upon new items introduced at a Board meeting which are not on the agenda.

The agenda for special meetings shall be determined by the Notice for the Meeting and action during the meeting is limited to the item or items specified in the Notice.

Order of Business

The general order of business for regular meetings of the Board shall be as follows:

- Call to Order
- Secretary's Report and Approval of Minutes
- Treasurer's Report and Approval of Invoices & Investments
- Director's Report
- Personnel Report
- Committee Reports
- Old Business
- New Business
- Adjournment

ADOPTED: 12/12/1983

AMENDED: 2/24/2003; 2/21/2011

REVIEWED: 1/16/2003, 09/15/2016

LEGAL REFERENCE: *75 Illinois Compiled Statutes*, Local Library Act

CODE: 1520
SECTION: Board of Trustees
SUBJECT: Method of Voting
PAGE: 1 of 1

METHOD OF VOTING

The method of voting shall be at the discretion of the President, with the following exceptions:

Any member may request a roll call vote, and the vote of each member shall be recorded in the minutes.

A motion to meet in Executive Session must be approved by a roll call vote and the vote of each member recorded in the minutes.

A roll call vote must be taken on all financial transactions.

ADOPTED: 12/12/1983 AMENDED: 2/24/2003

REVIEWED: 1/16/2003, 09/15/2016

LEGAL REFERENCE: 75 *Illinois Compiled Statutes*, Local Library Act; 5 Illinois Compiled Statutes, 120/1.01, Open Meetings Act

CODE: 1610
SECTION: Board of Trustees
SUBJECT: Standing Committees
PAGE: 1 of 1

STANDING COMMITTEES

Standing committees of the Board shall be:

- a. Finance Committee
- b. Building Committee
- c. Policy Committee
- d. Technology Committee.

ADOPTED: 12/12/1983

AMENDED: 2/24/2003

REVIEWED: 1/16/2003, 09/15/2016

LEGAL REFERENCE: *75 Illinois Compiled Statutes*, Local Library Act

CODE: 1620
SECTION: Board of Trustees
SUBJECT: Finance Committee
PAGE: 1 of 1

FINANCE COMMITTEE

The Treasurer of the Board shall be the chairman of the Finance Committee. This committee shall advise the Director of the Library on any financial matters he/she shall request. The committee shall study ways and means of increasing the income of the Library to meet the needs of the community and of attracting valuable gifts. The committee shall study and approve all budgets, budget estimates, and salary and wage scales presented by the Director of the Library.

The fiscal year begins May 1 and ends April 30 of the following year.

ADOPTED: 12/12/1983

AMENDED: 2/24/2003

REVIEWED: 1/16/2003, 09/15/2016

LEGAL REFERENCE: *75 Illinois Compiled Statutes*, Local Library Act

CODE: 1621
SECTION: Board of Trustees
SUBJECT: Investments
PAGE: 1 of 1

INVESTMENTS

GENERAL OBJECTIVE:

The Danville Public Library desires to realize the maximum gain on their investment, remain within the standard guidelines for prudent investing, and comply with all applicable statutes of the State of Illinois.

Acceptable Investments

- Deposit Accounts of Federally Insured Institutions. (Deposits in excess of Federal Insurance Limits will be collateralized in Investment Grade Securities. The market value of these securities will equal not less than 110% of the uninsured deposit balance.)
- Direct obligations of the United States Treasury.
- Direct obligations of the United States Government Agencies.
- Direct obligations of appropriately rated (Investment Grade) States and Political Subdivisions.
- Repurchase Agreements.
- Illinois Public Treasurer's Investment Pool.

Liquidity / Cash Management

The Danville Public Library will maintain sufficient balances in cash or cash equivalent accounts to providing operating funds for a period not less than that prescribed by appropriate statutes of the State of Illinois.

ADOPTED: 12/12/1983

AMENDED:

REVIEWED: 1/16/2003, 09/15/2016

LEGAL REFERENCE: *75 Illinois Compiled Statutes*, Local Library Act

CODE: 1622
SECTION: Board of Trustees
SUBJECT: Establishment of
Special Reserve Fund
PAGE: 1 of 1

ESTABLISHMENT OF SPECIAL RESERVE FUND

A Special Reserve Fund, as provided by 75 ILCS 5/5-8, will be established into which will be transferred thereto each year, the unexpended balances of the proceeds received annually from annual public library taxes not in excess of statutory limits.

The Board has developed and adopted a plan or plans pursuant to the provisions of 75 ILCS 5/5-8. (See Code 1623)

The Board will provide in the annual appropriation for accumulation of such unexpended balances in order to carry out that plan.

