MISSISSIPPI VALLEY LIBRARY DISTRICT

BYLAWS

ARTICLE I COMPLIANCE WITH THE LAW

The following Bylaws are directed specifically toward governing the operation of the Mississippi Valley Library District. These rules are supplementary to the provisions of the statutes of the State of Illinois as they relate to the governance of boards of library trustees. For questions not addressed within these bylaws, the current Illinois statutes (Illinois Public Library District Act 75 ILCS 16/1-16/50-20) shall apply. The Mississippi Valley Library District shall comply with all provisions of the Illinois Revised Statutes pertaining to library districts and trustees.

ARTICLE II NAME AND LOCATIONS

The administrative name of this library district will be the "Mississippi Valley Library District, Madison and St. Clair Counties, Illinois" existing by virtue of the provisions of Chapter 75 of the Illinois Compiled Statutes of the State of Illinois (known as the Illinois Public Library District Act 75 ILCS 16/1-16/50-20) and exercising the powers and authority and assuming the responsibilities delegated to it under said statute.

The Mississippi Valley Library District has two locations: Collinsville Memorial Library Center, 408 West Main Street, Collinsville, Madison County, Illinois and Fairmont City Library Center, 4444 Collinsville Road, Fairmont City, St. Clair County, Illinois.

ARTICLE III TRUSTEES, TERM OF OFFICE, VACANCIES

Section 1. Board of Library Trustees

The Board of Library Trustees (hereafter called the Board) shall consist of seven members elected by the voters of the Mississippi Valley Library District, Madison and St. Clair Counties, Illinois. Newly elected trustees take office on the third Monday of the month following the biennial election [75 ILCS 16/30-10 (c)] and take the oath at the first regular board meeting following that date.

Section 2. Term of office – Board

Trustees shall serve a 6-year term of office. The terms of trustees shall be staggered and shall be elected every 2 years at the regular elections scheduled for trustees of public library districts [75 ILCS 16/30-10 (a) and (b)]

Section 3. Resignations – Board

The resignation of any Trustee must be submitted in writing to the President of the Board. The President will accept the resignation at the next board meeting, unless the resignation is withdrawn prior to that meeting.

Section 4. Vacancies – Board

Vacancies shall be declared in the office of trustee by the board when an elected or appointed trustee (i) declines, fails, or is unable to serve, (ii) becomes a nonresident of the district, (iii) is convicted of a misdemeanor by failing, neglecting, or refusing to discharge any duty imposed upon him or her by this Act, or (iv) has 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 [75 ILCS 16/30-25]. Selected candidates will be interviewed by the Board as provided for in the Open Meetings Act. Appointment shall be made by vote, requiring a majority of quorum for approval [75 ILCS 16/30-50].

Section 5. Duties – Board

The Board of Library Trustees of the Mississippi Valley Library District is charged with the responsibility of the governance of the district.

A. The Board will hire a skilled Executive Director who will be responsible for the day-to-day operations of the district.
B. The Board will generally meet once per month. These meetings will be open to the public and notices in advance.
C. Each Trustee shall file a Statement of Economic Interest in the primary county they are located in by April 30 of each year.
D. The agenda and information packet for the meetings will be distributed to the Board by the Executive Director prior to meetings. Any Board member wishing to have an item placed on the agenda will contact the Executive Director one week prior to the meeting to have the item placed.
E. Any Board member who is unable to attend a meeting will contact the Collinsville Memorial Library Center to indicate that he/she will be absent. Due to the fact that a quorum is required for each meeting, this contact should be made as far in advance as possible.
F. To be effective, Board members must attend most meetings, read materials presented for review in advance of the meetings, and attend an occasional library

related workshop, seminar, or meeting. A Trustee may be asked to resign for failure to attend regular board meetings [75 ILCS 16/30-25].

Section 6. Compensation

Board members are not to be compensated pursuant to statute, but will be reimbursed for necessary and related expenses as trustees. Board members using their own vehicle will be reimbursed at the rate allowed by the IRS for travel to and from any library related workshop, seminar, or meeting.

ARTICLE IV MEETINGS

Section 1. Regular meetings

The Board shall meet monthly on a regular basis, and shall call not less than 5 regular meetings each fiscal year [75 ILCS 16/30-50 (a)]. The time, day, date and place of all regular meetings shall be established by ordinance prior to the beginning of each fiscal year. A copy of the ordinance shall be posted in each library center.

