

Board Policy Manual

Chapter 1: Intent and Process of Board Policy (9-15-2020)

1.1. Board Policy Manual Purpose and Amendment

Pursuant to the bylaws of Matteson Area Public Library District, Cook County, Illinois (“the District”) and the Illinois Public Library District Act of 1991, 75 ILCS 16/1-1, *et seq.* (the “Act”), the Board of Library Trustees of the District has the authority to establish policies for the governance of the District. This Board Policy Manual (the “Manual”) establishes the parameters and guidelines for the seven (7) trustees elected by the voters of the District (together the “Trustees” and individually a “Trustee”) Board committees, District management and District staff.

The purposes of the Manual are to:

- Inform the stakeholders
- Inform Trustees, District management and District staff members, of the Board’s intent with regard to certain policy matters in order to prevent confusion and to promote consistency of Board action.
- Clarify the roles of the Board, individual Trustees, District management and District staff members; and
- Ensure the Library Director has clear direction from the Board regarding the discharge of the Library Director’s duties.

This Manual may be amended by a majority vote of the Trustees then serving at any regular meeting of the Board. Written notice including the text of proposed amendments to this Manual shall be distributed to the Trustees no less than three (3) calendar days prior to a Board meeting where the proposed amendments are to be considered. Non-substantive changes such as misspellings, punctuation and formatting corrections shall be excluded from notice requirement.

1.2. The Scope of Board Policy

This Manual is supplementary to, and subordinate to, the by-laws of the District and the applicable provisions of Federal law, State law, and regulations promulgated under Federal law and State law, as amended from time to time (the “Laws”), including the Illinois Public Library District Act of 1991, 75 ILCS 16/1-1, *et seq.* The District shall comply at all times with the by-laws and the Laws. In the event of any conflicts between this Manual and the by-laws, the by-laws shall prevail and control. Any policy in this Manual found not to be in compliance with the by-laws or the Law, or any policy which supersedes the bylaws or the Laws, shall not be enforced and shall be removed from this Manual.

The Board makes an important distinction between Board policies and District management policies. Board policies establish the broad parameters within which Board, District management and staff shall operate. Management policies, developed and implemented by the Library Director, set forth the specifics of how the District's organization and staff shall operate within Board policy.

1.3. Policy Enforcement and Accountability

The Board is responsible and accountable for implementation and enforcement of this Manual. The Board empowers the Library Director to proactively remind the Board of the policies in this Manual, and to advise the Board when a policy may be in danger of being violated or when it may be advisable to add new policies to this Manual. The Board charges the Library Director with ensuring that all policies in this Manual are effectively explained to District management, staff and volunteers, and with making every reasonable effort to see that the policies are understood, accepted and obeyed.

1.4. Access to the Manual

The Board shall make every effort to be transparent and ensure that the Manual is accessible to any interested parties within the District. The Library Director shall ensure that: all Trustees receive a copy of the Manual upon their election and swearing in to office; the manual shall be available in the District office for review and inspection by Trustees, District management and staff. Furthermore, to ensure Trustees and committee members have full confidence in the governance of the District, this Manual and the Board's bylaws shall be published on the District's website.

Chapter 2: Board Responsibilities and Parameters

2.1. Board Authority, Commitment, Duties and Rights

According to the Board's bylaws: "The Board is charged with the responsibility of the governing of the District and administering the [Illinois Public Library District Act of 1991, 75 ILCS 16/1-1 *et seq.*] in the District.

Members of the Board are legally and morally responsible for all activities of the District. This responsibility is a joint and collective authority, which exists and can only be exercised when the Board is in session.

Upon election and swearing in to office, all Trustees shall signify their commitment to the following:

- Adhere to the District's mission.
- Recognize and accept that the Board, collectively, occupies the role of a fiduciary with regard to those served. A fiduciary is a person who holds something in trust for another.
- Provide oversight of and hold accountable the Library Director and the Board itself for effective management of the District's finances.
- Accept the commonly recognized legal duties of library trustees:
 - The duty of care. Know your job and do it right. Actively take part in decision-making and perform due diligence to make sound judgments and policy.
 - The duty of loyalty. Put the best interest of the District above your own interests in your role as a Trustee, and avoid conflicts of interest.
 - The duty of obedience: Comply with all Laws, and be committed to the District's mission.
- Fully prepare for, attend, and actively participate in meetings of the Board.
- Speak for the full Board only when sanctioned by the full Board.
- Delegate the responsibility and authority to administer daily affairs to the Library Director.
- Provide oversight and hold accountable the Library Director, committees, and the Board itself for the effective implementation of programs and services.
- Protect and serve the future of the District by developing and implementing a long range plan.
- Serve as an advocate for the District to the members, public, and other appropriate individuals and organizations.
- Seek avenues to generate financial support for the District.
- Actively participate in at least one (1) District committee.
- Never offer, give, solicit or receive any form of bribe or kickback through his or her connection to the District; nor solicit a personal gift of any kind in exchange for

consideration from anyone who does business with the District. This restriction applies to both actual and proposed business transactions.

Upon election and swearing in to office, each Trustee shall signify his or her understanding that Trustees have the right to:

- Receive timely notice of Board meetings and agendas.
- Attend and participate in Board meetings.
- Examine the District's books, records, meeting minutes, financial statements and contracts.
- Place items on the Board meeting agenda at the appropriate time and using the appropriate procedures.
- Seek information from the Library Director and other credible experts when appropriate prior to Board action.

2.2. Board of Trustees Conflicts of Interest

This Conflicts of Interest policy shall be reviewed with all candidates for election to the Board. Furthermore, the policy shall be reviewed annually with all Trustees.

Trustees have a duty to subordinate their personal interests to the welfare of the District. Trustees shall comply with all conflicts of interest obligations imposed by the Laws.

No Trustee:

- may use his or her position as a trustee to obtain financial or other gain for the private benefit of the Trustee, the Trustee's family or any organization with which the Trustee is associated.
- shall accept or receive, directly or indirectly, any money or anything of value or any promise for future benefit from any person or entity that does business with the Library; and/or
- shall have any direct or indirect business, financial, economic or other material, personal or individual beneficial interest with respect to any activities involving such Trustee and relating to the Matteson Area Public Library District.

2.3a. Code of Ethics (American Library Association)

Upon election and swearing in to office, and annually thereafter, each Trustee shall adhere to the following Code of Ethics.

I recognize that the credibility, reputation and integrity of the District are based on the consistent practice of ethical, honest and lawful conduct. Consequently, as a Trustee of the District, I understand:

- Trustees shall respect the opinions of their colleagues and not be critical or disrespectful when they disagree or oppose a viewpoint different from their own.
- Trustees shall comply with all the laws, rules and regulations that apply to them and to their library.
- Trustees, in fulfilling their responsibilities, shall not be swayed by partisan interests, public pressure or fear of criticism.
- Trustees shall not engage in discrimination of any kind and shall uphold library patrons' rights to privacy in the use of library resources.
- Trustees must distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of the library, acknowledging and supporting the formal position of the Board even if they disagree.
- Trustees must respect the confidential nature of library business and not disclose such information to anyone. Trustees must also be aware of and in compliance with Freedom of Information laws and regulations.
- Trustees must avoid situations in which personal interests might be served or financial benefits gained as a result of their position or access to privileged library information, for either themselves or others.
- A Trustee shall immediately disqualify him/herself whenever the appearance of or a potential conflict of interest exists.
- Trustees shall not use their position to gain unwarranted privileges or advantages for themselves or others from the library or from those who do business with the library.

2.3b. Code of Ethics – American Library Association

Any Trustee who believes that a fellow Trustee has acted unethically should first review the current ethics policy in the Manual. If the Trustee believes a fellow Trustee has acted unethically he or she shall report the conduct to an appropriate law enforcement official

2.4. Confidentiality Agreement.

Each Trustee shall read and agree to the following confidentiality agreement at the time of their election and swearing in to office.

As a member of the Board, I acknowledge the importance of confidentiality with respect to the confidential affairs of the District. In light of this acknowledgement, I agree to keep confidential, during and after service on the Board, all confidential information acquired pertaining to the District and any related activities in the course of membership on the Board.

I particularly recognize the sensitivity of information regarding confidential real estate negotiations, employment matters, and patron matters.

2.5. Board Eligibility and Qualifications

Any resident 18 years or older who resides within the boundaries of the District for at least one year is eligible to run for election as a trustee on the Board.

“Nomination of candidates for election as trustees shall be by petition, signed by a number of qualified voters equivalent to at least 2% of the votes cast at the last election for Trustees, or 50, whichever is less, residing within the District, and filed with the secretary of the District within the time provided by the Election Code. [75 ILCS 16/30-20]”

“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 the 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 (1) year shall be a basis for declaring a vacancy.”

All vacancies shall be filled by appointment by the remaining Trustees until the next regular District election, at which time a Trustee shall be elected for the remainder of the unexpired term. If, however, the vacancy occurs with less than twenty (20) months remaining in the term, and if the vacancy occurs less than eighty-eight (88) days before the next regular scheduled election for this office, then the person so appointed shall serve the remainder of the unexpired term and no election to fill the vacancy shall be held. Vacancies shall be filled forthwith. [75ILCS 16/30-25]

All Trustee positions require a commitment of extra time and responsibility. Trustees who cannot make this extra commitment should not seek or accept the office.

2.6. President of the Board

As set forth in Section V.3 of the by-laws, the “President of the Board shall preside at all meetings of the Board and shall appoint members to committees as may be necessary to carry out the purposes of the Board. [75 ILCS 16/30-45]” The President shall be selected and shall serve the term set forth in the by-laws.