ADOPTED: 11/16/2009

AMENDED:

REVIEWED: 09/15/2016

LEGAL REFERENCE: *75 Illinois Compiled Statutes, 5/5-8, Local Library Act*

CODE: 1623
SECTION: Board of Trustees
SUBJECT: Special Reserve Fund
Plan
PAGE: 1 of 1

SPECIAL RESERVE FUND PLAN

WHEREAS, unexpended yearly funding balances have been accumulated in the Special Reserve Fund pursuant to Code 1622 as authorized by 75 ILCS 5/5-8, the Board of Trustees of the Danville Public Library adopts the following plan of purpose for said Special Reserve Fund:

The plan and purpose for said Special Reserve Fund shall be for subsidizing operational expenses until the first distribution of the library's property tax levy has been received, the expansion and improvement of library service by the development of a modern comprehensive library facility through expert studies and/or consultants, purchase of real estate site for buildings, construction of facility or the remodeling, repairing, improving of addition to existing facilities or for the purchase of necessary equipment and materials for or in anticipation of such expanded library facilities or all of these objects, it being the purpose of the Board of Trustees of the Danville Public Library to provide to the public within said library convenient and extensive library facilities all for the use of the public.

The amount to be accumulated in said Special Reserve Fund shall be:

1. \$500,000 to cover operational expenses until the first distribution of the library's property tax levy has been received,
2. \$136,250 for additional parking and a plaza,
3. \$200,000 for replacement of the heating/ventilating/air conditioning system,
4. \$156,000 for replacement of the roof,
5. \$75,000 for replacement of the elevator,
6. or that amount which the Board of Trustees of the Danville Public Library may from time to time determine to be in the best interests of the public in securing the purposes of said Special Reserve Fund.

As authorized by 75 ILCS 5/5-8, no plan is needed for the emergency expenditures from this fund for the repair of an existing library building or its equipment.

ADOPTED: 11/16/2009

AMENDED: 5/17/2010

REVIEWED: 5/17/2010, 09/15/2016

LEGAL REFERENCE: 75 *Illinois Compiled Statutes*, 5/5-8, Local Library Act

CODE: 1624
SECTION: Board of Trustees
SUBJECT: Annual Transfer of
Funds
PAGE: 1 of 1

Building Fund Sub-Funds. The Danville Public Library Board established the following sub-funds within the Building Fund: Meeting Room Equipment and Maintenance; Building Maintenance and Repair; Technology Fund; and Vehicle Replacement. In May of each year, the Danville Public Library Board of Trustees shall transfer funds, by resolution, from the General fund to the above sub-funds in the Building Fund as follows:

1. Meeting Room revenues to the Meeting Room Equipment and Repair sub-fund,
2. Unexpended monies from the Maintenance of Building line item to the Building Maintenance and Repair sub-fund,
3. Unexpended monies from the Telephone line item into the Technology sub-fund, and
4. Unexpended monies from the Maintenance of Vehicle line item into the Vehicle Replacement sub-fund.

Copy Revenues. All copy revenues are to be placed in the General Fund. A portion of the revenues shall be used to supplement the copier lease payments paid from the Building Fund. In April of each year, the Danville Public Library Board of Trustees shall transfer to the Building Fund any copy revenues above the amount budgeted in the General Fund.

ADOPTED: 11/16/2009

AMENDED:

REVIEWED: 09/15/2016

LEGAL REFERENCE: *75 Illinois Compiled Statutes, 5/5-8, Local Library Act*

CODE: 1630
SECTION: Board of Trustees
SUBJECT: Building Committee
PAGE: 1 of 1

BUILDING COMMITTEE

The Building Committee's responsibilities include, but are not limited to, conducting an annual inspection of the library's physical facility to identify areas which are in need of repair, and making recommendations to the full Board regarding any and all repairs which are deemed necessary either as a result of the annual inspection or throughout the year as the need arises.

The Building Committee shall study and report to the Board all matters relating to the acquisition of property, approval of rental property, and bids or contracts for repairs or furniture in excess of \$20,000.00, and the improvement of buildings or grounds other than routine.

The awarding of contracts for services and materials shall be made by the Board upon the recommendation of the Building Committee and the Director, except in the case of an emergency. See Code 1670.

The bids shall be secured in advance on all expenditures in excess of \$20,000.00. The Board may reject any or all bids.

