

BYLAWS OF THE BOARD OF TRUSTEES
of the
EAST ALTON PUBLIC LIBRARY DISTRICT

1. Election. The East Alton Public Library District, hereinafter referred to as "the District", shall be governed by a Board of Trustees, hereinafter referred to as "the Board", consisting of seven members who are elected to 4-year terms. To qualify for office, those elected shall take the oath of office within 60 days following their election.

2. Vacancies. A vacancy on the Board may be declared to exist when a trustee declines, fails, or is unable to serve, or becomes a non-resident of the District; or is convicted of a misdemeanor by failing, neglecting or refusing to discharge any duty imposed upon him or her by the Library District Act; or who shall have failed to pay the Library taxes levied by the District. Absence without cause from all regular Board meetings for a period of one year shall be a basis for declaring a vacancy. All vacancies shall be filled by appointment by the remaining trustees until the next election. Vacancies occurring more than 180 days before the next election date shall be filled forthwith.

3. Meetings
 - A. Regular meetings of the Board shall be held monthly on a date and at a place determined by the Board. Special meetings may be called by the president, the secretary, or four members of the Board.
 - B. Quorum. A majority of members of the Board shall constitute a quorum.
 - C. Voting. Voting on all questions shall be by roll call with ayes and nays being recorded by the secretary and with absences and abstentions being noted. A majority vote of those present shall determine the vote taken on any question except that when transfer of funds within the budget and not affecting the total is being considered, the 2/3 vote of all trustees present and voting shall be required.

4. Powers and responsibilities
The Board shall have the following powers and responsibilities:
 - a. To enact, amend, and rescind ordinances and to make and adopt such rules, regulations, and policies for its own guidance and for the governance of the Library.
 - b. To determine the mission of the Library and adopt written rules, regulations, and policies to govern the operation, program, and use of the Library.
 - c. To secure adequate funds to carry on the Library program, and to have exclusive control over the apportionment and disbursement of such funds.
 - d. To employ a competent and qualified librarian, who shall hereinafter be referred to as "the Director".

- e. To enter into contracts and to take title to any property acquired for library use.
 - f. To report regularly to the governing officials and the general public.
 - g. To fulfill such other powers and responsibilities as prescribed by Section 1004-11 of the Illinois Public Library District Act.
 - h. To serve without compensation but with reimbursement from Library funds for expenses incurred in the performance of their official duties.
5. Officers. Officers of the Board shall be president, vice-president, secretary and treasurer. Election of officers shall be held at the next regular meeting following the election of trustees, and terms of office shall be two years or until their successors are elected. A vacancy in any office shall be filled by the Board for the unexpired term.

6. Duties of Officers

- a. The duties of the president shall be:
 - 1. To preside over the meetings of the Board.
 - 2. To appoint committees as may be authorized.
 - 3. To appoint a committee of two trustees to audit the minutes annually.
 - 4. To sign with the secretary and the treasurer bonds issued by the District.
 - 5. To perform such other duties as the District may specify in its bylaws, policies, or other appropriate action.

The president shall not have nor exercise veto powers.

- b. The duties of the secretary shall be:
 - 1. To keep and maintain appropriate records for his/her term in office and shall include therein:
 - a. Records of the minutes of all meetings.
 - b. Names of those in attendance, ordinances enacted, and resolutions, rules and regulations adopted, with the ayes and nays on all votes and a record of absences and abstentions and,
 - c. All other pertinent written matters as affect the operation of the District.

These records shall be audited each fiscal year, and upon the change of secretaries, by two trustees appointed by the president.

The audit report shall not be filled out later than the 90th day following the completion of the fiscal year. Such report shall certify as to the accuracy of the records of the secretary, their completeness, and list the discrepancies, if any. The report shall become a part of the secretary's records.
 - 2. To have the power to administer oaths and affirmatives.
 - 3. To call special meetings.
 - 4. To file certified copies of the annual written report on or before

October 1 of each year with the Illinois State Librarian and in the Library, where such report shall be available for public inspection.

5. To maintain at the Library certified copies of all ordinances and make available for public inspection.
 6. To accept petitions of candidates for election as trustees and to certify to the proper election authorities the names of all candidates for the office of trustee.
 7. To file on or before July 1 each year, with the County Clerk and the Illinois State Librarian, the names and addresses of the trustees and officers and their respective terms of office.
 8. To file on or before the 4th Tuesday of December a certified copy of the levy ordinance with the County Clerk.
 9. To file on or before the 4th Tuesday of September certified copies of the appropriation and levy ordinances with the Library and make such available to public inspection at all times.
 10. To post notice of proceedings relative to accumulation of funds for buildings (purchase, repair, remodel, or improve, or build an addition; furnishing, etc.), when financing thereof shall be determined, and the notice shall specify the place where the plan and estimate are available for public inspection.
 11. To file certified copies of each ordinance and of the certificate of results of the canvass of a referendum on the question of a bond issue or special tax for annual certification on the mortgage with the County Clerk.
 - a. Also to certify under his/her signature and the seal of the District and to file with the County Clerk such other information as may be required by said Clerk to determine the total amount of taxes to be extended along with collection loss and costs upon taxable property within the District.
 12. To file copies of all notices with petitions.
 13. To sign, with the president and the treasurer, all bonds issued by the District.
- c. The duties of the treasurer shall be:
1. To maintain and keep accounts and records of the District.
 2. To give bond to the District to discharge faithfully the duties of the office and to account to the District for all District funds coming into his or her hands.
 3. To receive District funds, property or records in the possession of any person or entity or public body or agency, when demanded by any trustee.
 4. To countersign, with the president and the secretary, any bonds issued by the District.
 5. Investment of public funds policy:

DEFINITIONS

Section 1-1. For purposes of this ordinance, the following terms shall be given

these definitions:

"Candidate" means a person who has filed nominating papers or petitions for nomination or election to an elected office, or who has been appointed to fill a vacancy in nomination, and who remains eligible for placement on the ballot at a regular election, as defined in section 1-3 of the Election Code (10 ILCS 5/1-3).

"Officer" means a person who holds, by election or appointment, an office created by statute or ordinance, regardless of whether the officer is compensated for service in his or her official capacity.