The President shall have all duties and authority set forth in the by-laws. The President shall also have the following additional duties and authority:

- Collaborate with the Library Director to prepare Board meeting agendas.
- Work with the Library Director to develop strong cooperation between the Board and Library Director.
- Act as liaison between the Board and Library Director.
- Encourage commitment and cooperation from each Trustee.
- Facilitate discussions at Board meetings that are collegial, focused and productive.
- Ensure that all Trustees’ views are represented in Board meetings.
- Appoint Board committee members and chairpersons.
- Appoint a Freedom of Information Officer (FOIA).
- Appoint an Open Meetings Act Officer (OMA).
- Appoint a Parliamentarian.
- Be an ex officio voting member of all Board committees.
- Sign documents requiring a District officer’s signature.
- Represent the Board in public and official capacities as instructed by the Board.
- Make special assignments and appoint representatives to other organizations as authorized by the Board.
- Encourage the Board to undertake long-range planning.

- In collaboration with the Library Director, provide new members orientation within 30 days of their election to the Board.
- Assist Trustees in building their Board skills.
- Recognize Trustees' violations of ethical standards and bring such violations to the attention of the Trustee or to the full Board if necessary.
- Follow up with absent Trustees to encourage their future attendance.
- Provide counsel as needed and requested to the Library Director.

Like all officers, the President does not have authority to speak or act on behalf of the Board other than the authority specifically granted in the Laws, the by-laws, in the Manual or by resolution of the Board.

All Trustee positions require a commitment of extra time and responsibility. Trustees who cannot make this extra commitment should not seek or accept this office.

2.7. Vice-President of the Board

As set forth in Section V.4 of the by-laws, the “Vice-President, in the absence of the President, shall preside over meetings. [75 ILCS 16/30-45]” The Vice-President shall be selected and shall serve the term set forth in the by-laws.

Like all officers, the Vice-President has no authority to speak or act on behalf of the Board other than the authority specifically granted in the Laws, by-laws, in this Manual or by resolution of the Board.

2.8. Treasurer

As set forth in Section V.6 of the by-laws, the “Treasurer shall keep and maintain accounts and records of the District, indicating therein, a record of all receipts and disbursements and balances in any fund which shall be reported monthly to the Board. [75 ILCS 16/30-45]” The Treasurer shall be selected and shall serve the term set forth in the by-laws.

The Treasurer shall have all duties and authority set forth in the by-laws. The Treasurer shall also have the following additional duties and authority:

- Assist the Board in understanding the annual budget before approval.

- Assist the Board in understanding regular financial reports.
- Arrange training programs focused on finance for the Board.
- Chair the Finance Committee.

Like all officers, the Treasurer has no authority to speak or act on behalf of the Board other than the authority specifically granted in the Laws, by-laws, in the Manual or by resolution of the Board.

2.9. Secretary

As set forth in Section V.5 of the by-laws, the “Secretary shall be the custodian of the files of the Board and records of the District during the term of office and shall include therein the records of the meetings, the names of those in attendance, the ordinances enacted, resolutions, rules and regulations adopted and all other pertinent written matters as affect the operation of the District. The Secretary shall have the power to administer oaths and affirmations [75 ILCS 16/30-45]. The Secretary shall attest to the President’s signature as required on official documents.” The Secretary shall be selected and shall serve the term set forth in the by-laws.

The Secretary shall have all duties and authority set forth in the by-laws. The Secretary shall also have the following additional duties and authority:

- Oversees other records of the District, including ordinances, resolutions, by-laws, policies, manuals and contracts.
- At the direction of the Board, and on behalf of the District, signs notes, contracts and other official documents.
- Researches District records, when necessary, for information for the District.
- Maintains records of Trustee attendance at Board meetings and informs the President of excessive absences.
- Maintains records of election.
- Ensures that all official documents are safely passed to the next Secretary.

Like all officers, the Secretary has no authority to speak or act on behalf of the Board other than the authority specifically granted in the Laws, by-laws, in this Manual or by resolution of the Board.

2.10. Trustee Orientation and Development

The Board believes that professional development for Trustees is vital to good governance. Therefore, new Trustees shall be given, within thirty (30) days of election, a thorough orientation about the District, Board operations, finance, Board ethics, responsibility and liability. Orientation shall include, but not be limited to:

- Mission statement, long-range/strategic plan, technology plan, and all library policies
- Budget, budget cycle, budget development, and monthly financial reports
- Board Policy Manual, Board By-Laws
- Names and addresses of trustees
- Sample agendas and minutes
- Illinois Open Meetings Act and the Freedom of Information Act
- Committee duties and structure
- Cohesiveness of the Board team
- Quality of the relationship with the Library Director
- A list of websites for such organizations as the American Library Association, the Illinois Library Association, and the Public Library Association
- Election of officers
- Code of Ethics
- Trustees Meeting Schedule
- Conflicts of Interest and Gifts Prohibited
- Confidentiality Agreement

The Board shall also budget for ongoing Board development. The line item shall be used to pay for publications and materials to assist the Trustees in learning the job; training and in-service programs oriented to Board operations; and travel to conferences and conventions that shall assist Trustees in developing their governance skills.

2.11. Board Self-Evaluation

Performance accountability for the Board can only be maintained at a high level through regular self-evaluation of the Board's work. Therefore, the Board shall annually conduct a written self-evaluation of the Board's performance for the past year. The evaluation shall include, but not be limited to:

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| Quality of meetings | Cohesiveness of the Board |
| Progress on the long-range plan | Quality of the relationship with the Library Director |
| Fiscal monitoring | Exercise of vision on behalf of the organization |
| Level of participation in Board Activities by all Trustees | Code of Ethics |
| Committee performance | Conflicts of Interest and Gifts |
| Trustee relations | |

It shall be the responsibility of the President to initiate the Board self-evaluation.

2.12. Board of Trustees' Travel

In all instances, the Board of Trustees will be judicious and reasonable when incurring travel and meeting expenses on behalf of MAPLD

- Authorized travel is defined as travel and meeting expenses on behalf of MAPLD which has been directed or requested and approved in accordance with MAPLD policy or by Board resolution prior to the departure date.
- Authorized travel shall include travel to and from conferences/workshops or system meetings, meals, and hotel room expenses concurrent with such events.
- Airline travel will be booked coach class. Mileage will be reimbursed at the standard federal rate.
- Board members will be reimbursed for out-of-pocket expenses actually incurred. Claimed expenses for lodging, meals, travel, car rental and miscellaneous expenses must be documented by original receipts. Unless specifically authorized by the Board of Trustees, no expenses are authorized not will be reimbursed by MAPLD for expenses of friends, relatives or families accompanying a Trustee on MAPLD business, nor for any non-related business travel or extension of stay beyond completion of the said business.
- At the point of completion of authorized travel, an expense report will be submitted to MAPLD's business office. The report will list, by date and place, all reimbursable expenses claimed, and will be accompanied by the required receipts and invoices. Expenses charged to the MAPLD must be listed on the expense report and accompanied by original receipts.

- Upon completion of the authorized travel, a report must be submitted to the Board to demonstrate completion of the purpose and to share business information with the rest of the Board.
- A majority of Trustees will not be authorized to travel in the same vehicle or on the same airline flight.

2.13. Contracts and Fees for Services.

Both (1) fees for services provided to the District; and (2) contracts for legal counsel, consultants, auditors or other services for the District may be negotiated and executed only:

1. By the Library Director or his or her staff designee in administration of daily operations;
or
2. By the President or other Trustee when designated by a vote of the Board.

Any costs billed to the District as a result of individual Trustees who have contracted for services without the specific authority of the Board, shall be the sole responsibility of the Trustee who made unauthorized contact.

2.14. Legal Counsel

The Board shall annually designate legal counsel to serve the needs of the District. Legal counsel may be requested to attend Board meetings by request of a majority of the Trustees or by the mutual agreement of the President and the Library Director.

2.15. Political Contributions.

Trustees shall not make any direct or indirect political contribution in cash, property or service on behalf of the District. If a Trustee takes an active part in the political process, it must be done at the Trustee's personal expense. The District shall not reimburse anyone for political contributions.

2.16. Political and Legislative Activity.

To ensure that the District supports legislative issues which further the basic interests of those the District serves, and oppose legislative issues detrimental to the District's mission, the following guidelines are established for political and legislative activity:

- The District shall be nonpartisan in political matters, but shall support or oppose Federal, State or local legislative issues as the Board determines necessary and advisable.
- The District shall not directly endorse any candidate or party.
- Employees and Trustees shall not engage, directly or indirectly in partisan activities as representatives of the District, and District funds shall not be used for that purpose.
- Trustees and employees are free, as individuals, to participate in political activity as long as they do not utilize District funds, District time, or the District identity. [50 ILCS 135/1, *et seq.* and 5 ILCS 430/1-1, *et seq.*]
- Trustees and management of the District should be aware that, because of their position, they should exercise discretion at all times to not convey the impression that the District is endorsing a political candidate.
- The Board is responsible for setting legislative goals for the District, and shall review those goals at least annually.

Chapter 3: Meetings of the Board

3.1. General Rules of Conduct for Board Meetings.

- a) Only Trustees, the Library Director, and staff persons designated by the Library Director shall regularly take part in the discussions at Board meetings. Portions of the meeting may be designated for communication from guests or members of the public.
- b) Board meetings begin promptly at the time stated on the agenda. As a matter of courtesy to other Trustees, and to allow meetings to operate in an efficient and business-like manner, all Trustees are expected to be in attendance when the President calls the meeting to order.
- c) Trustees should schedule enough time to be able to attend for the entire meeting. Entering a meeting late or leaving early is disruptive to the meeting.
- d) Standard business casual dress is appropriate for most Board meetings unless announced otherwise prior to the meeting.
- e) Trustees should bring necessary materials with them to the meeting, including the meeting packet sent to all Trustees prior to the meeting. Duplicate materials shall not be provided at the meeting.
- f) Trustees are expected to be courteous and respectful to others at the meeting regardless of disagreements, which are a natural part of Board deliberations. The President shall not tolerate personal attacks or crude language of any kind.
- g) Cell phones should be turned off or switched to vibrate so the meeting is not disrupted.

3.2. Parliamentary Authority and Rules for Board Debate and Discussion.

As set forth in Section V.4 of the by-laws, “the Board shall abide by the most recent edition of *Robert’s Rules of Order* unless procedures are set forth in the Laws, or in these by-laws.”

- a. The President of the Board shall annually appoint one Trustee to serve as the parliamentarian of the Board. The parliamentarian shall be versed in the most recent edition of *Robert’s Rules of Order*, and assist or counsel the President in the application of the most recent edition of *Robert’s Rules of Order*; and, furthermore, serves as an arbiter in the event of procedural disagreements among Trustees.
- b. Motions for action by the Board shall be made in the following manner:

- (1) A Trustee addresses the President
 - (2) A Trustee is recognized by the President.
 - (3) A Trustee begins by saying, “I move that. . . “and states the desired action.
 - (4) Another Trustee must second the motion, or the motion shall die for lack of a second.
 - (5) The President shall restate the motion as, “It has been moved and seconded that . . . “ and repeats the exact motion, then asks if there is discussion of this motion.
 - (6) When the President determines that the issue has been adequately debated, the President or person keeping the minutes shall repeat the exact wording of the motion and then shall ask the Board to vote: “Those in favor of the motion, say ‘yes’ (or ‘aye’); Those opposed to this motion say ‘no’ (or ‘nay’).
 - (7) The President shall state the outcome of the vote and what action shall be taken.
- c. Trustees are encouraged to limit discussion on each issue so that all may address the issue.
 - d. Debate shall be confined to the issue under consideration, and the President is expected to declare extraneous debate out of order.
 - e. All issues under consideration are professional, not personal matters. Personal attacks, abusive language, sarcastic remarks, and derogatory language are never acceptable in the debate of an issue. The President will not tolerate such discussion.
 - f. When a controversial issue is discussed, the President shall ensure equal comment on all sides of the issue.

3.3. Meeting Attendance Requirement.

- a. Trustees shall attend and actively participate in meetings to maintain governance continuity, to be fully informed about the issues on which they shall vote, and to meet their responsibility to contribute to the decisions the Board makes.
- b. Trustees shall strive to attend all of the Board’s meetings, missing only in the event of personal crisis.

- c. If a Trustee is absent from all or part of any meeting, the Trustee is expected to contact the President or Library Director as soon as the need to be absent is known.
- d. Absence by a Trustee without cause from all regular Board meetings for a period of one (1) year shall be a basis for declaring a vacancy [75 ILCS 16/30-25]

3.4. Schedule of Regular Meetings.

As set forth in Section III.5.B., the Board shall generally meet once per month, but in no event shall the Board hold less than five (5) regular meetings each fiscal year. [75 ILCS 16/30-50] So that Trustees can schedule for the meetings well in advance, the specific dates shall be established for the full year at the Board's organizational meeting each year. The Board shall make every effort to maintain those dates for its meetings.

Before the beginning of every fiscal year, the Board shall establish a calendar of events for the fiscal year. The calendar shall list items that regularly require Board action during specific times each year. The calendar shall include, but not be limited to:

- Approval of the budget
- Board development activities and/or teambuilding activities
- Library Director performance evaluation and determination of compensation
- Evaluation of Board performance and/or Board meetings
- New Trustee orientation
- System, State, and National meetings
- Planning retreat
- Board reorganization (appointment committees, seat new Trustees, elect officers)

3.5. Meeting Agendas

One (1) week prior to a meeting of the Board, the Library Director shall give notice to all Trustees that the deadline for requesting issues be put on the agenda is in 48 hours. Following that deadline, the Library Director shall draft an agenda for discussion with the President of the Board, with final approval of the agenda by the President. The agenda and related materials shall be delivered, electronically with printed copies available at the library, to Trustees five (5) calendar days ahead of the meeting.

3.6. Voting at Board Meetings

1. All members of the Board who are present when a question is considered shall vote upon the question unless excused by the other members present or unless disqualified by a conflict of interest.
2. A Trustee who is present at a meeting of the Board at which action is taken on any organizational matter shall be presumed to have concurred in the action taken unless the dissent of the Trustee is entered in the minutes of the meeting. Such dissent shall be indicated by a simple “no” vote on the action.
3. A Trustee **permitted** to attend a meeting by teleconference is entitled to vote as if he or she were personally and physically present at the meeting.
4. Board alternates attending a meeting in place of a Board member will not be permitted.

3.7. Minutes of the Board of Trustees’ Meetings

Minutes of Board meetings are a record of the actions of the Board, not a record of discussion. Minutes of Board meetings shall include:

- Date, time and place the meeting was called to order; and the time the meeting was adjourned.
- Type of meeting – regular, special or continued.
- The name of the presiding officer and those Trustees present.
- The exact wording of all motions, whether passed or failed.

- Disposition of each motion made – passed or failed. (If the vote is by roll call, each Trustee’s` vote shall be recorded by name. No views, protests or explanations from Trustees about the vote shall be recorded in the minutes unless the full Board votes to allow such entries.)
- Notation that financial reports were examined by the Board.
- Committee reports or resolutions may be attached to the minutes if these items provide important clarification for the minutes of the meeting
- Minutes are an official record and shall be kept on file by both the Library Director and the Secretary.

So that Trustees may accurately review the minutes taken of the meeting, copies of the unapproved minutes of each Board meeting shall be distributed to all Trustees within three (3) business days of the conclusion of the meeting.

3.8. Use of Consent Agenda

The Board may utilize a consent agenda at its regular meetings in order to expedite the approval of reports and routine administrative matters. All reports and materials listed on the consent agenda must be provided to the Board in advance of the meeting and Trustees are expected to have read all those materials in advance of the meeting. The District may regularly include the following on its consent agenda:

- Approval of the current meeting’s agenda
- Committee reports which require no action
- Staff reports which require no action
- Other information, of which the Board should be aware, but no immediate discussion or action is required.

Prior to calling for a vote on the consent agenda, the President shall ask the Board if anyone wants an item removed from the consent agenda for discussion. Any Trustee may ask for an agenda item to be moved off the consent agenda in order to have discussion and possible action. The other items remaining on the consent agenda are then collectively voted on with one motion with no discussion permitted.

3.9. Closed Session of Board Meetings

The Board may adjourn to closed session in compliance with the Illinois Open Meetings Act. [5 ILCS 120/1, *et seq.*] Business discussed in the closed session must pertain directly to the stated purpose for closing the meeting. All closed sessions shall be audio recorded.

3.10. Library Director's Access to Closed Session of Board Meetings

The Board seeks to engender a relationship of trust with the Library Director. Consequently, it shall view the Library Director as an equal leader on the Board in all matters brought before the Board, except for voting. However, limited circumstances may arise where an executive session of the Board meeting, without the Library Director in attendance, may need to occur. The Board reserves the right to close sessions of its meetings to the Library Director (and all others) at the Board's discretion.

3.11. Public Board Meetings

The Board shall comply with the Illinois Open Meetings Act. [5 ILCS 120/1, *et seq.*] Regular meetings of the Board shall be open to the public except on the occasion when the Board votes to close the session as allowed, and in the manner prescribed by the Illinois Open Meetings Act.

However, those attending Board meetings, other than the Board and the Library Director, shall be asked to sit away from the Board table in an area designated for visitors to the meeting.

Visitors shall also be asked to refrain from taking part in the Board's deliberations except upon request from the Board, and visitors shall otherwise not disrupt the Board's work.

Board meetings open to the public view should not be confused with public meetings in which anyone is allowed to speak. The Board recognizes in all instances its right to control Board meetings.

Visitors may use the public comment section of the agenda to address the Board or visitors may ask for time on the Board agenda if the request is made to the Library Director at least seven (7) calendar days in advance of the Board meeting. The Library Director and the Board President shall determine if the request to be on the agenda is honored, and how much time shall be allocated to the agenda item.

Chapter 4: Risk Management

4.1. Indemnification of the Board; and Director & Officer Insurance

Any Trustee or employee who is involved in litigation by reason of his or her position as a Trustee or employee of the District shall be indemnified, or “held harmless,” by the District to the fullest extent authorized by the Laws. Indemnification is prohibited where it has been established by an adverse final judgment that a Trustee’s or employee’s acts were committed in bad faith or were the results of active or deliberate dishonesty.

Furthermore, the Board instructs the Library Director to secure Director and Officer (“D&O”) insurance to protect the District, its Trustees and officers. The policy shall insure past and present Trustees and the District against any loss arising from a claim for any actual or alleged wrongful act. Trustees are advised that D&O insurance is not designed to protect any Trustee if he or she has willfully acted in bad faith, been careless, or been deliberately dishonest.

4.2. Loss Limitation.

The Library Director shall limit the threat of financial loss for the District and claims of liability against the District, its Board and staff by taking actions such as, but not limited to:

- Purchase Director & Officer Insurance.
- Insure against embezzlement, casualty losses to full replacement value, and against liability losses beyond the minimally acceptable prudent level.
- Have a thorough review of insurance coverage performed at least every five (5) years by an insurance professional who specializes in library and governmental clients.
- Ensure that all personnel and access to significant amounts of money are appropriately bonded/insured.
- Work with a certified public accountant to ensure there is an appropriate policy of internal controls and segregation of duties in place, and said policy is being implemented accordingly.
- Ensure that facilities and equipment are properly maintained.
- Disburse funds only under controls sufficient to meet the Board-appointed auditor’s standards.
- Ensure off-site backup of all computers and financial records.

4.3. Procurement Policy.

Purchases shall comply with the Laws. Construction, property, buildings, remodeling, repairing, improvements, or equipment exceeding \$25,000 shall only be purchased in accordance with the procedures in the Act. [75 ILCS 16/40-45]

4.4. Internal controls and segregation of duties.

The District shall maintain strong internal controls to reduce the risk of theft, fraud and embezzlement. These controls shall be specified in the District's General Policies Manual and shall include, but are not limited to:

- Background checks shall be performed prior to hiring any employees who may be asked to participate in the collection or disbursement of funds.
- Checks shall be kept in a locked, secured cabinet.
- All online access to bank account and credit card processing shall be password protected.
- The Business Manager shall not be an authorized check signer.
- Any collection of cash shall include counting by at least two (2) persons.
- The bottom line on segregating duties is that no one individual should be responsible for writing and signing checks; and receiving, recording and depositing receipts. Whenever possible, these functions should be assigned to different individuals.

4.5. Whistleblower Protection Policy.

The District shall follow all Laws; and its Board, Library Director and staff shall act in an honest and ethical fashion at all times. In support of these principles, the District has adopted this "whistleblower" protection policy. Pursuant to this policy, any Trustee, officer, employee or volunteer who becomes aware of any violation of Laws, including any financial wrongdoing, shall immediately report the violation to the Library Director to allow the organization to investigate and, if applicable, correct the situation or condition. If the Library Director is involved or is believed to be involved in the matter being reported, employees may, in the alternative, make a report to the President of the Board.

Upon receiving the report, the Library Director or President shall contact legal counsel. An investigation shall be conducted and appropriate action taken within a reasonable period of time.

Such complaints shall be held in confidence to the extent the needs of the investigation permit while the investigation is being undertaken. An investigation which discovers potentially criminal conduct shall be referred to the appropriate law enforcement agencies.

“Financial wrongdoing” may include, but is not limited to:

- Questionable accounting practices.
- Fraud or deliberate error in financial statements or recordkeeping
- Deficiencies of internal accounting controls.
- Misrepresentations to District officers or the accounting department.

If any employee reports in good faith what the employee believes to be a violation of the Laws and/or financial wrongdoing to the Library Director, the Trustees, or to a Federal, State, or local agency or assists in an investigation concerning financial wrongdoing, it is the District’s policy that there shall be no retaliation taken against the employee.

Although the employee is not expected to prove the truth of an allegation, the employee should be able to demonstrate to the person contacted that the report is being made in good faith. Allegations made in bad faith may result in disciplinary action. Employees with questions concerning the confidentiality or appropriateness of disclosure of particular information should contact the Library Director.

Any Trustee, employee or volunteer who in good faith reports any action or suspected action taken by or within the District that is illegal, fraudulent or in violation of any adopted policy of the District shall not suffer intimidation, harassment, discrimination or other retaliation or, in the case of employees, adverse employment consequence.

The confidentiality of any information provided pursuant to this policy shall be preserved to the greatest extent required by the Laws. A copy of this policy shall be distributed to all Trustees, employees, and to volunteers who provide substantial services to the District.

4.6. Crisis Management Plan

Annually the Library Director and staff shall assess the District’s programs, assets and facilities to determine:

- What could cause a crisis?
- What could make a crisis worse?

- What can be done to protect from crises, or lessen damage from crises?
- What can be done to make recovery faster if a crisis occurs?

This annual assessment shall result in the Library Director updating the Crisis Response Plan and educating the Board and staff about crisis prevention and recovery.

Part 1. Crisis Management Team

Designate a Crisis Management Team and ensure that all members of the team have all applicable contact information (home/work/mobile phone numbers, email addresses, etc.).

Members of the team shall include:

- Library Director
- Communications & Marketing personnel
- President
- Maintenance
- IT
- Security
- Finance department

Part 2. Crisis Response Plan

Some crises can be anticipated, such as tornadoes, hurricanes and floods. Other crises, such as financial or personal scandals, cannot be anticipated. When warning is given about a potential pending crisis, precautionary measures should be taken. The first and most important measure is always the safety of personnel, but when that is assured, the following measures should be considered:

- Alert the Crisis Management Team
- The Crisis Management Team shall meet, in person or by phone, immediately upon notification of, or knowledge of a crisis which has the potential to affect the District. It shall be the responsibility of the first team member notified to notify the other members of the team.
- In the event of a weather crisis which could affect the District office or District event:
 - Monitor news reports.
 - Shutdown of master electrical switches
 - Turn off gas
 - Back up computer files
 - Remove as much as possible to a safe location
 - Move valuables to the safest location in the building
 - Cover valuable materials that cannot be moved

- Secure loose object and move them away from windows or glassed-in areas.
 - Tape windows to reduce danger of flying glass.
 - Check supplies stored for emergencies
 - Close the doors to all rooms
 - Locate all staff and determine that they are safe, uninjured, and their families have been notified. A list of District staff members and their contact information shall be attached to the Plan and updated at least annually
 - Ensure that the office environment is completely safe and secure before anyone is allowed to reenter the facilities.
 - Location of computer backup files:
 - Financial/accounting information:
 - Location of safety deposit information and keys
 - Location of architectural blueprints and floor plans of all facilities
 - Secure the assets and records of the District. The team shall assess the security of the facility and determine the necessity of moving records and assets to another secure location. If the facility is not secure, the team shall arrange for transportation of assets and records
 - Essential phone numbers
 - Emergency: 911
 - Non-emergency law enforcement;
 - Hospital
 - Electric power company
 - Gas company
 - Water company
 - Phone company
 - Internet service provider
 - Computer technical support
 - Media
 - Property insurance carrier
 - Salvage and cleanup companies
- Members of the Crisis Management Team shall have a copy of this plan at their residence. A copy of this plan shall be on file at the District's administrative office and on the District's website.
 - The Library Director shall be the spokesperson of record. If he or she is incapacitated, then the Assistant Director shall be the spokesperson.
 - Communicate via email or other appropriate channels to members what is occurring, who is in charge, and what actions are being taken.

4.7. Record Retention and Destruction Policy

The District shall retain records for the periods required by the Laws and specified below and, subsequently, destroy such records after the period has elapsed. [50 ILCS 203/1, *et seq.*]

| RECORD CATEGORY | SUGGESTED PERIOD OF RETENTION |
|--|---|
| <p>Affirmative Action/EEO</p> <ul style="list-style-type: none"> • Affirmative Action Programs (minority/female) • Affirmative Action Programs (veteran/disabled) • Applicant/hiring data associated with Affirmative Action Programs • EEO-1 • VETS 100 Report • VETS 100A Report | <ul style="list-style-type: none"> • Retain plans for current year plus prior year • Retain current year plus two prior years • 4 years • One year (government contractors should retain for three years; past 10 years of reports are typically available on EEOC's website for an employer to download prior year reports) • 2 years • 1 year |
| <p>Personnel Records (Individual)**</p> <ul style="list-style-type: none"> • Employee service records (employee name, hire date, term date, job title) <ul style="list-style-type: none"> • Performance appraisals • Status changes • Test results (aptitude) • Training/education records • Discipline/awards | <ul style="list-style-type: none"> • Length of employment + 7 years |
| <p>General HR Information</p> <ul style="list-style-type: none"> • Job descriptions • Employee handbooks/manuals | <ul style="list-style-type: none"> • 4 years • 4 years |
| <p>Hiring Documents</p> <ul style="list-style-type: none"> • Advertisements/job postings • Application (not hired) • Certificate of age (minors) • I-9 forms • Interview notes | <ul style="list-style-type: none"> • 4 years • 4 years • 3 years • 3 years after hire or 1 year after termination, whichever is later (Every <i>current</i> employee should have an I-9) • 4 years |
| <p>Leave Documents</p> <ul style="list-style-type: none"> • Family and Medical Leave (including related medical information, dates of leave, any leave designated as FML, copies of employee notices and documents, records of benefit payments, basic employee data, records of any disputes concerning FML leave) | <ul style="list-style-type: none"> • 3 years |

| | |
|--|--|
| <p>Employee Benefits</p> <ul style="list-style-type: none"> • Summary plan descriptions, annual reports, plan amendments (ERISA covered benefits) • Medical examinations/other medical information • HIPAA privacy documentation (training, investigations, accountings, privacy policy and procedures) • Pension payments/records • Pension plan documents • Service/eligibility records | <ul style="list-style-type: none"> • 6 years • 3 years after death • Permanent • Permanent |
|--|--|

| RECORD CATEGORY | SUGGESTED PERIOD OF RETENTION |
|--|---|
| <p>Safety Records</p> <ul style="list-style-type: none"> • Drug/alcohol testing reports (CDL drivers) • Hazardous Communication Safety Data Sheets (SDS) (Formerly MSDS) • Incident reports (Form 101/301) • OSHA logs • Annual Summary | <ul style="list-style-type: none"> • 1 year (negative results); 5 years (positive results) • Duration of employee's employment + 30 years from date substance last received in workplace • 5 years from the end of the calendar year the report covers • 5 years following the year records pertain to • 5 years following the year records pertain to • 3 years (from date of disablement) |
| <p>Salary Records</p> <ul style="list-style-type: none"> • Earnings records <ul style="list-style-type: none"> ○ Payroll ○ Timecards/sheets • Garnishments/deductions/ assignments • Unclaimed Wages • Tax Records (Amounts of wages subject to withholding, actual taxes withheld, withholding forms) | <ul style="list-style-type: none"> • 5 years • 5 years • 1 year • 4 years from date tax is due or paid |
| <p>Terminated Employees</p> <ul style="list-style-type: none"> • Personnel files • I-9 forms • Employment contracts | <ul style="list-style-type: none"> • 7 years • 3 years after hire or 1 year after termination, whichever is later • 10 years |
| <p>Union-Related Documents</p> <ul style="list-style-type: none"> • Grievance/arbitration records • Expired collective bargaining agreements | <ul style="list-style-type: none"> • Term of affected collected bargaining agreement + 10 years • Permanent |

Chapter 5. Library Director

5.1. The Library Director's Position Description and Role in the Organization

Pursuant to the powers granted to it in the Act and the District's bylaws, the Board may hire a Library Director to serve as the paid chief executive officer of the District. [75 ILCS 16/30-55.35] The Library Director is subject to the Laws, as well as the District's by-laws and policies. He or she is an employee of the Board. The Library Director is accountable to the Board as a whole. The Library Director shall, at the direction and under the supervision of the Board be responsible for the active administration of all daily affairs and business operations of the District including:

- Devote time and energy effectively to the position and, in doing so maintain high standards of ethics, honesty and integrity in personal and professional relationships.
- Professionally implement the mission of the District and the policies of the Board.
- Ensure that all government and legal requirements of the District are met.
- Recommend policies to the Board and/or assist the Board in the formulation of policies for the effective and economical operation of the District and its programs.
- Develop and recommend to the Board, specific, written, long and short-range plans for the development of programs and services, and drive the ongoing implementation and review of those plans by the Board, staff and committees.
- Evaluate the services being provided by the District in relation to specified goals and standards, and recommend modifications, where appropriate.
- Provide executive communication/counsel to the Board on such matters as relevant trends; material external and internal changes and the assumptions upon which any Board policy has previously been established; submission of monitoring data in a timely, accurate and understandable fashion; directly addressing provisions of the Board policies being monitored; marshaling as many staff and external points of view, issues and options as needed for fully informed Board choices.
- Interpret trends in the field of service in which the District is engaged by maintaining involvement in the professional field as a whole.
- Understand the financial needs of the District and provide quality day-to-day management of all assets. The Library Director shall ensure that District funds are spent

appropriately, always in the best interest of those served. Furthermore, the Library Director shall provide to the Board accurate, understandable financial reports on a regular basis.

- Prepare budgets and be accountable for control of those resources once approved.
- Hire, train, direct, evaluate, discipline and terminate employees; and furthermore, oversee and keep a healthy and diverse workforce.
- Determine individual staff compensation within the budget allotted by the Board.
- Maintain appropriate relations with the Board and various committees, and keep them informed.
- Assist with orientation and training programs for the Board.
- Promote active and broad participation by volunteers in the District's work.
- Communicate with Trustees and the public, and maintain appropriate relations with other professional organizations.
- Create sound working relationships with related leaders and organizations, or applicable government bodies.

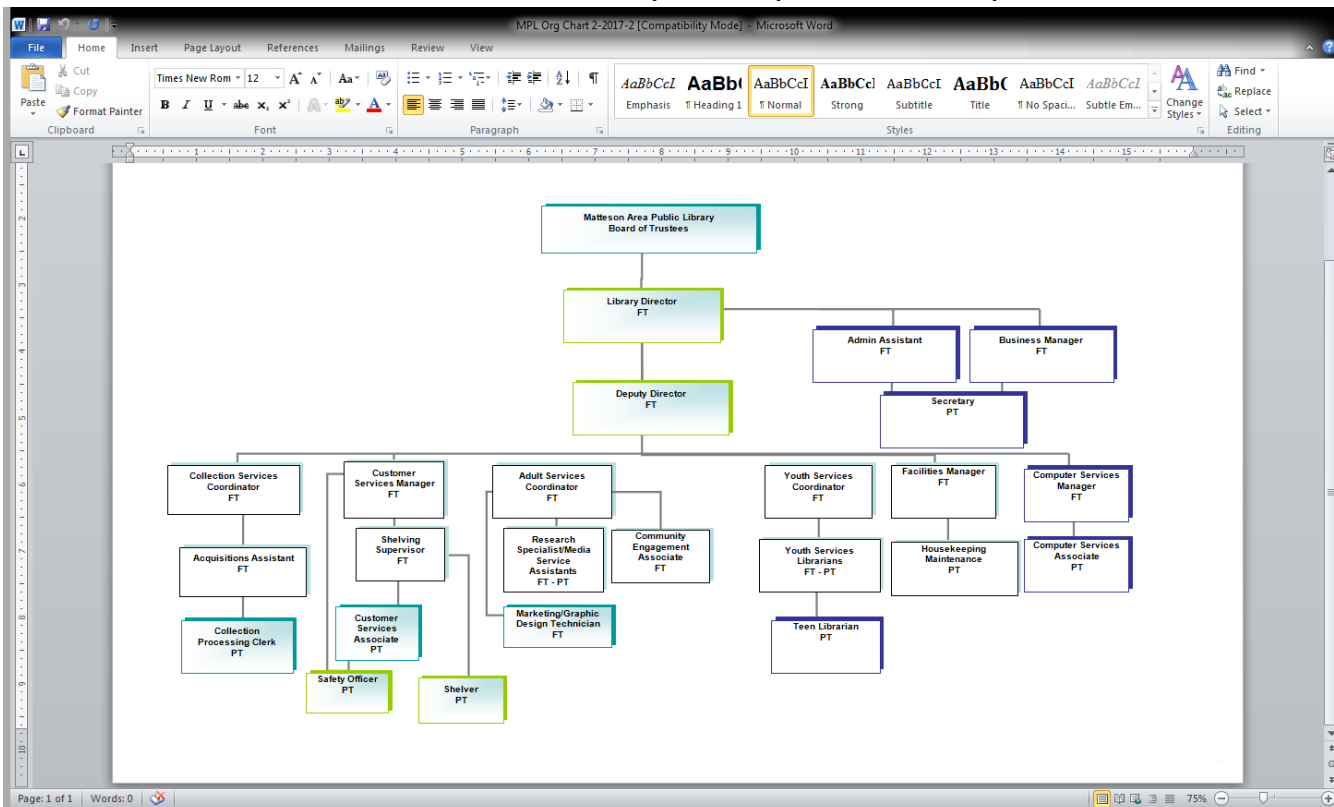
Acting with the authority granted above, the Library Director may not perform, allow or cause to be performed any act which is unlawful, insufficient to meet commonly accepted business and professional ethics, in violation of funding source requirements or regulatory bodies, or contrary to explicit Board constraints on executive authority.

5.2. Board-Library Director Relationship.

The Board recognizes and maintains the following guidelines in its relationship with the Library Director:

- The Board shall approve policies and long-range plans and programs for the District, and delegate authority to the Library Director to execute and carry out the policies, plans and programs. The Library Director shall be responsible for hiring capable personnel within the limitations of Board policy and budget constraints, determining the appropriate compensation, training, supervision, discipline and termination if necessary.

- Trustees shall refrain from individually discussing management and personnel issues with personnel other than the Library Director.
- Authority for management of the District shall be through the Board to the Library Director, then to other personnel. The Board recognizes that efficient management can exist only through mutual understanding and cooperation between the Board and the Library Director. The Board also recognizes that the Library Director is accountable to the Board to show results, but the Library Director cannot perform well and show good results if not given latitude to exercise independent judgment in executing Board policy. Therefore, the Board grants that latitude of judgment and discretion and expects full accounting of performance from the Library Director.
- The Board recognizes its position as the employer of the Library Director and shall be responsible for an annual evaluation of his or her performance. The evaluation shall be for the purpose of improving the Library Director's performance and to provide a basis for consideration of the Library Director's salary for the next year.
- The Library Director's employment with the District may be terminated for cause upon written notice to the Library Director.
- No individual Trustee, officer or committee has any authority over the Library Director.



5.3a. Performance Evaluation of the Library Director

As the employer of the Library Director, the Board shall regularly evaluate the work performance of the Library Director.

- A. The Board empowers the Personnel Committee to facilitate the evaluation of the Library Director, but the entire Board shall have an opportunity for input on the evaluation.
- B. Compensation of the Library Director shall be determined after completion of the evaluation. Any increase in compensation shall be effective beginning with the pay period in which the Library Director's employment anniversary date falls.
- C. The evaluation process shall begin with a review of the Library Director's current job description to determine accuracy and appropriateness. Then an evaluation checklist based upon the job description and organization objectives shall be developed and used. Trustees shall be asked to rate the Library Director's performance against bottom line indicators such as:
 1. Fulfillment of the job description
 2. Relationship with the Board
 - Communicates effectively with the Board, both orally/in writing
 - Informs the Board on pertinent legal/significant matters in a timely manner
 - Provides information/recommendations needed to establish policies and make decisions
 - Provides information in Board packets that aid members to conduct business, understand trends and set policy
 - Interprets and executes Board policy
 - Assist with new Trustee orientation and continuing Board development
 3. Financial Responsibility
 - Understands and supervises the financial accounting programs for the library
 - Understands the needs of the library and limitations of the budget, i.e. monies are well spent and the library remains solvent
 - Effectively works with the Board to establish priorities and ensure the budget reflects those along with the strategic plan
 - Provides financial reports that are a clear and concise depiction of the library's financial position

4. Facilities Management

- Ensures the library interior/exterior is always clean, safe and well maintained
- Determines and resolves, in a timely fashion, all issues related to maintenance and upkeep of the facility, equipment, supplies and assets
- Provides good signage within the library to help patrons access various areas of service
- Provides exterior signage that is clear and visible allowing community members directions to the library facility
- Asset Management (Building or land management)
- Provides information and direction on solutions to increase the value of specific assets

5. Organizational leadership

- Implements and conveys to staff and community, the mission of the library
- Understands and acts on the needs of our patrons
- Represents the library well to community members, the public and others
- Displays interpersonal effectiveness

6. Library Services

- Works with staff and the Board to provide the library programs and services which meet current public needs and anticipates changes in public demand
- Determines public feedback regarding quality and scope of the library collection and services on a regular basis
- Ensures high quality service to every member of the community
- Determines the effectiveness of service design and deliver and provide for ongoing continuous improvement

7. Staff Relationships and Management

- Hires well qualified, diverse and skilled individuals
- Delegates authority and responsibility appropriately
- Promotes an environment of cooperation and teamwork for positive results
- Cross trains personnel to provide backup coverage to enhance overall staff ability
- Identifies staff strengths and weaknesses and works with them for improvement

- Creates opportunities for staff development and encourages professional growth

8. Promotion and Fundraising

- Provides leadership and support for fundraising activities

9. Crisis Management

- Plans and prepares for any potential danger or threat that will impact the library in a significant way

10. Community and Professional Relationships

- Partners with outside resources to develop programs to meet current public needs
- Effectively interacts with local officials, library attorneys, consultants, system and consortium groups to ensure operations are carried out effectively
- Works as an advocate for the library before all levels of government, patrons, the community and general public

11. Professionalism and Image

- Maintains an image that reflects positively on the library
- Exhibits consideration and professionalism in all dealings with the public

12. Strategic Plan Goals

- Ensures efforts are ongoing
- Ensures that the entire staff is fully engaged
- Plans and prepares for the two updates on progress during the fiscal year
- Informs the Board of goals that have been accomplished and others that will need to be added to the following year
- Develops a Succession Plan and updates it on a two-year cycle

D. The Library Director shall complete a self-evaluation based upon the same categories.

E. From the input of all participating in the review, a consensus opinion shall be compiled. A single joint review shall be presented to the Library Director. The Library Director has the right to respond to the review verbally and/or in writing. The Library Director has the right to discuss the results of the review with the Board. Dialogue between the Board and the Library Director is encouraged to help address any problems in a candid and professional manner.

- F. The final agreed-upon evaluation shall be signed by both the Library Director and the President. A copy of the evaluation shall be given to the Library Director, and the original evaluation shall be kept on file.

5.3b. Compensation of the Library Director

The Library Director's compensation and adjustments to that compensation shall be:

- Determined by the Board acting upon a recommendation of the Personnel Committee. The process and justification for the compensation and adjustments shall be documented in minutes of the Personnel Committee.
- Based upon the experience and skills of the Library Director demonstrated at the time of hiring, and adjusted accordingly as experience and skills increase over time.
- Based upon objective data for similarly qualified persons in comparable positions; determined in part through a study of resources from entities such as the Illinois Library Association and the American Library Association.

Chapter 6. Finances

6.1 Fiscal Year.

The District fiscal year shall be from the first day of July to the last day of June.

6.2 Accounting

The District shall utilize generally accepted accounting practices that are required and/or recommended by regulatory or lending agencies and the District's auditor. The accounting practices and procedures used shall allow for adequate management of the District's revenues and expenses, and shall provide adequate systems of monitoring by the Board as well as outside auditors. All records shall accurately reflect the District's revenues, expenses, assets and liabilities. The Library Director shall create and implement a policy of internal controls and segregation of duties that is satisfactory to both the Board and the qualified certified public accounting firm which performs the annual audit of the District's financial records.

6.3. Budget.

The District's budget shall be adopted and comply with the Laws, including the Illinois Municipal Budget Law [50 ILCS 330/1, *et seq.*] An annual operating budget shall be prepared by the Library Director and presented to the Board for approval at least sixty (60) calendar days prior to the beginning of the next fiscal year. The budget shall reflect the cost of carrying out the programs and services of the District for the next fiscal year, and anticipated revenues of the District.

The budget shall be viewed by the Board as its financial plan for the District. Approval of the budget by the Board shall provide authority to the Library Director to manage the District's finances according to the plan without seeking further approval of the Board. However, the Library Director shall keep the Board well informed of the ongoing status of the financial plan, and shall not make significant expenditures outside of the Budget plan without seeking Board approval to amend the budget.

6.4. Audit.

The District's audit shall comply with the Laws, including the Illinois Governmental Account Audit Act, [50 ILCS 310/0.01. *et seq.*] An annual audit of finances shall be conducted by an independent auditor appointed by the Board. The Board and staff working together shall:

- Seek competitive bids for auditing services at least every three (3) years
- Work with the auditor to determine the scope of the annual audit.
- Review the independent auditor's management letter regarding the audit.
- Ensure that the outside auditor reports to the full Board after the annual audit.
- Define areas of risk, and recommend financial policies to prevent fraud in those areas of risk.
- Ensure that controls are in place so that assets are protected, transactions are authorized and appropriately recorded, and that management and staff are in compliance with regulations and the Laws.

6.5. Financial Reports.

Reports reflecting the District's financial condition shall be presented to the Board no less than quarterly. These financial reports shall include:

- A statement of financial condition
- A statement of revenue and expense which shall include a year-to-date comparison with the previous year and the budget.
- A statement of cash flow.

6.6. Loans and Grants from the District

Loans and grants from the District's funds shall be in compliance with the Laws. There shall be no loan or grant of the District's funds to any Trustee, Library Director, staff, or any of their relatives.

6.7. Check Signing.

Checks and other drafts of the District shall be signed by designees with signatory power as set forth in Section V.8 of the by-laws.

It is the responsibility of the Library Director to ensure that signatures may be obtained from appropriate signatories so that payment can be made on obligations of the District. It is also the responsibility of the Library Director to ensure that adequate controls and safeguards have been established to ensure disbursement of funds only for proper purposes.

It is the responsibility of all check signers to ensure that there is adequate documentation, consistent with good internal control, for valid payment of checks they sign.

6.8. Contracts.

Subject to limitations in the Laws, and Section 4.3 of this Manual, the Library Director may approve service agreements and contracts that cost less than \$25,000 annually or over the contract life. The Library Director may also approve agreements which continue the same service level and cost from a prior contract. These agreements must be executed within the approved budget line item spending limits. All other contracts must be approved by the Board before becoming valid. New contracts which cost more than \$100,000 annually or over the contract life shall require an attorney review and opinion to assure the agreement is legally sound and that the District's interests are protected.

All service agreements and service contracts shall be awarded on the basis of cost, experience, merit, and references. No contracts may be written or awarded to employees or Trustees or their immediate family. At a minimum, all contracts must contain the purpose, effective dates, authorized signatures, amount to be paid, how liability risks are covered or met, and services to be provided to the District.

6.9. Bad Debts Owed to the District.

- a. If the total receivable from any one individual or organizations is \$300.00 or less, the Library Director may authorize the debt to be written off if he/she believe the debt is uncollectable.
- b. Write-offs of debts over \$300.00, which the Library Director believes are not collectable, may be authorized only by a majority vote of the Board.
- c. Delinquent accounts may be assigned for collection to either legal counsel or a collection agency, or taken to small claims court, as the Library Director deems appropriate. Collection efforts shall continue even after write-off until actually collected or the attorney, collection agency or small claims court deems further efforts shall be futile or not cost-effective.

6.10 Investment Policy Statement

The District is a 170 (c) (2) non-profit entity with access to a 501(c) (3) and shall be operated exclusively for charitable and educational purposes as provided for in the Internal Revenue Code. The District's public funds shall be invested in compliance with the Laws, including the Illinois Public Funds Investment Act [30 ILCS 235/0.01, *et seq.*] The purpose of this investment policy statement (IPS) is to assist the Board in effectively supervising, monitoring and evaluating the investment of the District's assets. The Finance Committee shall review this IPS annually and shall monitor investment performance on a quarterly basis; and subsequently make recommendations to the Board for any necessary modifications.

Statement of Objectives

The Board has adopted this formal policy for investing its reserves to protect the principle amount while producing growth consistent with the Board's tolerance for risk. The primary investment objectives are to preserve and protect assets by earning total return appropriate to the District's time horizon, liquidity needs and risk tolerance; while at the same time providing liquid reserves adequate to meet the District's cash flow.

The Finance Committee may recommend contracting with a qualified investment professional or firm to advise and assist with the implementation of this IPS. Care shall be taken to incur investment fees that are reasonable in relation to the assets. As it monitors the investment of funds, the Finance Committee shall consider factors such as general economic conditions and trends, tax ramifications and cash flow requirements.

Insurability

Assets shall be monitored and transferred within the District's bank and investment accounts in such a way as to avoid or minimize balances which exceed applicable FDIC, SIPC or bank insurance limits. When maintaining balances above applicable FDIC insurance limits, the District shall require financial institutions to purchase Treasury Bonds to cover any and all amounts that exceed the FDIC insurance limit.

Chapter 7: Public Communications

7.1. Authorized Spokespersons.

In most instances the Library Director or the Library Director's staff designee shall serve as the authorized spokespersons of the District. The President serves as spokesperson of the Board.

Individual Trustees may not speak to the public or the media on behalf of the Board unless authorized by the Board to do so. When speaking about the District or about Board action, Trustees should be careful to define when their remarks represent personal opinion and when their remarks represent official Board position. Trustees must be aware that they are always seen as Trustees even when they designate comments as personal.

7.2. Requests for Information from the District.

The District shall comply with all Laws regarding requests for information and documents, including the Illinois Freedom of Information Act. [5 ILCS 140/1. *et. Seq.*]

- All requests for documents and information made to the District, other than routine public information, about the District shall be channeled to the Library Director for a decision about releasing that information. If there is a question about the appropriateness of releasing any information, the Library Director shall seek advice from the Board.
- Information discussed in a closed session or executive session of the Board shall not be revealed.
- Matters considered confidential under Laws shall not be released.
- Information about legal matters that might have an adverse effect on the District shall not be released.
- The District's mailing list and email list shall not be revealed, distributed, released or used except for proper District business purposes.

7.3. Board Correspondence.

Correspondence on behalf of the Board shall be approved by the Board or its President. Except when otherwise designated by the Board, or legally required to be sent out over the Treasurer's name, all correspondence from the Board shall be over the President's name. Correspondence

from the Board shall be prepared by the Library Director or his or her staff designee as directed by the Board.

7.4. Response to Complaints.

When a Trustee is contacted by a patron or someone from the general public who has a concern or complaint about the District or persons within the District, the Trustee shall follow these procedures:

- Remember that individual Trustees have no power or authority to speak or act for the full Board.
- Listen to the person's concern.
- Express a desire to reach a satisfactory solution.
- Explain that the Board and management have established a process for handling concerns which starts with the person most immediately responsible. Suggest that the concern be discussed with the person immediately responsible.
- Refer complaints to the official complaint form available from the Library Director's office.
- Assure the person that the President and Library Director shall be informed of the concern.
- Ask the person to report back to you about the progress or resolution of the concern, if desired.
- Inform the President and Library Director of the complaint or concern.