ADOPTED: 12/12/1983

AMENDED: 2/24/2003

REVIEWED: 1/16/2003, 09/15/2016

LEGAL REFERENCE: *75 Illinois Compiled Statutes, Local Library Act; Danville City Code*

CODE: 1640
SECTION: Board of Trustees
SUBJECT: Policy Committee
PAGE: 1 of 1

POLICY COMMITTEE

The Policy Committee shall study and recommend policies for: the operation of the library, personnel, job classification, and Board by-laws.

The committee shall determine the library regulations governing the use of the Library and review sections of existing policy in a systematic fashion to insure that all policy is reviewed at an interval not to exceed three years. As a result of such policy reviews, the Policy Committee will make recommendations regarding additions or changes to existing policy as well as deleting policies which are no longer appropriate or of value. The entire library Policy must be approved by Board vote and made readily available to the public.

ADOPTED: 12/12/1983

AMENDED: 2/24/2003; 2/21/2011

REVIEWED: 1/16/2003, 09/15/2016

LEGAL REFERENCE: *75 Illinois Compiled Statutes*, Local Library Act

CODE: 1645
SECTION: Board of Trustees
SUBJECT: Technology Committee
PAGE: 1 of 1

TECHNOLOGY COMMITTEE

The Technology Committee shall study and report to the Board all matters relating to the acquisition and upgrades to the use of technology in the Library.

The awarding of contracts for services and materials shall be made by the Board upon the recommendation of the Technology Committee and the Director, except in the case of an emergency. See Code 1670.

The bids shall be secured in advance on all expenditures in excess of \$10,000.00. The Board may reject any or all bids.

ADOPTED: 6/19/2006

AMENDED: 2/21/2011

REVIEWED: 09/15/2016

LEGAL REFERENCE: *75 Illinois Compiled Statutes, Local Library Act; Danville City Code*

CODE: 1650
SECTION: Board of Trustees
SUBJECT: Appointment of Committees
PAGE: 1 of 1

APPOINTMENT OF COMMITTEES

The incoming President shall appoint each committee by the May meeting of the Library Board.

ADOPTED: 12/12/1983
AMENDED:
REVIEWED: 1/16/2003, 09/15/2016
LEGAL REFERENCE:

CODE: 1660
SECTION: Board of Trustees
SUBJECT: Special Committees
PAGE: 1 of 1

SPECIAL COMMITTEES

Special Committees for the study and investigation of special issues may be appointed by the President to serve until the completion of the work for which they were appointed.

ADOPTED: 12/12/1983
AMENDED: 2/24/2003
REVIEWED: 1/16/2003, 09/15/2016
LEGAL REFERENCE:

CODE: 1661
SECTION: Board of Trustees
SUBJECT: Library Director
Search Committee
PAGE: 1 of 1

LIBRARY DIRECTOR SEARCH COMMITTEE

When the position of Library Director falls vacant, the board shall immediately select an acting Director for the interim and establish a Librarian Search Committee, which shall consist of the President and two members elected from the Board. Applications for the position of Library Director shall be filed at the library and available to all Board members. The Search Committee shall report the results of applications and interviews to the Board. Five votes shall be required for the board to hire a Library Director after which the Search Committee is dissolved.

ADOPTED: 2/21/2011
AMENDED:
REVIEWED: 09/15/2016
LEGAL REFERENCE:

CODE: 1670
SECTION: Board of Trustees
SUBJECT: Executive Committee
PAGE: 1 of 1

EXECUTIVE COMMITTEE

The Executive Committee of the Board shall be composed of the President, Vice-President, Secretary and Treasurer of the Board.

They shall meet to evaluate the Director of the Library annually, with input from the full Board. Each Board member shall complete a written evaluation of the Director and submit it to the Executive Committee. The committee shall distill the evaluations into a single form for formal discussion with the Director.

A special meeting of the Executive Committee may be called by the President or presiding officer to deal with emergencies that affect the ongoing operation of the library. An emergency will be defined by either the Library Director (or designee) or the President of the Board.

ADOPTED: 6/17/2002
AMENDED: 2/21/2011
REVIEWED: 1/16/2003, 09/15/2016
LEGAL REFERENCE:

CODE: 1710
SECTION: Board of Trustees
SUBJECT: Amendments to Policies
PAGE: 1 of 1

Board policies may be amended by a two-thirds vote of the members of the Board, provided the written changes have been sent not less than two weeks preceding the meeting.

Adoption of these policies shall make null and void all by-laws and policies previously passed by the Board of Trustees.

ADOPTED: 12/12/1983
AMENDED: 2/24/2003
REVIEWED: 1/16/2003, 09/15/2016
LEGAL REFERENCE: