

4 - Library Administration

4A - Board of Library Trustees

4A-1 Goals and Objectives

The Board and Staff of the Palatine Public Library District (the Library) establish goals and objectives for each fiscal year. The annual Strategic Plan, which is posted on the Library's website, includes these goals. (Adopted 12-11-85, Revised 6-14-95; Readopted 9-9-9; Revised 5-9-12, Effective 5-9-12, Revised 9-10-14, Effective 9-10-14; Reapproved 11-9-16).

4A-2 Powers of the Board of Library Trustees

The powers of the Board of Trustees are enumerated in Illinois Library Law (75 ILCS 16/30), and may be amended by the Illinois State Legislature. A list of these powers is located in Appendix 4A. (Adopted 9-25-85, Revised 6-14-95; Revised 9-9-9; Revised 5-9-12, Effective 5-9-12; Revised 9-10-14, Effective 9-10-14; Reapproved 11-9-16)

4A-3 Duties and Responsibilities of Trustees

Trustees represent the interests of the residents at large of the Library. The role of Trustees as individuals, and as a Board, is detailed in Appendix 4B. (Adopted 9-25-85, Revised 6-14-95; Revised 9-9-9; Revised 5-9-12, Effective 5-9-12; Revised 9-10-14, Effective 9-10-14; Reapproved 11-9-16)

4A-4 Orientation and Development

Each new Trustee receives an expedient orientation to procedures, functions and Board activities. These include, but are not limited to: receipt and review of relevant documents and information; tours of the Library and introductions to staff members; opportunities to attend ILA and ALA Conferences, workshops and meetings conducted by the Reaching Across Illinois Library System (RAILS) and the Illinois State Library, and other meetings appropriate for gaining information on library issues of a national, state, and local nature. The Library will pay the membership dues for any Trustee who elects to join ALA, ILA, and/or ALTAFF. Trustee participation is encouraged. (Adopted 12-12-90; Revised 9-9-9; Revised 5-9-12, Effective 5-9-12; Revised 9-10-14, Effective 9-10-14; Reapproved 11-9-16)

4A-5 Library District Safe Deposit Box

The Board of Trustees maintains a safe deposit box in the name of the Palatine Public Library District. This box is accessible only to the President, Vice President, Secretary, Treasurer of the Library Board of Trustees, or approved Staff with one of the above Trustees.

An annual inventory of contents of the box is made by two designated Trustees, one of whom is an officer of the Board. A copy of the inventory is included in the minutes of the Board Meeting prior to the April meeting. (Adopted 1-9-91, Revised 6-14-95; Revised 9-9-9; Revised 5-9-12, Effective 5-9-12; Revised 9-10-14, Effective 9-10-14; Reapproved 11-9-16)

4A-6 Verbatim Records of Closed Meetings

The Secretary creates a verbatim record of closed meetings in the form of an audio recording. At the conclusion of the closed meeting the Secretary seals, dates, and identifies the recording. The Secretary deposits the recording in the Library's safe deposit box within 14 calendar days of the recorded meeting. No access to the recordings is permitted except in accordance with the Open Meetings Act. The Board considers approving the destruction of the recordings after 18 months during the semi-annual review of closed meeting minutes and verbatim records. (Adopted 12-10-03, Effective 1-1-04; Readopted 9-9-9; Revised 5-9-12, Effective 5-9-12; Revised 9-10-14, Effective 9-10-14; Reapproved 11-9-16).

4B - Library Director

4B-1 Duties and Responsibilities

The Library Director is responsible for the operation and management of the Palatine Public Library District, in accordance with the laws of the State of Illinois and within the guidelines established by the Board of Library Trustees. The Director's global duties are to hire competent personnel, to operate library facilities within established budget, to achieve the greatest value while promoting patron satisfaction, and to advise the Board in all areas of responsibility. Appendix 4D contains a list of the duties and responsibilities of the Director. (12-11-85, Rev. 8-9-95; Revised 9-9-9; Revised 5-9-12, Effective 5-9-12; Revised 9-10-14, Effective 9-10-14; Revised 11-9-16, Effective 12-1-16)

4B-2 Compensation and Benefits

The Board reviews the performance of the Director annually. The first appraisal takes place six months after initial employment. The Director's salary is reviewed and established annually by the Board. The Director is entitled to a 20-working day annual paid vacation. Any variation must be approved by the Board. (1-12-77; Readopted 9-9-9; Revised 5-9-12, Effective 5-9-12; Revised 9-10-14, Effective 9-10-14; Reapproved 11-9-16)

4B-3 Resignation

A thirty-day written notice is required. (12-12-73; Reapproved 9-9-9; Revised 5-9-12, Effective 5-9-12; Revised 9-10-14, Effective 9-10-14; Reapproved 11-9-16)