



## Administrative Succession/Cross-Training Plan

January 27, 2021~~10~~

This succession/cross-training plan is designed to ensure the continued effective operation of the organization by making provisions for replacement of key staff members, most notably the Library Executive Director. A succession/~~cross-cross-~~training plan should identify the critical functions of the Executive Director's job;<sup>i</sup> designate one or more emergency backups for each function, duty,<sup>i</sup> or role;<sup>i</sup> and prepare the Library for both planned and unplanned vacancies. With this in mind, the following information is provided to assist staff and the Library Board of Trustees in the event of a temporary, but extended, or permanent vacancy for the position of Library Executive Director.

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### List of Executive Director's Key, Ongoing Tasks

#### Daily Tasks

- Respond to in-person questions and interactions with staff
- Work on deadline-driven and ongoing projects
- Read relevant journals and online information
- Respond to email and phone messages from staff, ~~patron~~members, colleagues, and vendors

#### Weekly Tasks

- Attend scheduled meetings with staff, ~~typically 4 per week; related to~~ planning, performance evaluation, policy review, operations, collection, problem solving, etc.
- Meet with direct reports individually
- Sign imprest checks as required
- Review progress on system-wide plans, goals,<sup>i</sup> and projects
- Assigned shifts as person in charge (PIC)
- Respond to comment forms submitted by ~~patrons~~members

#### Monthly/Quarterly Meetings

- POC Board (monthly, 4<sup>th</sup> Wednesday)

- Hoffman Estates Chamber of Commerce Women Engaged in Business meetings (monthly, 3<sup>rd</sup> Monday)
- Rotary Club of Palatine (weekly, Tuesday; shared with Melissa Gardner and Andrea Lublink)
- Board of Library Trustees' Policy Committee (monthly, 1<sup>st</sup> Thursday)
- Regular Meeting of the Board of Library Trustees (monthly, 3<sup>rd</sup> Tuesday)
- Management Team Meeting (~~monthly 3<sup>rd</sup> Wednesday~~frequency determined by director based on needs)
- Meet with Library Board president to set agenda for monthly Board meeting

### Monthly/Quarterly

#### Other

- Prepare (with other staff) for the Regular Meeting of the Board of Library Trustees. ~~a~~AAgenda and packet (including Executive Director's Report) are typically posted the Tuesday before the Board meeting. ~~The~~The agenda must be posted no later than the 48 hours before the Board meeting.
- Prepare reports on specific topics such as services, programs, etc.
- Approve invoices for the monthly warrant
- Review budget reports that have been prepared for the Board
- Attend training and professional development opportunities as relevant
- Network with other library directors, community agencies, and community members (venues and formats vary)
- Meet with the Library's affiliate Boards: Foundation (typically monthly) and Friends Board (typically the 5<sup>th</sup> Wednesday, or quarterly)
- Complete the administrative tasks found in the Board Calendar
- Update Library's Strategic Plan documents and monitor implementation process

### Annual

- ~~Update Library's Strategic Plan documents and monitor implementation process~~
- Assist with the budget planning process (spring)
- Review and update the Library's financial and related operational plans
- Assist the Board with revision of the salary schedule as related to the budget planning process (winter)
- Prepare the Budget and Appropriations Ordinance (summer, for posting by mid-August statutory deadline)
- Prepare the Tax Levy Ordinance (fall approval, no later than statutory date in December)
- Participate in activities pertaining to specific sections of and review of the annual Per Capita Grant application (throughout year, due in ~~fall~~spring of each year)
- Provide information for and review annual Illinois Public Library Annual Report prior to approval by Board and submission to state
- ~~Review Library's information for annual Public Library Data Services statistical report~~
- Oversee annual performance appraisals and salary review process

### **Mission-Critical Documents located on M drive (Administration)**

Access to this drive granted to Executive Director, Assistant Director (Gardner), HR Manager (Schaeffer), Finance Manager (Schwarz) and Administrative Coordinator (Nora)

- Current and Archived Policies
- Budget - Working Budget and Budget Category Guidelines
- Freedom of Information (FOIA) Documents, including organization chart
- ~~Special Reserve Fund Plan~~Capital Reserve Study, current and previous versions
- Bond Fund Plans, (retired)
- Statistics Templates
- Budget and Appropriations Ordinances
- Privacy Audits
- Levy Ordinances
- Technology Plans
- Disaster Plan
- Strategic ~~and Long Range~~ Plans with mission and vision statement
- Trustee Notebook documents
- Most current appraisal of library buildings and holdings
- Annual financial audits
- Board calendar
- Insurance information
- Miscellaneous Ordinances and Resolutions
- ~~Library Mission Statement~~
- Renovation plans
- ~~List of Library District Contracts, updated as needed~~
- Succession Plans
- Tax Exempt letter
- Board meeting agenda documents

### **Mission-Critical Documents located in file drawers or on shelf, Director's office**

- Calendar of Board Actions Required at Specific Times and Appropriation and Levy Timetable (prepared by Library's attorney) (bulletin board)
- Lease North Hoffman Branch, Willow Recreation Center – Hoffman Estates Park District (file)
- Lease Rand Road Branch, Community Resource Center – Northwest Community Healthcare (file)
- Trustee Facts File, current edition (shelf)
- LACONI annual survey (shelf)
- ~~Public Library Data Services annual survey (shelf)~~
- Library Law publication, current edition (shelf)
- Policy Notebook, print version (shelf)
- Policy Documents (website)
- Copy of annual audit (file)

