

**Article I  
General Provisions**

- Section 1 The Moline Public Library is a resource of the City of Moline. It was established by the City of Moline and derives its existence and authority from the State of Illinois Library Act (75 ILCS 5/1 et seq.) and Chapter 16 of the Moline Code of Ordinances.
- Section 2 Pursuant to the Moline Code of Ordinances, the Board of Library Directors shall consist of nine members, appointed by the Mayor with the consent of the City Council, for terms of three years commencing 1 June with such terms staggered so that three members are appointed each year.
- Section 3 These Bylaws and the Policies and Procedures of the Board of Library Directors (“Board) are made and adopted by the Board pursuant to Section 16-2106 of the Moline Code of Ordinances as “bylaws, rules and regulations for its own guidance and for the government of the library...”.
- Section 4 The Board acting within the scope of its authority and by majority vote at any meeting shall adopt, amend, modify or revoke such written Policies and Procedures as it deems necessary and proper to fulfill the mission of the Library.
- Section 5 In the event of an inconsistency among the Bylaws, Policies and Procedures of the Board and the Moline Code of Ordinances, the Moline code of Ordinances shall control.

**Article II  
Officers**

- Section 1 The officers of the Board shall be a President, a Vice-President, and a Secretary, elected annually at the September meeting from among the appointed Directors.

- Section 2 Officers shall serve a term of one year from their election and until their successors are duly elected. No officer shall be elected to serve more than two consecutive terms.
- Section 3 At least one month prior to the September meeting the President shall appoint a Nominating Committee of two Directors not currently serving as officers, who shall present a slate of officers to the Board at the September meeting. Additional nominations may be made from the floor. If consensus is not reached, the President shall appoint a new Nominating Committee.
- Section 4 The President shall preside at all meetings of the Board, call special meetings, appoint all committees, execute all documents authorized by the Board, serve as an ex-officio member of all committees (except the Nominating Committee), and generally perform all duties associated with that office.
- Section 5 The Vice-President, in the event of the absence or disability of the President, or a vacancy in that office, shall assume and perform the duties of the President.
- Section 6 The Secretary shall keep an accurate record of all meetings and proceedings of the Board, shall issue notice of all regular and special meetings, and shall perform such other duties as are generally associated with that office. The Secretary shall be assisted by the Library Director or a designated staff member in fulfilling these duties.

### Article III

#### Duties of the Board of Directors

- Section 1 Legal responsibility for the operation of the Moline Public Library is vested in the Board of Directors. Subject to state and federal law, the Board has the power and duty to determine rules and regulations governing library operations and services.
- Section 2 The Board shall select, appoint and evaluate a properly certified and competent Library Director.
- Section 3 The Board shall approve an annual budget and ensure that adequate funds are provided to finance the approved budget.

- Section 4 The Board shall have exclusive control of the expenditure of all moneys collected, donated or appropriated for the library fund and shall approve all library expenditures.
- Section 5 The Board shall supervise and maintain buildings and grounds as well as regularly review various physical and building needs to ensure they meet the requirements of the Library.
- Section 6 The Board shall support the growth of library services to the community and advocate for excellence and adequate funding.
- Section 7 The Board shall cooperate with other public officials and boards and maintain vital public relations.

#### **Article IV Meetings**

- Section 1 Pursuant to Section 16-2105 of the Moline Code of Ordinances, the regular Meeting date of the Board shall be the second Thursday of every month.
- Section 2 Special meetings may be called by the Secretary at the direction of the President, at the request of three Directors, or at the request of the Library Director, for the transaction of business as stated in the call for the meeting. Notice of special meetings must be given at least 48 hours in advance.
- Section 3 Five Directors shall constitute a quorum for the transaction of business at any meeting.
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- Section 4 Meetings shall be conducted in accordance with Robert's Rules of Order, including specifically the procedures for groups of fifteen or less.
- Section 5 If a Director is absent from three consecutive regular meetings or four meetings during any twelve-month period, that Director's absence shall be reported to the Mayor by the President.

Section 6 Individuals wishing to address the Board shall be allowed to do so during Public Comment section of regular Board meeting provided such comments are limited to three (3) minutes per individual

**Article V  
Committees**

Section 1 There shall be three standing committees of the Board:

- Executive
- Buildings and Grounds
- Policies

Section 2 The Executive Committee shall consist of the elected officers of the Board and shall be responsible for the planning of meetings, financial oversight and the general supervision of the implementation of the Policies and Procedures of the Board. It shall have the responsibility of reviewing the tentative annual budget prepared by the Library Director, recommending its approval to the Board. The Executive Committee is also authorized to act on behalf of the Board in the event of an emergency if a quorum of the Board cannot be obtained.

