

Chenoa Public Library District By-laws

Revised 3-3-2024

Reviewed 3-21-24

Article I: Name

The legal name of this institution is the Chenoa Public Library District. It's governing and policy making organization is the Chenoa Public Library District Board of Trustees. The library is located at 230 Green St., Chenoa, IL. We are established under District law.

Article II: Purposes, Duties and Responsibilities

It shall be the purpose of the Board of Trustees to see that Chenoa Public Library District is operated in accord with the laws of the State of Illinois and with the interest of the public it serves as the focus of all decisions. The Board functions with the Mission Statements of Chenoa Public Library District as its guiding principle. (See Article IX).

The Board of Trustees is the legal policy making body of Chenoa Public Library District and is ultimately responsible for all actions and decisions of the Board and library staff.

The Board shall select and employ the Head Librarian.

The Board shall consciously strive for the best possible public relations with its community. It shall be active in interpreting the library, its programs, and its facilities for the community. The Board shall be responsible for the formulation of the annual budget, in conjunction with the Head Librarian. The budget should enable the library to meet its ever-increasing needs for service and to strive to achieve the standards set forth in Standards for Illinois Public Libraries.

Article III: Membership

The Board of Trustees of the Chenoa Public Library District shall number seven. Trustees shall be elected from residents of Chenoa Township by residents of Chenoa Township and shall serve four-year terms. The Trustees are elected at large the first Tuesday in April of even numbered years,

A vacancy shall exist upon the resignation of a trustee, upon death, or upon other conditions specified in amendments to these by-laws. A vacancy prior to the expiration of a term may be filled by a Chenoa Township resident nominated by the Chenoa Public Library District board.

Article IV: Regular Meetings; Special Meetings; Quorum; Fiscal Year.

Section 1: The regular meetings of the Board of Trustees of Chenoa Public Library District shall be held monthly. Time, date and place shall be determined at the beginning of the fiscal year. All meetings of the Board of Trustees are open to the public as provided in the Illinois Open Meetings Act found in the Illinois Library Laws and Rules, 5 ILCS 120/2.05.

Section 2: Special meetings may be held at any time at the call of the President, Vice President or any two members of the Board, provided that notice and purpose of the special meeting be given at least 48 hours prior to the meeting.

Section 3: A quorum at any meeting shall consist of a majority of the members of the Board (4).

Section 4: The fiscal year is July 1 through June 30

Article V: Officers of the Board, Their Election and Their Duties

Section 1: The officers of the Board of Trustees of Chenoa Public Library District shall be a President, Vice-President, Secretary, and Treasurer. RAILS (Reading Across Illinois Library Systems) representative may be appointed from the members by the President with the consent of the Board. All members shall be eligible for holding office. Officers shall be elected at the first regular meeting of the fiscal year and shall serve one-year terms.

Section 2: The President shall preside at all meetings of the Board, appoint all committees and perform such other duties as are normally associated with the office or may be assigned by the Board.

Section 2-a: Standings Committees: appointed by the President at the beginning of the fiscal year. Chairman of each committee may be appointed by the president or elected by the respective committee.

Building and grounds: meet on an as needed basis.

Finance Committee: prepare the annual budget with the help of the accountant.

Other: appointed as needed, when needed.

Section 3: The Vice-President shall preside in the absence of the president.

Section 4: The Secretary shall keep detailed minutes of the Board meetings, call roll, and record votes. The Secretary shall provide notice of all meetings and provide minutes of the prior meetings.

Section 5: The Treasurer shall provide monthly financial statements prepared in conjunction with the head librarian and the accountant. The treasurer will work with the librarian and accountant to prepare monthly bills, sign monthly checks, and formulate annual budget requests.

Article VI: Order of Business

The order of business at all regular meetings of the Board of Trustees shall be as follows:

1. Call to Order and Declare a Quorum
2. Roll call/attendance
3. Public Comments limited to 5 minutes person
4. President's Report
5. Minutes of previous meeting
6. Correspondence
7. Financial Report including approval of bills
8. Librarian's report
9. Committee reports
10. Unfinished business (must list items)
11. New Business
12. Executive Session, if necessary
13. Adjournment

Article VII: Policies and Amendments

Section 1: The Board of Trustees shall establish a policy manual and maintain it. The by-laws, amendments, and policy manual shall constitute the governing authority for the operations of the library.

Section 2: Amendments to these by-laws may be proposed at any regular meeting of the Board and become effective as and if adopted by a majority vote of the Board at a subsequent meeting.

Section 3: A majority vote shall be needed for the adoption of amendments or changes of policy in the policy manual.

Article VIII: Duties of the Librarian:

1. Administering policies
2. Hiring, terminating employees; assigning duties to staff.
3. Recommending policies and procedures
4. Preparing the budget with the finance committee and the accountant.
5. Attend the regular and special meetings of the library board.
6. Presenting a director's report at the regular monthly board meeting.
7. Other - see the policy manual for specific items.

Article IX: Mission Statement

The Board of Trustees of the Chenoa Public Library District establishes as its mission statement of library objectives the following six-points of service.

1. To provide a freely accessible, progressive library and provide information on services within the community.
2. To assure continuous community input by maintaining avenues for users to participate in recommending materials for purchase and to assist in program evolution.
3. To communicate actively with those individuals and groups within the community who are not fully aware of the library's potential as an information resource.
4. To provide user-oriented opportunities for continuing self-education designed to supplement and complement the traditional educational system.
5. To work with other education, social, and cultural agencies within the community to further cooperative effort coordinated resource collection and program development.
6. To continue to strive to achieve the standards set forth by the Standards for Illinois Public Libraries guidelines.

President



Revision date 3/20/24