Unless changed in the annual meeting ordinance, the regular meeting of the Board of the Mississippi Valley Library District shall be on the third Monday of each month at 6:30 p.m. and will alternate between the Historic Blum House and the Fairmont City Library Center. The agenda for each meeting shall be posted at the front doors of the library centers no later than 48 hours preceding the regular meeting.

Section 2. Special meetings

Special meetings shall be called by the President or the Vice-President, or by a quorum of the Trustees of the Board. No special meeting shall be held unless written notice of the time and place thereof shall be given to all Trustees at least 48 hours in advance of the said special meeting, except in the case of a bona fide emergency. Written notice and agenda shall be posted at the front doors of the library centers no later than 48 hours preceding the special meeting, except in the case of a bona fide emergency.

Section 3. Agendas

The agenda and information packet for the meetings will be distributed to the Board by the Executive Director prior to meetings. Any Board member wishing to have an item placed on the agenda will contact the Executive Director no less than one week prior to the meeting to have the item placed.

The Board President is responsible for approving regular and special Board meeting agendas after they are prepared by the Executive Director. In the absence of the Board President, the agenda approval process will follow the order of succession as follows: Vice President, Secretary, Treasurer. If an agenda item requested by another trustee is removed from the final agenda, the President or Board officer acting in lieu of the President will notify the trustee in writing of the agenda item's removal and provide an explanation for the removal.

Committee chairs will approve committee meeting agendas after they are prepared by the Executive Director.

In the event that a special or emergency meeting is called and there is not enough practical time to approve the agenda through the means outlined above, the Executive Director will prepare and approve the agenda.

Section 4. Open Meetings Act

The Board shall comply with the Open Meetings Act.

Section 5. Quorum

A quorum shall consist of four Trustees and a majority of those present shall determine the vote taken on any question. Business transacted at a meeting without a quorum must be ratified or rejected at the next officially constituted meeting. In the event of any unfilled vacancies on the Board, a quorum will be a majority of the Trustees in office.

Section 6. Voting

Each Trustee, including the President of the Board, shall be entitled to one vote upon each matter submitted to vote at a meeting of the Board. All votes in any question shall be yes, no and abstain; the spread of record will be recorded by the Secretary. Roll call votes shall be required for all ordinances, resolutions and action items.

Section 7. Virtual Meetings - Disasters

The Open Meetings Act allows for public bodies to meet virtually if the following conditions are met:

1. The Governor or Director of the Department of Public Health issues a disaster declaration related to public health concerns and all or part of the jurisdiction of the public body is covered by the disaster area.
2. The head of the public body (defined for these purposes as the President of the Board of Trustees, or the Executive Director if the President is unavailable)

determines that an in-person meeting is not practical or prudent because of a disaster.

3. All members of the public body participating in the meeting shall be verified and must be able to hear one another and hear all discussion and testimony.
4. For open meetings, members of the public present at the regular meeting location of the public body can hear all discussion and testimony and all votes of the members of the body, unless attendance at the regular meeting location is not feasible due to the disaster, in which case the public body must make alternative arrangements and provide notice of the alternative arrangements in a manner to allow any interested member of the public access to contemporaneously hear all discussion, testimony, and roll call votes, such as by offering a telephone number or a web-based link.
5. At least one member of the public body, chief legal counsel, or chief administrative officer is physically present at the regular meeting location, unless unfeasible due to the disaster.
6. All votes are conducted by roll call so each member's vote can be identified and recorded.
7. Except in the event of a bona fide emergency, at least 48 hours' notice shall be given of a meeting to be held. Notice shall be given to all members of the public body, shall be posted at the meeting site, shall be posted on the website of the public body, and shall also be provided to any news media who has requested notice of meetings. If the public body declares a bona fide emergency:
    a. Notice shall be given as further outlined in the Open Meetings Act and the presiding officer shall state the nature of the emergency at the beginning of the meeting; and
    b. The public body must comply with the verbatim recording requirements of the Open Meetings Act.
8. Each member of the public body participating in a meeting by audio or video conference held according to the virtual meetings provision of the Open Meetings Act are considered present for the purposes of determining quorum and participating in proceedings.
9. Public bodies holding open meetings under the virtual meetings provision of the Open Meetings Act must keep a verbatim record of all their meetings in the form of an audio or video recording. Verbatim records of these meetings shall be made available to the public. Verbatim records of closed meetings shall be recorded and retained as outlined elsewhere in the Open Meetings Act.
10. The public body shall bear all costs associated with complying with the virtual meetings provisions of the Open Meetings Act.

