

**Article I
General Provisions**

- Section 1 The Moline Public Library is a resource of the City of Moline. It was established by the City of Moline and derives its existence and authority from the State of Illinois Library Act (75 ILCS 5/1 et seq.) and Chapter 16 of the Moline Code of Ordinances.
- Section 2 Pursuant to the Moline Code of Ordinances the Board of Library Directors shall consist of nine members, appointed by the Mayor with the consent of the City Council, for terms of three years commencing June 1, with such terms staggered so that three members are appointed each year.
- Section 3 These Bylaws and the Policies and Procedures of the Board of Library Directors (“Board) are made and adopted by the Board pursuant to Section 16-2106 of the Moline Code of Ordinances as “bylaws, rules and regulations for its own guidance and for the government of the library...”.
- Section 4 The Board acting within the scope of its authority and by majority vote at any meeting shall adopt, amend, modify or revoke such written Policies and Procedures as it deems necessary and proper to fulfill the mission of the Library.
- Section 5 In the event of an inconsistency between the Bylaws, Policies and Procedures of the Board and the Moline Code of Ordinances, the Moline code of Ordinances shall control. Procedures of the Board and the Moline Code of Ordinances, the Moline Code of Ordinances shall control.

**Article II
Officers**

- Section 1 The officers of the Board shall be a President, a Vice-President, and a Secretary, elected annually at the September meeting from among the appointed Directors.

- Section 2 Officers shall serve a term of one year from their election and until their successors are duly elected. No officer shall be elected to serve more than two consecutive terms.
- Section 3 At least one month prior to the September meeting the President shall appoint a Nominating Committee of three Directors not currently serving as officers, who shall present a slate of officers to the Board at the September meeting. Additional nominations may be made from the floor.
- Section 4 The President shall preside at all meetings of the Board, call a special meeting, appoint all committees, execute all documents authorized by the Board, serve as an ex-officio member of all committees, and generally perform all duties associated with that office.
- Section 5 The Vice-President, in the event of the absence or disability of the President, or a vacancy in that office, shall assume and perform the duties of the President.
- Section 6 The Secretary shall keep an accurate record of all meetings and proceedings of the Board, shall issue notice of all regular and special meetings, and shall perform such other duties as are generally associated with that office. The Secretary shall be assisted by the Librarian or a designated staff member in fulfilling these duties.

Article III Meetings

- Section 1 Pursuant to Section 16-2105 of the Moline Code of Ordinances the regular Meeting date of the Board shall be the second Thursday of every month.
- Section 2 Special meetings may be called by the Secretary at the direction of the President, at the request of three Directors, or at the request of the Librarian, for the transaction of business as stated in the call for the meeting. Notice of special meetings must be given at least 48 hours in advance.
- Section 3 Five Directors shall constitute a quorum for the transaction of business at any meeting.

Section 4 The order of business for regular meetings shall include, but not be limited to, the following:

- Call to Order
- Disposition of Minutes
 - Regular
 - Special
 - Closed
- Report of the Librarian
- Approval and Ratification of Disbursements
- Committee Reports
- Communications and Public Presentations
- Unfinished Business
- New Business
- Adjournment

Section 5 Meetings shall be conducted in accordance with the latest addition of Robert's Rules of Order, including specifically the procedures for groups of fifteen or less.

Section 6 If a Director is absent from three consecutive regular meetings or four meetings during any twelve-month period, that Director's absence shall be reported to the Mayor.

Section 7 Individuals wishing to address the Board shall request to be included on the agenda no later than 24 hours before the meeting, with such request being directed to the President or Librarian.

Article IV Committees

Section 1 There shall be three standing committees of the Board:

- Executive
- Buildings and Grounds
- Policies and Public Relations

Section 2 The Executive Committee shall consist of the elected officers of the Board and shall be responsible for the planning of meetings, financial oversight and the general supervision of the implementation of the Policies and Procedures of the Board. It shall have the responsibility of reviewing the tentative annual budget prepared by the Librarian,

recommending its approval to the Board, and presenting the Board approved budget request to the Finance Committee of the City Council.