7.5. Annual Report.

Each year, the Library Director or staff designees shall assemble and distribute an annual report regarding the District. The annual report may contain:

- Report from President
- Report from Library Director

- Highlights of the year

The annual report shall receive wide distribution, which may include Board, staff, constituents, news media and funding sources. Target dates for publication of the annual report shall be three (3) to four (4) months after the close of the fiscal year. Funding shall be budgeted to ensure the policy shall be carried out.

7.6. Affiliations.

From time to time, the District may choose to affiliate with other organizations. Official organizational affiliations require the approval of a majority vote of the Board.

Chapter 8. Volunteers and Committees

8.1. Use of Volunteers

Volunteers are a valuable supplement to the work of Board and staff. The Board encourages that volunteers be used, when possible, to enhance District programs and services. The following policies shall apply to all volunteers:

1. All volunteers shall receive an orientation wherein their roles shall be clearly defined, and adequate training shall be provided about safety, security, and the mission of the District.
2. A background check shall be completed when the Library Director determines that the volunteer function requires it.
3. All volunteers who may have access to confidential information about organizational programs or services shall be required to sign a confidentiality statement.

8.2. Committee Purpose and Accountability.

Pursuant to Section VI.2. of the by-laws, the District has three (3) standing committees: “Building, Grounds and Equipment,” “Finance and Insurance,” and “Personnel and Policy.”

Pursuant to Section VI.3 of the by-laws: “The President may create and appoint a chair and members, selected amongst the Trustees, to *ad hoc* committees for specific purposes as the business of the Board may require from time to time. Each *ad hoc* committee shall be considered to be dissolved upon the completion of the purpose for which it was appointed and after the *ad hoc* committee’s final report is made to the Board.”

Committees and other volunteer work groups exist to assist the Board in the implementation of programs and services; and/or investigation or analysis of special issues on behalf of the Board. The Board shall annually review the work of each committee and the President shall determine which committees shall be reappointed and which committees shall be abandoned as no longer necessary.

Committees are a subsidiary of the Board, and shall be expected to report their work to the full Board on a regular basis. Committees may not speak or act for the Board except when formally given such authority for specific and time-limited purposes. Expectations and authority shall be carefully stated to not conflict with authority delegated to the Library Director. As such, committees do not exercise authority over staff which is the responsibility of the Library Director.

8.3. Committee Appointment.

Per Section VI.2 of the by-laws. “appointments to standing committees shall be made by the President annually following the reorganization of the Board.” Per Section VI.3. of the by-laws, the “President may create and appoint a chair and members, selected amongst the Trustees, to *ad hoc* committees for specific purposes as the business of the Board may require from time to time.”

8.4. Duties of Committee Members.

Duties of the members of individual committees and task forces shall vary, but certain basic responsibilities remain the same for all volunteer work groups. Those responsibilities include:

- Attending all meetings of the committee to which the person is assigned.
- Preparing for committee meetings by studying the agenda and researching issues to be discussed at committee meetings.
- Actively participating in discussions at committee meetings.
- Following through promptly on any assignments for the committee.
- Supporting committee recommendations before the Board and stakeholders.

8.5. Staff Support for Committees.

Per Section VI.1. of the by-laws, the “President and Library Director are *ex-officio* members of all committees, and the Director shall not have any vote as *ex-officio* member.” The Library Director may designate a staff member to serve on a committee in the Library Director’s place as an *ex-officio* member. The Library Director or staff member shall provide the following support to the committee:

- Maintain committee rosters.
- Prepare meeting agendas
- Prepare, post and mail notices of committee meetings, agenda packets and other materials as required.
- Arrange committee conference calls when necessary.
- Record the minutes of the committee meetings.
- Maintain permanent committee files.

8.6. Guidelines for the Committee Chairperson

The committee Chairperson shall be expected to lead the committee just as the President is expected to lead the Board. The committee Chairperson is accountable for ensuring the productivity of the committee by:

- Planning the agenda for the committee meetings in collaborations with the staff liaison.
- Ensuring that all members of the committee are notified of committee meetings.
- Convening committee meeting and keeping meetings on track.
- Appointing a member of the committee to keep written minutes of committee actions.
- Encouraging the committee to take action on the issues discussed by the committee.
- Ensuring that reports and recommendations for action from the committee are presented to the Board.
- Leading the committee to evaluate its own operations.
- Coordinating meeting dates to avoid conflict and to ensure completion of staff support and research for the committee.

8.7. Removal of Committee Member.

Any member of any committee or task force may be removed from any such committee at any time, with or without cause, upon the passage of a motion by the majority of the Board.

8.8. Finance Committee.

The Finance Committee shall assist the District in providing prudent management of and clarity about the District's finances.

Duties of the Finance Committee include:

- Review the proposed budget drafted by the Library Director prior to it being presented to the Board.
- Assist the Library Director in presenting the proposed budget to the Board.
- Study regular financial reports to identify trends and warning signs, measure performance against benchmarks, and provide an analysis on the financial health of the organization to the Board.
- Recommend investment policy based upon the goals, risk tolerance and spending plans of the Board.
- Review the sources of funding for the organization to ensure stability.
- Perform other duties related to financial matters as requested by the Board.
- Recommend to the Board the appointment of the independent outside auditor.

Chapter 9. Personnel

9.1. Personnel Policies.

Appropriate and complete personnel policies shall be adopted by the Library Director and reviewed by legal counsel for accuracy and completeness. The Library Director shall annually report to the Board whether all the District's personnel policies have been reviewed and updated.

Personnel policies are published in a separate Personnel Handbook. All employees shall be given a copy of the most recent and updated Personnel Handbook, and shall sign an acknowledgment of receipt of the Personnel Handbook. Implementation and administration of all personnel policies are the responsibility of the Library Director.

Personnel policies require Board approval only if they will have a financial implication upon the District's resources.

9.2 Professional Memberships.

The Board recognizes the importance of employees staying current in fields related to their employment and the importance of maintaining professional status. Therefore, the District may pay for the cost of professional memberships for employees within the limits of the budget and provided such membership is in the best interest of the District.

The District may also pay the cost for employees to attend meetings related to their professional memberships if the meeting is judged to be in the best interest of the District.

Requests for reimbursement must be made to the Library Director and be given prior approval by the Library Director.

9.3. Nepotism.

Trustees and members of their immediate families may not be employed by the District, except by a vote of a majority of Trustees then serving in office. Members of the immediate family of the Library Director may not be employed by the District, except by a vote of a majority of Trustees then serving in office. The term "immediate family" is defined as the relationship of spouse, parents, children and siblings.

9.4. Equal Employment Opportunity.

The District shall comply with all Laws regarding equal employment opportunities. The District's organizational policy is to promote equal employment opportunity and continue the District's practice of non-discrimination in all employment matters. Applicants to and

employees of the District are protected from discrimination on the following bases: age, race, color, religion, creed, sex, sexual orientation, disability, marital status, medical condition, pregnancy, or national origin. All organizational social and recreational programs shall be administered on a non-discriminatory basis.

In its hiring practices, the District shall publicize position openings as follows:

- By bulletin board notification to employees of the vacancy, inviting submission of a written summary of qualifications for supervisor's consideration.
- The position may also be publicized to the general public. All hiring and promotional decisions shall be made on the basis of valid, written job requirements set forth in the appropriate position description or vacancy posting.

9.5. Sexual Harassment.

This policy is part of the Personnel Handbook, but it is also included in this Manual because its principles are applicable to Trustees in their interactions with the Library Director and the staff.

Sexual harassment undermines the integrity of the work environment and shall not be tolerated within the District. Sexual harassment may include words as well as acts, sexual advances, offensive touching and offensive or derogatory sexual comments. All such conduct is forbidden particularly when:

- Submission to such conduct is explicitly or implicitly made a condition of employment.
- Submission to or rejection of such conduct by an individual is used as a basis of employment decisions affecting the individuals.
- Such conduct has the purpose or effect of substantially interfering with an individual's work performance, or creating an intimidating, hostile or offensive work environment.

Any person, who believe that he or she has been subject to sexual harassment by a supervisor, fellow employee, Trustee, or any person calling upon the District, should contact his/her supervisor or the Library Director. If the person believes the Library Director is the cause for a sexual harassment complaint, the complaint should be directed to the President. All sexual harassment complaints shall be promptly investigated. Where harassment is found to exist, immediate corrective action shall be taken.

9.6. Employee Grievance Procedure.

This policy is part of the Personnel Handbook, but it is also included here in this Manual to make it clear to all Trustees that they can refer employees to the grievance procedure, and that the Board is not involved in the grievance procedure.

The objective of this policy is to promptly and harmoniously resolve grievances, and to facilitate communication among employees. This policy applies to all regular District employees.

The definition of a grievance is: “A dispute by an employee that involves questions of interpretation or application of wages, hours, terms and conditions of employment or disciplinary actions. Probationary employees may not grieve termination from their positions.”

The employee grievance process shall follow these steps:

- Step 1: The employee shall present the grievance verbally to his/her immediate superior within five (5) working days of the alleged violation or the date the employee becomes aware of the alleged violation, whichever is later. The superior receiving the complaint shall attempt to resolve and implement the resolution and respond to the employee in writing no later than five (5) working days from the date the employee brought the complaint.
- Step 2: If the grievance is not resolved in Step 1, the employee may submit a written grievance to the Library Director within seven (7) working days of the date the response from step one was due or received, whichever comes first. The Library Director shall have fourteen (14) working days from receipt of the written Step 2 grievance to investigate the matter and respond in writing to the grievant.
- The Library Director’s written response shall be the final disposition of the grievance. Staff grievances may not be appealed to the Board unless the grievance is against the Library Director directly.