Section 8. Remote Attendance by Individual Members

A member of the Board of Trustees may participate and vote by other means at public meetings, including monthly meetings and committees of the whole, if the trustee is unable to physically attend because of:

a. Personal illness or disability;

b. Employment purposes or business related to the Mississippi Valley Library District;

c. Family or other major emergency;

d. Unexpected childcare obligations; or

e. Performance of active military duty as a service member [5 ILCS 120/7]

"Other means" as defined by the Illinois Open Meetings Act is by video or audio conference. Participation by other means shall assure that the trustee can hear and be heard and take part in the Board's discussions and votes.

"Active military duty" has the meaning given to "active service" in Section 1-10 of the Service Member Employment and Reemployment Rights Act.

"Service member" means a resident of Illinois who is a member of any component of the U.S. Armed Forces or the National Guard of any state, the District of Columbia, a commonwealth, or a territory of the United States.

In order for such participation to be valid, the trustee requesting participation by other means must provide notice to the President, Executive Director, and Secretary sufficiently in advance of the meeting for the library to be able to provide the technical means necessary to fulfill such a request. A physical quorum of trustees must be present at the meeting location in order to consider the request [5 ILCS 120/2.01]. A majority of the trustees physically present may vote to allow a trustee to participate by other means provided doing so conforms to the requirements and restrictions of 5 ILCS 120/7. A trustee participating by other means may vote on motions and issues coming before the Board, but his or her attendance shall not count towards a quorum.

Section 9. Order of Business

The order of business for regular meetings shall include, but not be limited to, the following items, which shall be covered in the sequence shown so far as circumstances will permit:

1. Call to Order and Roll Call

2. Pledge of Allegiance
3. Public Input
4. Friends of the Library Updates
5. Trustee Comments
6. Consent Items
    a) Minutes of Previous Meeting(s)
    b) Communications
    c) Administrative Reports
    d) Finances
    e) Committee Reports
7. Unfinished Business
8. New Business
9. Closed Session
10. Action for Items Discussed in Closed Session
11. Adjournment

Section 10. Public Input

The Board encourages input from the public. The purpose of this section is to ensure that interested parties representing various points of view are allowed to present those viewpoints while permitting the Board to conduct its meetings in an efficient and effective manner. In addition to Public Hearings held for receiving comments on specific issues, the Board has established a Public Input period at each Board meeting. The following serves to support this process:

1. There will be a Public Input period at each Board meeting.
2. Speakers will have a maximum of three (3) minutes for their comments, with a total of thirty (30) minutes for public input.
3. Each speaker will provide his/her name and group affiliation, if any.
4. Speakers shall act and speak with decorum and conform to conventional social manners in speech and behavior. Speakers shall speak to issues and shall refrain from personal attacks.
5. As a general rule, the Board will not respond to public comments at the time they are made. The Board may comment, take action, or not take action with respect to public input at a future Board meeting, as it deems appropriate.
6. Board minutes for the meeting will reflect only the names of any speakers. Any written summation of public comments provided by a speaker will be attached to the official retained meeting packet.

The Board President is responsible for orderly conduct of a meeting and shall rule on the appropriateness of a speaker's presentation in light of the purpose of Public Input periods. The Board as a whole shall have the final decision on such rulings.

Section 11. Closed Session

All regular and special meetings of the Board and its committees will be open to the public and to the press, except closed sessions as authorized by the statutes of the State of Illinois [5 ILCS 120/2 (c)]. At any Board meeting for which proper notice under the Open Meeting Act has been given, the Board may decide to hold a closed session for any purpose(s) authorized by the Open Meetings Act. The closed session must be approved in open meeting by a majority vote and the purpose of the closed session recorded in the minutes of the open meeting. Only topics specified in the vote to close may be considered in the closed session. No final action may be taken at a closed session. All proceedings of a closed session will be kept in strict confidence by all those in attendance.

Section 12. Parliamentary procedure

The Board shall abide by the most recent revision of *Robert's Rules of Order* unless otherwise specified in the bylaws.

ARTICLE V OFFICERS

Section 1. Officers

A President, Vice-President, Secretary, and Treasurer will be elected by the Trustees present at the regular meeting during the month following the biennial election [75 ILCS 16/30-40 (e)].

