

By-Laws
Policy Statement
Board Manual
For
DeKalb Public Library

February 1990

DeKalb Public Library

On July 1, 1893, the City Council of DeKalb passed an ordinance establishing a public library. A room in the City Hall was used as the library. In 1923, the library was moved to the second floor of the local newspaper building. The Haish Memorial Library building, erected through the generous bequest of Jacob Haish, was completed in 1931. It was remodeled in 1968, and an addition was constructed in 1977. Space was reorganized and the building was refurbished in 1989-90.

Mission

A public library is one of the basic institutions of a democratic civilized society. It is the responsibility of the DeKalb Public Library:

To select, organize, and make accessible to the people of the community printed and other materials which will contribute to the dissemination of knowledge, to formal education and informal self-education, to the profitable and pleasurable use of leisure time, and to the general enrichment of life.

To include in the collection all appropriate media through which ideas or experience are transmitted for furthering understanding of the present, knowledge of the past, and concern for the future by including materials specifically designed for the needs of children, young people, and adults, chosen according to accepted standards of quality and value, representing different point of view and styles of writing, and following the Library Bill of Rights and the "Freedom To Read" statement of the American Library Association.

To further enlarge the usefulness of the library by providing reader's advisory, information, and reference services, and by making known the Library's resources through various activities.

To provide adequate and efficient physical facilities where books and other materials may be used and enjoyed in a pleasant and comfortable environment conducive to their use.

To be closely identified, as an institution and in terms of staff involvement, with the educational, cultural, and civic life of the community.

By-Laws and Rules Governing the DeKalb Public Library, DeKalb, Illinois

Governing Authority

The Board of Trustees of the DeKalb Public Library is charged with the responsibility for the governance of the library.

By-Laws

Article I

Membership

The Board of Trustees consists of nine members who are appointed by the mayor and serve three-year terms as provided for in the Illinois Revised Statutes, Chap. 81, 4-1.1.

Article II

Officers

Section 1 The Board of Trustees shall elect annually at the September meeting from their own number, a President, a Vice-President, a Financial Secretary and an Assistant Financial Secretary. All officers shall hold office for one year or until their successors are elected.

Section 2 The Director shall act as Secretary. In her absence or inability to serve, the President shall appoint a member of the Board to serve pro-tem.

Article III

Duties of Board and Officers

- Section 1 The Board shall:
- a. Select a Director and approve the appointment of all exempt staff members. (Approved 10/12/2011)
 - b. Serve as the basic policy-making body.
 - c. Promote public relations and interpret the library program to the community.
 - d. Be responsible for preparing and administering the Library Budget and ascertaining that the necessary funds are available for the proper administration of the library.

- Section 2 It shall be the duty of the President to preside at all meetings of the Board and to appoint standing committees and any special committees as deemed necessary.
- Section 3 The Vice-President shall conduct the meetings of the Board in the absence of the President.

Article IV

Meetings of the Board

- Section 1 There shall be regular monthly meetings of the Board of Trustees held in the library on the second Wednesday at 7.00 p.m. unless otherwise specified.(approved January 2002)
- Section 2 The Director shall provide an agenda for all meetings. Any Board member who wishes to have an item placed on the agenda shall call the Director not later than the Wednesday immediately preceding the meeting.
- Section 3 A notice of at least forty-eight hours must be given of any meeting of the Board. Notice must be sent to all local news media of such meetings.
- Section 4 Special meetings of the Board may be called by the President or by the secretary or upon the written request of any two members of the Board.
- Section 5 The business to be transacted as a special meeting must be specified in the notice. No other business shall be transacted at this meeting.

Article V

Quorum

A majority of the members of the Board shall constitute a quorum for transaction of business.

Article VI

Duties of the Director

- A. Serve as chief executive of the library and be responsible for the administration of the library under the policies approved by the Board of Trustees.
- B. Be directly responsible to the Board and, through the Board, to the community.
- C. Be responsible for the administration of the budget as set forth by the Board of Trustees.
- D. Attend all meetings of the Board Secretary and keep an accurate record of all proceedings. Under the direction of the President, conduct all correspondence and keep a record of same.
- E. Be responsible for selection and purchase of library materials according to library policies.

Article VII

Committees

- Section 1 President, Vice-President and Financial Secretary shall constitute the Executive Committee.
- Section 2 There shall be three standing committees: Finance, Building and Grounds, and By-Laws and Policy. Other committees shall be created as needed.
- Section 3 All committees shall have three or more members, and shall be appointed annually.

Article VIII

Duties of Committees

- Section 1 Executive Committee: the authority of this Committee is limited to emergency action.
- Section 2 Finance Committee: this Committee shall audit bills monthly; prepare the annual budget and submit the same to the Board for approval.
- Section 3 Building and Grounds Committee: This Committee shall direct the maintenance of the building and grounds.
- Section 4 By-Laws and Policy Committee: This Committee shall receive, consider, and put into proper parliamentary form all proposed amendments to the by-laws. It shall review the by-laws and the policy statement annually and revise when necessary.

Article IX

Funds

- Section 1 The Library Board shall control the expenditures of all Library funds: Maintenance; Petty Cash; Newsham and other bequest monies.
- Section 2 Expenditure of funds shall be approved by a roll call vote.

Article X

Fiscal Year

The Fiscal year shall end on June 30 and begin July 1.

Article XI

Amendments

The By-Laws may be altered, repealed, revised or amended by the majority vote of the whole Board. No amendment shall be acted upon until the next regular meeting of the Board after the amendment shall have been proposed.

Article XII

Parliamentary Authority

Library Board Meetings shall be conducted according to usual parliamentary procedure.