

CONSTITUTION AND BY-LAWS
OF
WINCHESTER PUBLIC LIBRARY

ARTICLE I

Name

The name of this library shall be the Winchester Public Library.

ARTICLE II

Objectives

The Winchester Public Library exists in order to provide balanced organized collections of print and non-print materials, and offer services and programs that benefit the community.

ARTICLE III

Membership of the Board of Trustees

Section I

Pursuant to the requirements of the City Code of the City of Winchester and the Library Laws of Illinois, the Board of Trustees of the Winchester Public Library shall consist of nine members appointed by the mayor and confirmed by the city council.

Section 2

Three trustees shall be appointed and confirmed each April for a term of three years.

Section 3

Vacancies on the Board of Trustees occasioned by removal, resignation, death, or otherwise, shall be reported to the mayor. The mayor, with confirmation of the council, shall appoint a trustee to complete the remainder of any unexpired term.

ARTICLE IV

Meetings

Section 1

Regular monthly meeting of the Board of Trustees shall be held at the library on the first Tuesday of each month, unless changed by agreement of the members.

Section 2

The annual meeting of the board shall be held at the regular meeting in the month of May.

Section 3

Special meetings may be called by the president or upon request of any two

members, provided that notice be given at least 24 hours in advance and no other business shall be conducted at such meetings.

Section 4

A quorum at any meeting shall consist of a simple majority (five) of duly appointed trustees.

Section 5

The usual order of business at all regular meetings shall be:

1. Call to order
2. Reading and approval of minutes
3. Report of financial report
4. Report of librarian
5. Approval of bills
6. Reports of committees
7. Correspondence and communications
8. Unfinished business
9. New business
10. Adjournment

ARTICLE V

Officers

Section 1

The officers of the Board of Trustees shall consist of a president, vice-president, and a treasurer elected at the annual meeting. The officers shall be elected for one year. No officer shall be elected to serve for more than four

consecutive terms in the same office; or an additional year with approval of the board.

Section 2

The president shall preside at all meetings of the Board of Trustees, appoint all committees, and shall have general supervision of the activities of the Board of Trustees. The president shall be an ex-officio member of all committees.

The vice-president, in the absence or incapacity of the president, shall perform the duties of the president.

The secretary shall keep a true and accurate record of all proceedings of meetings of the Board of Trustees; issue notices of all regular and special meetings, and have custody of the minutes and other records of the Board.

The treasurer shall be chairman of the Finance Committee which recommends all bills for payment.

ARTICLE VI

Committees

The president of the Board of Trustees shall appoint the four-standing committees, namely finance, building and grounds, policy and personnel, and grants.

(revised October 3, 2000)

Section 1

Standing committees are appointed for one year and consist of a chairman and two other members.

- a. Finance Committee (optional)

The finance committee shall consist of the officers of the board and the librarian. It shall be the duty of the committee to prepare the annual budget, which shall be presented to the Board of Trustees for approval at the March meeting. This appropriation budget shall be sent to the City Council not later than two weeks after the March meeting of the Board of Trustees.

b. Building and Grounds Committee

It shall be the duty of the building and grounds committee to have supervision of any alterations, repairs, heating and lighting of the building and upkeep of the grounds. The committee shall annually inspect the building and grounds and report to the board.

c. Policy and Personnel Committee

The committee shall act as a liaison between the employees and the board and review library policies annually.

d. Grants Committee

This committee shall be made up of three trustees and the librarian. They shall review the grants that are available and decide which ones would apply to the library situation. The committee shall give suggestions and assistance on the filling out of the application forms that are applicable.
(revised Oct. 3, 2000)

Section 2

Special committees shall be appointed by the president as needed.

ARTICLE VII

Librarian

Section 1

The Librarian and necessary assistant shall be appointed or employed by the Board of Trustees in accordance with the Library Laws of Illinois.

Section 2

The librarian shall be considered a member of the board, without voting privileges, and shall have charge of the administration of the library under the direction of the Board of Trustees. The librarian shall attend all board meetings except those which the salary or appointment of the librarian is to be discussed or decided.

Section 3

The librarian shall be responsible for the care of the building, equipment, and library materials; for the efficiency of the library's service to the public; for the direction of the work of the assistants; and for the operation of the library under the financial conditions set forth in the annual budget.

Section 4

It is the responsibility of all staff personnel to administer the library in an efficient and effective manner.

ARTICLE VIII

Responsibilities of the Board of Trustees

Section 1

It is the responsibility of the Board of Trustees to formulate and adopt the policies to be followed by the Winchester Public Library.

Section 2

The Board of Trustees is responsible for the expenditure of public monies in the name of the library.

Section 2

It shall be the duty of the library trustee to function as a representative of both the library and the community. The actions and plans of the board determine the orderly success of the library and the course of future development. This includes:

1. Keeping in close contact with city officials
2. Hiring and support of the staff
3. Providing safe and ADA approved buildings
4. Providing policies for library use regulations (hours, NR fees, meetings, etc.)

ARTICLE IX

Confidentiality of Records

All circulation records and other records identifying names of library users shall be considered confidential and will not be available to casual members of the public, or to government personnel without proper legal order.

ARTICLE X

Non-resident Fee

The Board of Trustees will charge a non-resident fee at least equal to the cost paid by residents of the city, with the cost to be determined by the formula established by the Illinois State Library.

ARTICLE XI

Fees and Charges

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|--------------------|------------------------------------|
| Copier/Printer fee | \$.10 per sheet |
| Use of fax machine | \$1.00 per transmission (outgoing) |
| | \$.25 a sheet (incoming)? |
| Micro film printer | \$.10 a sheet |

A pro-rated price for materials will be charged for lost or damaged material.

ARTICLE XII

Fiscal Year

The fiscal year of the Winchester Public Library begins May first.

ARTICLE XIII

Parliamentary Procedure

“Robert’s Rules or Order, Revised” shall govern the parliamentary procedure of the Board of Trustees.

ARTICLE XIV

Amendments

This Constitution and By-Laws may be amended at any regular or

special meeting of the Board of Trustees by a two-thirds (six) vote of the Trustees, provided that notice of the proposed amendment has been presented at the previous meeting.

This Constitution and By-Laws shall take effect and be in force from the time of adoption by the Board of Trustees. ALL CONSTITUTIONS, BY-LAWS, OR PARTS THEREOF, HERETOFORE IN FORCE, ARE HEREBY REPEALED.

Approved by the following board members present:

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Date: _____