Section 3 The Buildings and Grounds Committee shall be responsible for recommending any repairs, alterations or maintenance necessary for the safety and appearance of the Library buildings and grounds. It shall also be responsible for recommending equipment which will facilitate better operation of the Library or improvement in services.

Section 4 The Policies Committee shall be primarily concerned with reviewing and recommending policies which will promote good public relations in the community and within the Library. It shall also review any properly completed "Request for Reconsideration of Materials" received and make a recommendation to the Board.

Section 5 At the annual meeting the newly elected President shall appoint a minimum three Directors not currently serving as officers to each of the Buildings and Grounds Committee and the Policies and Public Relations Committee.

Section 6 The President shall appoint special committees of one or more members each for such specific purposes as the business of the Board may from time to time require. Such committee shall be considered to

be discharged upon the completion of the purpose for which it was appointed and after its final report is made to the Board.

Section 7 No committee shall have other than advisory powers unless it is granted specific power to act by appropriate action of the Board.

## **Article VI Library Director**

Section 1 The Board shall appoint a qualified Library Director who shall be the executive and administrative officer of the Library on behalf of the Board and under its review and direction.

Section 2 The Library Director shall be responsible for the proper direction and supervision of the staff.

Section 3 The Library Director shall attend all meetings of the Board, except those involving the Library Director's salary or appointment, and all committee meetings at the request of the committee. The Library Director shall have the privilege of speaking on any matter at any meeting but shall have no vote.

Section 4 The Library Director shall be responsible for the selection of books, periodicals, and related materials operating within the budget and the Collection Management Policy.

Section 5 The Library Director shall be responsible for the care and use of Library property and equipment and for the operation of the Library within the limits of the annual budget approved by the Board.

Section 6 The Library Director shall make monthly and annual reports to the Board and such other reports as the Board may request.

Section 7 The Library Director shall sign all bill invoices sent to the City for payment and shall have authority to authorize purchases which are provided for in the budget. Purchases which are not provided for in the budget shall require Board approval if said purchases are in excess of \$5,000 with respect to all purchases, the Library Director shall follow the Procurement Policy set forth by the City of Moline.

Section 8 The Library Director shall be responsible to formulate a tentative budget each year for review by the Executive Committee, approval by the Board, and presentation to the Finance Committee of the City Council.

**Article VII  
Library Funds**

Section 1 Pursuant to Section 16-2107 of the Moline Code of Ordinances, the Board “shall have exclusive control of the expenditure of all moneys collected to the credit of the library fund”.

Section 2 The Library Fund shall be established and designated for the receipt of tax levy moneys and used to pay for the regular operations of the Library. After the end of each fiscal year, the Board may by resolution designate out of any surplus a reserve amount to be carried over in the Library Fund for the next fiscal year.

Section 3 The Library Trust Fund shall be established and designated for the receipt of gifts, donations, devises, and bequests to the Library. Such moneys received shall be restricted to the use specified. Any moneys received without a use or purpose specified shall be considered unrestricted and available for expenditure by the Board for projects it deems appropriate. Any surplus at the end of the year shall be carried over and accumulated for expenditure in future fiscal years.

**Article VIII  
Amendments**

Section 1 These Bylaws may be amended by a majority vote of all Directors of the Board at a regular meeting, provided written notice of the proposed amendments shall have been distributed to all Directors at least seven days prior to the meeting at which such action is proposed to be taken.

### **Adoption and Revision History**

*Adopted February 10, 1994, at the Regular meeting of the Board of Directors of the Moline Public Library.*

*Article VI, Section 3, revised June 9, 1994, at a Regular meeting of the Board of Directors of the Moline Public Library.*

*Article III, Section 6; Article IV, Section 3; and Article VI Section 3 were revised, Article VI, Section 4 was deleted, and the former Article VI, Section 5 was renumbered as Article VI, Section 4 at a Regular meeting of the Board of Library Directors of the Moline Public Library on June 8, 2000.*

*The Mission Statement was revised to reflect the new mission statement at a regular meeting of the Moline Public Library Board of Directors on 9 September 2004.*

*Article I, Section 5; Article II, Section 4; Article III, Section 6; Article IV, Sections 2, 3, 4, 5; Article V, Section VII, Section 7 at the Moline Public Library Board of Directors on 11 October 2012.*

*Article II, Section 3; Article III, all new, Article III to Article IV, Section 2, 4, 7; Article V, Section 1, 2 and 4; Article V, Section 1, 2, 3, 4, 5, 6, 7 and 8; Article VI, Section 2 and 4; Article VII to Article VIII, Section 1 at the regular Moline Public Library Board of Directors meeting on June 8, 2017.*

*Board Approved 02/94  
Revised 06/17*

*Next Review Date 04/22*

