

THE CONSTITUTION and BYLAWS OF THE MORRISON-TALBOTT LIBRARY WATERLOO, ILLINOIS

PART A: THE CONSTITUTION

Sec 1 (state laws)

The board of trustees of the Morrison-Talbott Public Library shall be constituted as prescribed by the Illinois library laws regulation tax supported municipal libraries.

Sec 2 (members)

Nine (9) member trustees, selected from a cross section of the community with regard to their ability and interest, are appointed by the mayor with the approval of the City Council.

Sec 3 (term of office)

Trustees serve without compensation, as such, for a term of 3 years from the first of July and until replaced. Terms are staggered so that each year 3 members are replaced or re-appointed.

Sec 4 (vacancies)

Vacancies due to removal, resignation, etc., are filled in the same manner as the original appointment, and for the remainder of the original term.

PART B: THE BYLAWS

ARTICLE I: TRUSTEE MEMBERSHIP

Sec 1 (membership)

A nine-member Board of Trustees governs the Morrison-Talbott Library. Trustees are chosen from city residents with reference to their fitness for such office, and are appointed by the mayor, with the approval of the city council.

Sec 2 (powers and duties)

The powers and duties of the library board shall be in accordance with the Illinois Local Library Act 75 ILCS 5/4-7.

Sec 3 (terms and compensation)

Trustees shall serve without compensation, but their actual and necessary expenses shall be paid by the library. Trustees shall hold office for three (3) years and until his/her successors are appointed.

Sec 4 (economic interests)

No member of the library board may profit personally, either directly or indirectly, from any business connected with the library. Each member of the library board

shall file a Statement of Economic Interest pursuant to the Illinois Governmental Ethics Act.

Sec 5 (members whose terms have expired)

At the May meeting, the board shall furnish the mayor with a recommendation for the appointment of new board members or reappointment of board members whose terms have expired.

Sec 6 (absences)

Absence without cause from all regular board meetings for a period of one year shall be a basis for declaring a vacancy. (75 ILCS 16/30-25)

Sec 6 (vacancies)

Should a vacancy occur, the Board shall notify the mayor of such vacancy and furnish him/her with a recommendation for the appointment of an individual to fill the vacancy.

ARTICLE II: OFFICERS

Sec 1 (election)

At the regular June meeting, the board shall elect officers consisting of a President, Vice President, and Secretary-Treasurer

Sec 2 (term of office)

Officers shall serve for one year from the first of July and until replaced. No person shall hold the same office for more than two consecutive terms.

Sec 3 (vacancies)

In the event that the office of president becomes vacant, the vice-president shall assume the duties of the president. The president shall appoint one of the remaining Trustees to the office of vice-president for the remainder of the term. In the event one of the other offices becomes vacant, the president shall appoint one of the remaining members to fill the remainder of the term. Any service of six months or more shall count as a full term.

Sec 4 (president)

The duties of the president shall be: a) to preside as chairman over all board meetings, b) to co-sign all official documents, c) to appoint committees and call special meetings, d) to serve on all committees.

Sec 5 (vice president)

The duties of the vice president shall be to perform the duties of the president in his/her absence.

Sec 6 (secretary-treasurer)

The duties of the secretary-treasurer shall be: a) to co-sign all official documents, b) to supervise public relations.

Sec 7 (library director)

The duties of the library director shall be: a) to supervise the proper operation of the library, b) to enforce the library rules and regulations, c) to supervise the work of the library staff, including annual evaluations of all staff, d) to serve the board in an advisory capacity without vote and to function as its parliamentarian, e) to prepare and distribute the minutes and notices of all meetings, and f) to keep the all financial and business records, and prepare the annual report.

Sec 8 (standing and special committees)

The standing committees shall be appointed by the president annually, and shall meet within the month after appointment to elect a committee chair. Special committees may be appointed by the president to present reports or recommendations to the Board and shall serve until the completion of the work for which they were appointed. Recommendations from committees shall be presented to the full Board for action.

The standing committees shall include the Budget & Finance, Building & Grounds, Bylaws & Long-Range Plan, Col. Morrison's Home, Personnel & Ethics, and Public Relations & Marketing. Other committees, such as District and Technology, to be activated as needed. The library shall be the repository of all committee reports.

ARTICLE III: MEETINGS

Sec 1 (all meetings)

All meetings, meeting notices and agendas shall comply with the Open Meetings Act.

Sec 2 (regular meetings)

The Morrison-Talbott Library Board of Trustees shall call not fewer than five (5) regular meetings each fiscal year. Each year, the board by resolution shall specify the time, place, and date of the regular meetings. In the event of a change in regular meeting dates notice shall be given and posted in accordance with the Illinois Open Meetings Act.

Sec 3 (quorum)

A quorum shall consist of five (5) trustees. A majority of those present shall determine the vote taken on any question, unless a larger majority is required.

Sec 4 (important meetings)

The following meetings are of special importance:

January – begin contract negotiations and preparation of working budget for coming fiscal year

April - send to the mayor recommendations for appointment of new board members, or re- appointment of board members whose terms will expire in June.