9.7. Chain of Command.

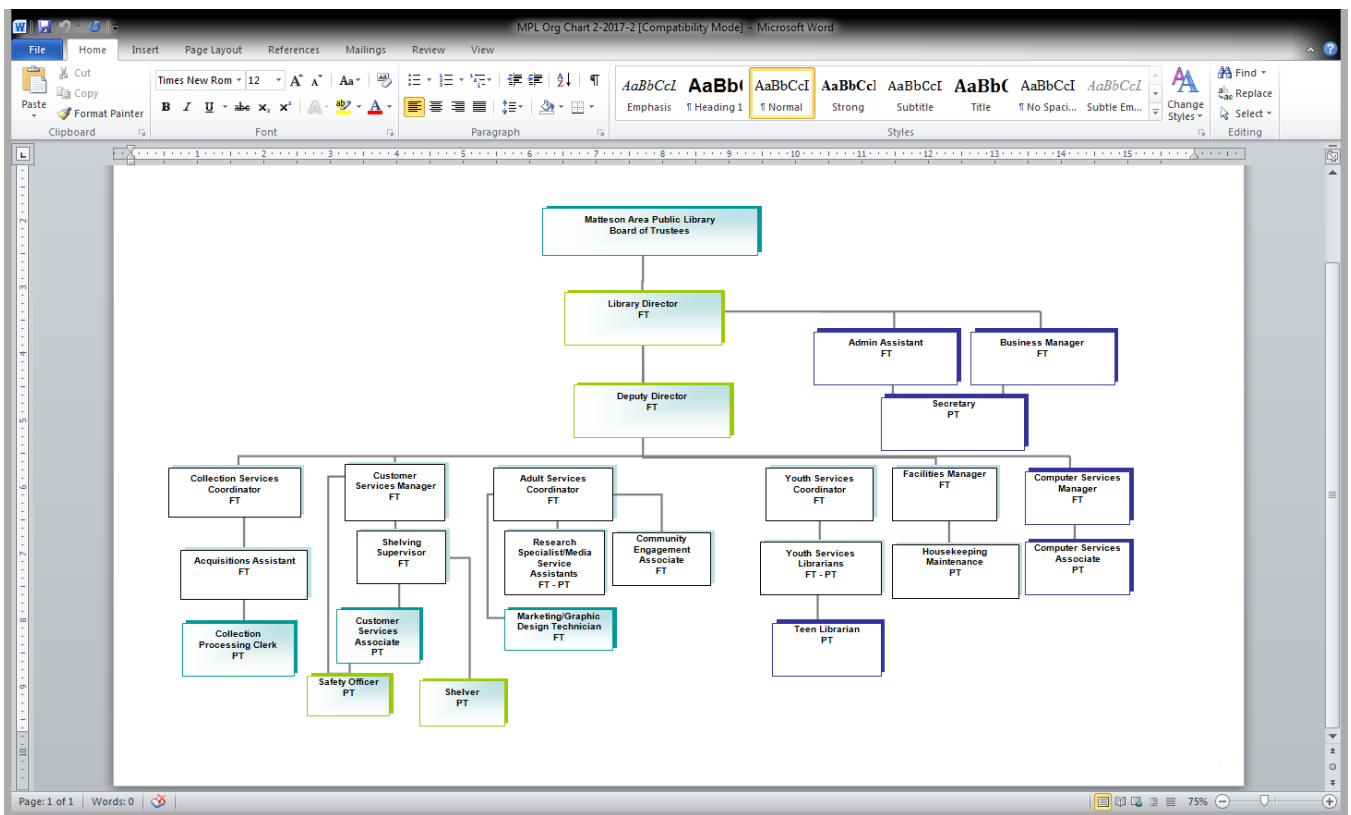
The Board is concerned about the needs and success of staff, and shall work through the chain of command to facilitate the success of all staff.

The Board expects all staff to respect and follow the chain of command when registering complaints, making suggestions and in any other way communicating with the Board about the business of the District. Staff members who take complaints, requests, criticism or other organization business directly to the Board or to individual Trustees without working through the

Library Director shall be considered insubordinate and subject to disciplinary measures by the Library Director.

The Board expects all Trustees to respect and follow the chain of command when communicating with staff about the business of the District. Trustees shall not take complaints, suggestions, requests or demands to the staff except through the Library Director. When a Trustee receives a complaint or suggestion from a staff member other than the Library Director, the Trustee shall remind the staff member of the policy about following the chain of command. The Trustee shall also report the staff communication to the Library Director.

This policy does not preclude Trustees and staff from communicating and working together on regular organizational business, such as through the District’s committee or task force structure. However, staff ultimately answers to the Library Director, not the Board, Trustees, committees or committee chairs.



9.8. Telecommunications and Computer Use.

The District reserves the right to monitor, access and disclose the contents of employees' and Trustees' electronic and/or telephone communications (including email and voice mail) made on District time using District resources, but shall do so only when it has a legitimate business need. The issuance of a password or other means of access to the computer or voice mail systems is to assure appropriate confidentiality of the District files and information. The issuance of a password DOES NOT guarantee privacy for personal or improper use of the District's equipment and facilities. The computer system (including email) and phone system are the District's property and are subject to viewing or inspection by District officials.

All Trustees and employees are expected to operate and use the District's computer and phone systems for the legitimate business of the District. Trustees and employees are prohibited from installing personal programs or applications on the District's computer system. The District's telephone and computer systems are not to be used for the transmission of personal or commercial advertisements, solicitations, or any other unauthorized personal use. Proper personal use of computer equipment, software, and the telephone is permitted when personal use does not interfere with expected work performance or violate any applicable policy, rule, or law.

The District has the right to monitor, view, handle, store, manage, or use for any purpose email, voice mail, or any other electronic information processed on the District's equipment. Derogatory, explicit, obscene, sexual or any other inappropriate material is expressly prohibited on the District's equipment, and employees who violate this policy are subject to discipline, including termination of employees.

Trustees and employees who use their own computer devices for District purposes may not transfer any document to that personal computer which contains any personnel information, patron records or financial records. This shall apply to all devices such as portable computers, tablets, and smart phones.

Trustees and employees using their personal telephones for District purposes may find that telephone subject to search specific to District-related matters. When personal phone calls, texts or emails are made using District-owned phones, the right to privacy is forfeited. All phone, text and emails made on a District-owned phone are subject to search and viewing by supervisors or designated agents of the District.

In the course of their duties, Trustees and employees are strictly prohibited from operating any computer device while in the act of operating a motor vehicle. This includes texting.

Chapter 10. Other Policies

10.1. District Community Involvement.

The District shall participate actively in the life of the community. The District shall:

- Seek management and staff membership on community committees focused on community support and development.
- Offer our facilities for community activities that meet our facilities use policies.
- Participate in community celebrations and other events as may be practical.

10.2. Charitable Donations by the District.

Because of the nature of the mission of the District, the District shall not make charitable contributions.

10.3. Safety and Loss Control.

The District is committed to maintaining safety in its operations, on its property and in the delivery of programs and services. The Library Director shall provide for and actively promote ongoing safety and loss control training for all employees. The Library Director shall institute procedures, where necessary, to ensure the safety of the work environment, and shall provide appropriate equipment to employees sufficient for the performance of their duties. Accidents and losses due to accidents shall be reported to the Board monthly.

When necessary, the Library Director shall review safety concerns and risk management plans with legal counsel to ensure legal compliance.

10.4. Limited Use of District Facilities by Outside Organizations.

The Board recognizes the need by the community for adequate spaces for meetings and programs of various groups and organizations, and responsibility of the District as a good community citizen to help meet this need. Therefore, it is the policy of the Board to allow limited use of the District's facilities by community organizations and groups.

The Board, through the provisions of this policy, authorizes the use of District facilities as outlined below:

Individuals may request the use of facilities for and on behalf of a group or organization, but may not use any facilities for private or commercial use.

Groups and organizations such as the following may be granted use of District facilities:

- Civic clubs such as Lions, Rotary, and Kiwanis.
- Community organizations: Homeowner's Associations, Boy Scouts, Girl Scouts
- Educational organizations: School boards, community college

District facilities shall not be used by persons, groups, or organizations for purely commercial or social purposes (e.g. birthday party), or political party activities.

Individuals belonging to a group whose request is approved shall be required to comply with the security procedures, which are established by the District when using District facilities. A record shall be maintained of each request received showing the name of the individual, group or organization requesting use of District facilities, the date and hours of use.

10.5. District Equipment.

All items purchased belong to the District and are to be used for District needs.

10.6. Purchase and Sale of District Property and Equipment.

The purchase and sale of District property and equipment shall be in compliance with the Laws. [75 ILCS 16/40-45; 75 ILCS 16/30-55.32]

No property, equipment or services may be purchased for the District by Trustees, management, staff or any of their relatives, for more than fair market value.

District property (i.e., print and non-print materials, equipment, supplies and/or personal property), which in the judgment of the Library Director is no longer necessary or useful for library purposes, may be disposed of in the following manner:

1. Books and non-print materials from the District's collection, or gift materials, may be discarded, sold, or, upon the approval of the Board, be given to local philanthropic, educational, cultural, government, or other not-for-profit organizations.
2. Any other personal property having an individual current value of less than \$100 may, at the direction of the Library Director, be discarded, turned in on new equipment, or made available for sale.
3. In the case of individual surplus items having current value of more than \$100 but less than \$1,000, the Board may authorize a trade-in of such items on new equipment or sale of such items in accordance with the provisions of the Act. [75 ILCS 16/30-55.32]
4. No favoritism shall be shown to members of the Board or members of their immediate families who make bids on or purchase any library item declared surplus.

5. Any personal property having a unit value of more than \$1,000 but less than \$2500 shall be displayed at the District's library and a public notice of its availability and the date and terms of the proposed sale shall be posted.

Approved: _____