

**BY-LAWS  
FREEPORT PUBLIC LIBRARY**

The Trustees of the Library Board are the legally constituted trustees of this Library and as such are authorized and empowered to make and adopt such by-laws, rules, and regulations for their own guidance and for the administration of the Library as they deem to be necessary.

**OBJECTIVES OF THE LIBRARY**

*The mission of the Freeport Public Library is to be the community's center for information, recreation, and lifelong learning.*

The Freeport Public Library shall provide, on equal terms, service to all persons either resident or owning taxable property within the City of Freeport. It shall have as its basic objectives the provision and service of professionally selected materials and information which aid the individual or the group in the pursuit of education, information, or research, and in the creative use of leisure time.

Educational service to adults and to children, individually as well as organized, is the primary function of this Library; consequently, the Library shall pursue an active program of stimulation, leadership, and cooperation with other agencies in encouraging the use of a diverse collection of materials representing a range of views and the preservation, as well as the use, of historical resources pertaining particularly to Freeport and its surrounding area.

**ARTICLE I**

1. This library shall be governed by a Board of nine Trustees, appointed by the Mayor of the City of Freeport, with the approval of the City Council, for terms of three years each. Trustees will serve three years ending May 31st unless they have been appointed by the Mayor to fill another person's unexpired term in which case they will serve the remainder of that person's term, ending May 31.
2. Regular Meetings: Regular meetings of the Library Board shall be held at the Library on the second Wednesday of each month at 6:00 p.m., or at such time or place as the Board may determine by a vote of the majority of the members of the Board. The minutes of all Board meetings shall be sent to all members of the Board before the next Board meeting.
3. Annual Meeting: The annual meeting shall be held at the time and place of the regular meeting for the month of July.
4. Special Meetings: Special meetings may be called by the President or by any three Board members for the transaction of business stated in the call for the meeting.

5. Committee Meetings: Either the President or the Chairman of the committee may call committee meetings.
6. Quorum: A quorum shall be five members of the Board. Even though a quorum of the Board of Trustees is not present, in the event of an emergency, a unanimous vote of those present at any regularly scheduled meeting may approve and order paid the salaries and standing bills.
7. Board meetings shall comply with all Illinois laws regarding meetings of public bodies.
8. Presiding Officers: In the absence of the President and Vice-President, any regular or special meeting shall be presided over by one of the trustees present who shall be chosen at the meeting for that purpose.
9. Order of Business: The order of business at regular meetings shall be as follows: call to order, public comments, approval of minutes (either as read or previously received), approval of bills, approval of financial report, librarian's report, staff reports, committee reports, communications, closed session, adjournment.
10. All members shall vote, including the President. There shall be no abstentions; but a member shall have the right to disqualify himself from discussion and voting where a conflict of interest exists.

## ARTICLE II

### OFFICERS

1. Officers of the Board shall be President, Vice-President, Financial Secretary, and Secretary.
2. The President and Vice-President shall be elected annually in the following manner at the regular July meeting of the Board: Each trustee present shall cast a voice vote designating his or her choice for President, and the trustee receiving the greatest number of votes shall be elected to that office. In the event of a tie, the President shall be selected in a similar manner from those trustees receiving the greatest number of votes on the first ballot. Following the election of the President, the Vice-President, Secretary, and Financial Secretary shall be elected in the same manner as the President.
3. The Director shall be ex-officio secretary of the Board and its committees and may delegate the secretarial duties of this office at his or her discretion.
4. Terms of Office: The President and Vice-President shall be elected for a one-year term. No trustee shall hold the same office more than two consecutive terms.
5. Duties and Officers:

President: In addition to the powers and duties provided elsewhere herein, the President shall preside at all meetings, appoint all committees, be an ex-officio member of all committees, and generally perform the duties of a presiding officer.

Vice-President: The Vice-President shall exercise all the powers and perform all the duties of the President in the event of his or her absence or inability to act.

Secretary: The Secretary shall keep a true and accurate account of all proceedings of the Board and Board committee meetings; shall issue notices of all regular and of special meetings when called as provided in Article I, Paragraph 3; shall have custody of the minutes and other records of the Board; and shall notify the Mayor of any vacancies on the Board.

Financial Secretary: The Board does not elect a treasurer from among its members. The Treasurer of the City of Freeport serves as the official bonded treasurer for the Board of Library Trustees and coordinates the financial services on behalf of the Board. The Treasurer of the City of Freeport has no voting privileges on the Board of Library Trustees. The Financial Secretary will oversee the library accounts and investments as well as investments owned by the Library and held by the Freeport Public Library Foundation, approve all bills to be paid, and prepare a financial report for the board.