June - election of officers

August – appointment of standing committees

October – set annual meeting schedule

Sec 5 (special meetings)

The president may call special board meetings on his/her initiative; the president must call a special board meeting when requested by at least three (3) trustees. Each trustee shall be given 48 hours advance notice, stating the purpose of the meeting. The presence of five members shall constitute a quorum.

Sec 6 (emergency meetings)

In the event of an emergency situation where a 48-hour delay would constitute a hazard to the safety of the building, its contents, and/or its occupants, an emergency meeting may be called by the president, or at the request of any three trustees. The presence of only three members shall constitute a quorum. Notice of an emergency meeting shall be given as soon as practicable, but in any event prior to the holding of such meeting to any news medium which has filed an annual request for notice under subsection (b) of Section 120/2.02 of the Illinois Open Meetings Act. The purpose of such meeting shall be to deal with the emergency situation only.

Sec 7 (closed meetings)

All meetings of the Morrison-Talbott Library Board of Trustees shall be open to the public unless excepted in subsection (c) of Section 120/2 and closed in accordance with Section 120/2a of the Illinois Open Meetings Act.

Sec 8 (attendance by other than physical means)

Provided that a quorum is physically present, a trustee may attend the meeting by video or audio conference if that trustee is prevented from physically attending because of (i) personal illness or disability; (ii) employment purposes or the business of the library; (iii) a family or other emergency; (iv) an unexpected childcare obligation. All Board members attending meetings by electronic conferencing shall be entitled to vote as if they were personally and physically present at the meeting site so long as a physical quorum is present, but their votes shall be recorded by the Secretary as done by electronic attendance.

Sec 9 (virtual meetings)

In the event that a disaster declaration by the Governor or Director of the Department of Public Health over the public body's jurisdictional area has been proclaimed, and the MTL Board President determines that an in-person meeting is not practical or prudent because of the disaster, the MTL Board of Trustees shall meet virtually. A statement to this effect before the meeting starts, shall be copied into the meeting minutes.

All members shall be verified and must be able to hear each other and all discussion. For open meeting portions, the public attendees must also be able to hear each member and all discussion. If not, then alternate arrangements must be made.

At least one member of the board, or the director or attorney, shall be physically present at the meeting location, unless this is unfeasible due to the disaster.

All votes shall be by roll call and so recorded.

Notices shall be posted at the site and on the website and provided to registered news media, except for bona fide emergency meetings.

A verbatim recording (audio or video) shall be made and kept of all meeting open

portions and closed portions. The open portion recordings shall be made available to the public.

All costs are to be paid by the public body

ARTICLE IV: ORDER OF BUSINESS

Sec 1 (order of business)

The order of business shall be determined by agenda, and shall address the following items: Roll call to determine a quorum; a consent agenda for approval of routine items, which may include approval of minutes, financial report, bills; a library director's report; old business and new business; public comment. The agenda may be changed by voice vote of the meeting quorum.

ARTICLE V: RULES OF ORDER

Sec 1 (parliamentary authority)

The rules contained in the most current edition of Robert's Rules of Order shall govern the board in all cases to which they are applicable and in which they are not inconsistent with the bylaws or special rules of order herein. The library director shall function as the parliamentarian.

Sec 2 (minutes waived)

Since written record of the minutes is distributed to each member prior to meetings, the formal reading of the minutes shall be dispensed with, unless specifically requested by a member.

Sec 3 (general consent)

All matters requiring routine approval shall be handled by the method of general consent. If any member should object, the president must then entertain a formal motion to segregate the specific item or items.

Sec 4 (recognition)

The signal for requesting recognition by the president shall be by the raising of a hand, and by voice if necessary.

Sec 5 (voting)

a) Voting shall be by voice vote, but a show of hands, a roll call vote, or a secret ballot, to be entered in the record, shall be taken at the request of any member.

b) Except for voting for himself in an election, no member shall be allowed to vote on any matter in which (s)he has a personal or financial interest, or a conflict of interest.

Sec 6 (the record)

In addition to the usual items required by Robert's Rules, the library director shall also record any remarks prefaced by the words "let the record show" and concluded by the words "end of record" together with the identity of the person making the statement. Persons making lengthy statements shall furnish an accurate written copy to the library director.

ARTICLE VI: BUSINESS POLICY

Sec 1 (expenditures)

Contracts for all expenditures shall conform to the Illinois Compiled Statutes governing purchases by libraries 75 ILCS 5/5-5.

ARTICLE VII: AMENDMENTS

Sec 1 (amendments)

ALL FUTURE AMENDMENTS SHALL BE MADE AS FOLLOWS:

Part A: The Constitution

The constitution shall not be subject to amendment except as required by revisions in the Illinois laws.

Part B: The Bylaws

The Bylaws may be amended by a two-thirds vote of the total membership (6 votes) subject to a reading of the proposed amendment at the previous regular meeting.

Part C: The Standing Rules and Regulations

The standing rules governing the use of the library may be amended or suspended by a two-thirds vote of the total membership (6 votes) with no previous notice required.

Sec 2 (review)

This document shall be reviewed at least every three years.

This revision was approved and accepted 10 January 2011, and is effective immediately.

Reviewed & Revised:	11 October 1999	14 October 2008	11 January 2011
	11 March 2019	22 June 2020	28 November 2022
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