- Section 3 The Buildings and Grounds Committee shall be responsible for recommending any repairs, alterations or maintenance necessary for the safety and appearance of the Library buildings and grounds. It shall also be responsible for recommending equipment, which will facilitate better operation of the Library or improvement in services.
- Section 4 The Policies and Public Relations Committee shall be primarily concerned with reviewing and recommending policies and procedures which will promote good public relations, in the community and within the Library. It shall also review any properly completed "Request for Reconsideration of Materials" received and make a recommendation to the Board. Personnel matters may also be referred to this committee by the Board or Librarian.
- Section 5 At the annual meeting the newly elected President shall appoint three Directors not currently serving as officers to each of the Buildings and Grounds Committee and the Policies and Public Relations Committee.
- Section 6 The President shall appoint special committees of one or more members each for such specific purposes as the business of the Board may from time to time require. Such committee shall be considered to be discharged upon the completion of the purpose for which it was appointed and after its final report is made to the Board.
- Section 7 No committee shall have other than advisory powers unless it is granted specific power to act by appropriate action of the Board.

Article V

Librarian and Assistants

- Section 1 The Board shall appoint a qualified Librarian who shall be the executive and administrative officer of the Library on behalf of the Board and under its review and direction.
- Section 2 The Librarian shall recommend to the Board the appointment and specify the duties of other necessary staff employees and shall be responsible for the proper direction and supervision of the staff.

- Section 3 The Librarian shall attend all meetings of the Board, except those involving the Librarian's salary or appointment, and all committee meetings at the request of the committee. The Librarian shall have the privilege of speaking on any matter at any meeting, but shall have no vote.
- Section 4 The Librarian shall have complete responsibility for the selection of books, periodicals and related materials, operating within the budget and the Materials Selection Policy.
- Section 5 The Librarian shall be responsible for the care and use of Library property and equipment, and for the operation of the Library within the limits of the annual budget approved by the Board.
- Section 6 The Librarian shall make monthly and annual reports to the Board and such other reports as the Board may request.
- Section 7 The Librarian shall sign all bill invoices sent to the City for payment and shall have authority to authorize purchases of \$1,000 or less without prior approval on a non-emergency basis.
- Section 8 The Librarian shall be responsible to formulate a tentative budget each year for review by the Executive Committee, approval by the Board, and presentation to the Finance Committee of the City Council.

Article VI Library Funds

- Section 1 Pursuant to Section 16-2107 of the Moline Code of Ordinances the Board "shall have exclusive control of the expenditure of all moneys collected to the credit of the library fund".
- Section 2 All moneys collected and received for the benefit of the Library shall be deposited in and disbursed from the treasury of the City and shall be kept separate and apart from other moneys of the City in designated funds for which the City shall account to the Board on a regular basis.

Section 3 The Library Fund shall be established and designated for the receipt of tax levy moneys and used to pay for the regular operations of the Library. After the end of each fiscal year the Board may by resolution designate out of any surplus a reserve amount to be carried over in the Library Fund for the next fiscal year.

Section 4 The Library Trust Fund shall be established and designated for the receipt of gifts, donations, devises and bequests to the Library. Such moneys received shall be restricted to the use specified and the Board shall be restricted to the use specified and the Board shall be considered the special trustee of such funds. Any moneys received without a use or purpose specified shall be considered unrestricted and available for expenditure by the Board for projects it deems appropriate. Any surplus at the end of the year shall be carried over and accumulated for expenditure in future fiscal years.

Article VII Amendments

Section 1 These Bylaws may be amended by a majority vote of all Directors of the Board at a regular meeting, provided written notice of the proposed amendments shall have been mailed to all Directors at least ten days prior to the meeting at which such action is proposed to be taken.

Adoption and Revision History

Adopted February 10, 1994, at the Regular meeting of the Board of Directors of the Moline Public Library.

Article VI, Section 3, revised June 9, 1994, at a Regular meeting of the Board of Directors of the Moline Public Library.

Article III, Section 6; Article IV, Section 3; and Article VI Section 3 were revised, Article VI, Section 4 was deleted, and the former Article VI, Section 5 was renumbered as Article VI, Section 4 at a Regular meeting of the Board of Library Directors of the Moline Public Library on June 8, 2000.

The Mission Statement was revised to reflect the new mission statement at a regular meeting of the Moline Public Library Board of Directors on 9 September 2004.

*Board Approved 02/94
Revised 09/07*

Next Review Date 09/09