Director: The Board shall employ a Director who shall act as technical advisor to the Board and as the chief administrative officer of the Library under the direction of the Board and as such shall be held responsible to the Board for the care of the building and equipment, for the efficiency of library service to the public, for the operation of the library under the financial conditions set forth in the annual budget, for the selection, the procurement, and the disposal of all library materials, and for the public relations of the Library. As chief administrative officer of the Library, the Director shall be present at all Board meetings except those in which his or her personal status is discussed. The Director has definite responsibility for recommending policies to the Board and for bringing to the attention of the Board the desirability of formulating policies. The Director is hereby authorized to employ personnel as in his or her judgment are necessary to carry out the functions of the Library. Department heads shall be hired subject to the approval of the Board. After approval by the Board, the Director shall submit the annual Tax Appropriation and Levy Requests to the Mayor and appropriate City officials at a date conforming to the policies of the City Council and library statutes.

### ARTICLE III

1. Standing Committees: There shall be three standing committees as follows:

- Administration Committee - consisting of three or more members
- Building & Grounds Committee - consisting of three or more members
- Finance Committee - consisting of three or more members

No committee shall have the power to act except with the expressed permission of the Board.

## 2. Duties of Committees:

The Administration Committee shall, with the assistance of the Director, annually review the basic policies and administration of the Library, review job classification and rates of pay. The Administration Committee shall also prepare budgetary recommendations for the Finance Committee relating to job classification and rates of pay. The Administration Committee shall be responsible for interviewing and recommending to the Board candidates for the position of Director and annually reviewing the job performance of the Director, to include a written review, due in July. The Administration Committee shall also make recommendation regarding changes in the by-laws and the rules and regulations of the Library.

The Building & Grounds Committee shall, with the assistance of the Director, make recommendations on all matters relating to the use and occupation of the building and grounds and shall prepare budgetary recommendation for the Finance Committee relating to the repair, alteration, safety, furnishing, heating, lighting, equipment, sanitation, and all general maintenance of the building and grounds.

The Finance Committee shall, with the assistance of the Director, prepare and present a budget for the coming year and shall, throughout the year, render such additional reports and recommendations as may be deemed necessary to keep the Board informed on such financial matters as may arise. The Finance Committee shall, with the assistance of the Director, recommend utilization of all undesignated monetary gifts in accordance with the objectives of the Library.

## ARTICLE IV

### POLICY

1. GENERAL POLICY - The Freeport Public Library subscribes to the ALA Bill of Rights: "The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; inclusion of "age" reaffirmed January 23, 1996

2. ACQUISITION OR DISPOSAL OF LIBRARY MATERIALS - The responsibility for the selection and purchase of all library materials rests with the Director, who will be guided by the total library program and policies with consideration to the importance of balance within and between departments.

In selecting materials for youth, special consideration will be given to the informational, recreational, and cultural need of the school-age individual. Materials will be selected in accordance with the interests of the clients. The Director is responsible for the disposal of materials with consideration on balance of departments, space, and funds.

3. STATEMENT ON DISPOSTION OF COMPLAINTS - Library material deemed acceptable on acquisition shall be available for use of patrons. Oral or written complaints regarding materials, personnel, or service, shall receive consideration by the Director. Serious complaints will be promptly acknowledged and the patron advised that the responsible committee will give it attention. The Administration Committee shall, with the assistance of the Director or, if appropriate, the Youth Services Librarian, review all materials coming under formal complaint to the Board. No less than three members of the Administration Committee shall scrutinize the material in question. At all times the Committee shall give utmost consideration to the Library Bill of Rights, the Freeport Public Library Selection Policy, and the professional opinion of the Librarian(s). After the Committee reaches a decision, a report shall be made to the Board. If action is indicated, the Board of Trustees will make final disposition of the complaint.

4. No member of the family of a trustee or of the Director shall be employed without the expressed permission of the Library Board. No trustee shall directly or indirectly profit from any library business.

5. It shall be the policy of the Board to use gifts received by the Library in the best interests of its mission, unless otherwise directed by the donor. The Board reserves the right to reject any gift due to lack of available space or patron interest or any gift, which, by its nature or because of conditions imposed by the donor, will tend, in the Board's opinion, to hinder or be contrary to the Library's objectives. The Board reserves the right to dispose of any gift in any way it sees fit when said gift has ceased to serve the objectives of the Library.

6. In the event that materials or services are likely to exceed \$10,000.00, bids shall be solicited by advertisement printed at least once in a newspaper of general circulation in Stephenson County. This by-law may be set aside on the affirmative of five (5) members of the Board of Trustees of the Freeport Public Library when neither advertising nor soliciting for bids seems feasible.

## ARTICLE V

### AMENDMENTS

These by-laws may be amended at any regular meeting of the Board with a quorum present, by the affirmative vote of at least two-thirds of the members present, provided the amendment was stated in the call for the meeting.

## ARTICLE VI

All prior by-laws are hereby repealed. Date of adoption: June 13, 2018

## APPENDIX

The Library shall always operate according to the statutes of the State of Illinois as specified in Chapter 75 of the Illinois Combined Statutes.

As a member of the Reaching Across Illinois Library System (RAILS) and the PrairieCat consortium, the Library agrees to abide by RAILS and PrairieCat contracts and agreements.