Section 2. Nominations and Term of Office

1. Elections will take place at the May meeting.
2. Each office will be presented for nominations by the presiding President. A roll call vote will be taken for each office that has more than one nominee to determine the candidate.
3. A motion to accept the slate of officers will be presented by the Board.
4. No Board member will hold more than one office at any one time.
5. Officers shall serve until the month following the next regular election of trustees, for a term not to exceed two years.

Section 3. Executive Committee

Officers of the Board will constitute an Executive Committee, which will act on behalf of and at the direction of the Board between meetings. Actions of the Executive Committee will be subject to the ratification of the Board at its next meeting.

Section 4. President

The President will preside at all meetings of the Board, nominate all standing committees for Board approval, and serve as principle liaison officer to the Executive Director. The President will be an ex-officio member with a vote of all committees.

Section 5. Vice-President

The Vice-President will serve as the presiding officer in the absence or inability of the President to complete his presidential duties.

Section 6. Secretary

The Secretary will sign with the President such official papers as are necessary. The Secretary will monitor the official manual of Board-approved policies. In the absence of the President and Vice-President, the Secretary will serve as presiding officer.

Section 7. Treasurer

The Treasurer will serve as the Board's financial officer and review the monthly financial statements at each regular Board meeting. The Treasurer will sign all appropriate documents that relate to the financial good of the Library. The Treasurer will be responsible to be the fiscal officer and understand and monitor fiscal transactions. In the absence of the President, Vice-President, and Secretary, the Treasurer will serve as presiding officer.

Section 8. Additional duties of officers

In addition to the duties previously specified, each officer shall perform such other duties as may be required by law or by the ordinances or by the resolutions of the Board.

Section 9. Signatories

1. The designees with signatory powers on the checking and savings accounts shall be the President, Treasurer, the Assistant Director, and the Executive Director.
2. All officers, the Assistant Director, and the Executive Director will be authorized signers on any official documents pertaining to the business of the district.

ARTICLE VI COMMITTEES

In general, the committees make reports and recommendations to the full Board, which are subject to full Board approval.

Section 1. Standing Committees

The President shall appoint committees of two or more Trustees. The Executive Director is ex-officio on all committees. Appointments to standing committees will be made biennially following the reorganization of the Board. These committees will remain in effect for a period of two years. The committees will meet as needed. The Standing Committees are:

1. Building and Grounds: The Building and Grounds Committee's responsibilities include, but may not be limited to, assisting with the prioritization of the MVLD's building and grounds needs/ projects, recommending to the full Board any large repairs that are deemed necessary, and providing support for time-sensitive projects.
2. Finance: The Finance Committee's responsibilities include, but are not limited to, working with the Executive Director to prepare the annual budget to be submitted to the Board for approval.
3. Personnel: The Personnel Committee's responsibilities include, but are not limited to, preparation of the annual review of the Executive Director, and assuming a leadership role in the resolution of any personnel conflict that cannot be resolved by the Executive Director. The Executive Director is responsible for the annual review of all other library employees.
4. Fundraising: The Fund Raising Committee's responsibilities include, but are not limited to, procuring donations from local businesses, organizing large fund raising events, and organizing Capital Campaigns.

Section 2. Special Committees

The President may appoint ad hoc committees for specific purposes as the business of the Board may require from time to time. Each committee shall be considered to be discharged upon the completion of the purpose for which it was appointed and after the final report is made to the Board.

ARTICLE VII ADMINISTRATION

Executive Director

The Board shall appoint a qualified Executive Director who shall be the chief executive and administrative officer of the District on behalf of the Board and under its review and direction. The Executive Director shall have full professional responsibility of administration of district policy, personnel selection and management, monthly and annual reports as required by the Board and the State of Illinois (75 ILCS 16/30-65). The Executive Director will recommend policy and procedure which promote the efficiency and service of the district. The Executive Director shall attend all Board meetings.

ARTICLE VIII AMENDMENT OF BYLAWS

These bylaws may be edited or amended at any regular meeting of the Board of Trustees, by a majority vote of all the Trustees.

Bylaws revised 9/21/2020; 9/20/2021; 1/13/2023; 8/21/2023; 2/12/2024, 5/19/2025; 10/20/2025; 1/20/2026; 10/19/2026.