The document outlines Board of Trustees procedures. This manual may be amended by a majority vote.

I. **LIBRARY MISSION**

The mission of the Niles-Maine District Library is to engage, inform, enrich and educate its patrons.

II. **BOARD OF TRUSTEES (75 ILCS 16/30-55)**

The board of trustees shall carry out the spirit and intent of this Act in establishing, supporting and maintaining a public library and for providing library services.

The board may enact, amend, and rescind ordinances and may make and adopt regulations and resolutions for their own guidance and for the government of the library that are expedient and not inconsistent with this Act.

The board shall have the exclusive control of the expenditures of all moneys.

The library shall be forever for the use of the residents and taxpayers of the district, subject to reasonable rules and regulations the board adopts to render the use of the library of the greatest benefit to the greatest number of the residents and taxpayers.

The board may appoint and fix the compensation of a qualified librarian to act as administrator of the district’s daily operations. The administrator may hire other employees deemed necessary by the administrator, fix their compensation, and remove those employees, subject to the approval of the board.

III. **BOARD MEETING PROCEDURES**

a) **Agenda**

An agenda is required for all meetings. Email requests for agenda items to the Board President or the Executive Director at least one week before a Board Meeting. The Director shall prepare the agenda for each meeting with the approval of the President.
b) Voting Procedures

All action items on the agenda must be acted on. Procedures are as follows.

1. A motion is made by a trustee. If no motion is made no further action will be taken.
2. The motion is seconded by another trustee.
3. All trustees are given an opportunity to comment on the item.
4. Each trustee will be called upon by the President to comment.
5. At the discretion of the President, additional time to comment may be granted or the item may be opened for discussion.

c) Voting Roll Call

Votes for action items:

1. Yes – in favor
2. No – not in favor
3. Abstain – to cast neither a Yes vote or a No vote.
4. Pass – to delay voting and be called upon again after everyone else votes. Only one pass vote is allowed.

All votes shall be recorded by the Secretary or designee along with the specific motion. Only Yes and No votes will be counted as for or against the question being voted on. Once a vote is called for, no further discussion will be allowed.

At the discretion of the President, a non-binding vote may be called for by a show of hands to facilitate deliberation prior to a formal vote.
d, Agenda Format

Order of business at regular board meetings:

1. Call to Order
2. Pledge of Allegiance
3. Public Comments
4. Approval of Minutes
5. Travel Requests. (Virtual and In Person Professional Development)
6. Payment of Bills
7. Ordinances and/or Resolutions
8. Treasurer’s Report
9. Secretary’s Report
10. Director’s Report
11. Communications
12. Liaison Reports
13. New Business
14. Unfinished Business
15. Executive Session
16. Action if any on Executive Session items.
17. Other
18. Adjournment
e) Board Minutes Approval Process

1. A motion to approve board minutes is moved and seconded.
2. Corrections to board meeting minutes are presented.
3. The secretary (notetaker) will verify the corrections on the video or and enter the changes to the minutes.
4. These corrected board minutes will be approved at the next board meeting. Approved board minutes are uploaded to the library board packet and emailed to trustees within 7 days.

e) Board Meeting Packets

1. Board Meeting packets are dropped off to the trustees on Friday before the board meeting. Electronic copies of board packets are also emailed to trustees on Friday before a board meeting.
2. Board packets are to include copies of all documentation detailing each agenda item, including but not limited to copies of all presentations, reports, proposals, bids, ordinances, contracts etc. Agenda items for discussion and vote require a documented explanation provided to trustees with pertinent details in their board packets. Any agenda item documentation not included in the board packets on Friday will be removed from the agenda and rescheduled. The revised board agenda will be posted on Friday.

f. Board Meeting Videos

Board Meeting videos are uploaded to you tube and the library website by the following day after the board meeting.

IV. BOARD MEETING PROTOCOLS

1. Trustees will be called upon systematically and individually by the President/Presiding Officer to speak about agenda items.
2. Trustees having questions for speakers or presenters will be called upon systematically and individually by the President/Presiding Officer to comment.
3. Should more than one trustee request to speak, the President/Presiding Officer will select trustees to proceed.
V. CONDUCT

1. The President/Presiding Officer shall preserve order and decorum during board meetings.

VI. COMMUNICATIONS

1. Trustees are encouraged to interact with library staff sharing information or asking questions.
2. The Director as the sole employee of the Board will promote open dialogue between library staff and trustees.
3. The Director will support the compilation and completion of information requests by trustees to the library.
4. Trustees will have access to reviewing, requesting or discussing documentation, files and information when needed as customary being a board trustee.
5. Emails sent to Trustees of an urgent nature or requiring a quick response will also be conveyed by a group text or group phone call to all trustees.

VII. OPEN MEETINGS ACT

1. Three trustees meeting in person, by telephone, emailing or texting is a violation of the Open Meetings Act.
2. Trustees should not “reply to all” in an email because this will violate the Open Meetings Act. Emailing all trustees is also a violation of the Open Meetings Act.
Adopted by the Niles-Maine District Library Board of Trustees 9.18.19; 5-24-21.