- ~~Board meeting agenda documents (digitized, paper copies of some agenda docs for past 2 years)~~

### **Mission-Critical Documents located elsewhere**

- Corporate Seal – Finance Manager, Beth Schwarz
- Employer Identification Number (EIN) - Finance Manager, Beth Schwarz
- Audited financial statements - Finance Manager, Beth Schwarz
- Sales-Tax exemption letter - Finance Manager, Beth Schwarz and on M drive
- Blank Checks - Finance Manager, Beth Schwarz
- Donor records - Finance Manager, Beth Schwarz
- ~~Vendor records - Finance Manager, Beth Schwarz~~
- Contracts – Finance Manager, Beth Schwarz
- Volunteer records – Administrative Coordinator, Karla Nora
- Employee records – HR Manager, Mary Schaeffer

### **Critical Relationships and Contacts**

- Palatine Opportunity Center ~~Board of Directors~~ (Director Kathy Millin)
- ~~Palatine Chamber of Commerce Board of Directors~~ (Director Steve Gaus)
- Hoffman Estates Chamber of Commerce (Director Tricia O'Brien)
- UP Coalition (Director Allen Swilley)
- Library Foundation Board (Chair Ed Kerr)
- Friends of the Palatine Library (President Jill Jensen)
- Vendors: list available from Finance Manager
- Auditor (Jamie Wilkey, Lauterbach & Amen)
- Banks: Palatine Bank and Trust
- Attorney (Klein, Thorpe and Jenkins, Dennis Walsh-/Tom Melody)
- Financial Advisor (PMA Securities, Robert Lewis)
- CCS catalog consortium (Executive Director Rebecca Malinowski)
- RAILS (Executive Director Dee Brennan)

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## **MEDIA CONTACTS**

Contact Andrea Lublink, Communications and Marketing Manager, for an updated list of media contacts.

## **TRAINING PLAN**

Each year those staff named below as competent and expected to stand in for the Executive Director will be trained or their competency will be confirmed in each of the duties, responsibilities, or roles. Training will include performing named duties concurrent with the Executive Director and, when appropriate, in lieu of the Executive Director with ensuing Executive Director review and input. Developmental goals of those

being ~~cross-trained~~cross trained will include mastery or continued competency in those areas of backup and responsibility.

Policy 4 delineates the duties and responsibilities of the Library Executive Director. Employees who are currently (or will be trained to be) competent in fulfilling of such duties in the absence of the Executive Director are listed in bold following each.

#### **4 - Library Administration: Library Executive Director**

##### **4-1: Duties and Responsibilities**

The Library Executive Director is responsible for the administration 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 Trustees. The principal accountabilities are to staff the Library with competent personnel, operate the library to attain the greatest value in user satisfaction from funds available, and to advise the Board on all matters within its area of responsibility.

Duties and responsibilities of the Executive Director include, but are not limited to, the following:

- (1) Carrying out the policies, decisions and plans of the Board.  
**(Assistant Director Melissa Gardner)**
- (2) Preparing all reports pertinent to the Library ~~District~~ and any requested by the Board.  
**(Assistant Director Melissa Gardner)**
- (3) Preparing and implementing the preliminary annual working and appropriation budgets.  
**(Finance Manager Beth Schwarz and Assistant Director Melissa Gardner)**
- (4) Preparation of ~~long-long~~-term plans to meet the future needs of the ~~District~~Library.  
**(Assistant Director Melissa Gardner)**
- (5) Coordination with other governmental agencies, the Friends, and the community.  
**(Assistant Director Melissa Gardner)**
- (6) Supervision of the building and grounds.  
**(Facilities Manager Gregg Szczesny and Assistant Director Melissa Gardner)**
- (7) Supervising selection and purchase of materials.  
**(Assistant Director Melissa Gardner and ~~Technical~~Collection Services Manager ~~Kristin Sedivy~~Violet Jaffe)**
- (8) Responsible for supervision, performance, and evaluation of all personnel.

**(HR Manager Mary Schaeffer and Assistant Director Melissa Gardner)**

(9) Attending those professional meetings that may be beneficial to the Library-~~district~~.

**(Assistant Director Melissa Gardner)**

(10) Acting as an advisor to the Board on the technical aspects of Library problems.

**(will vary by issue at hand, Assistant Director Melissa Gardner to facilitate)**

(11) Authority to hire such other employees as may be necessary, to fix their compensation, and to remove such appointees, subject to approval by the Board.

**(Assistant Director Melissa Gardner)**

(12) Ensures that the ~~District~~-Library complies with all applicable federal, state, and local statutes, ordinances, and regulations.

**(Assistant Director Melissa Gardner)**

(13) Attendance at all board meetings except those portions at which the evaluation, appointment, or salary of the Executive Director is to be discussed.

**(Assistant Director Melissa Gardner)**

(14) The right to readjust working hours and staff assignments from time to time as the needs of the Library may require and to re-assign employees to the branches when necessary.

**(HR Manager Mary Schaeffer and Assistant Director Melissa Gardner)**

Appendix 4 of the Policy Notebook delineates the duties of the Library Executive Director. **Employees** who are currently (or will be trained to be) competent in fulfilling of such duties in the absence of the Executive Director are listed in bold following each.

#### **APPENDIX 4 - The Role of the Executive Director**

**The Executive Director shall:**

1. Recommend new or revised policies.

**(Assistant Director Melissa Gardner and relevant Manager)**

2. Assist in establishing the annual budget.

**(Finance Manager Beth Schwarz and Assistant Director Melissa Gardner)**

3. Hire and supervise subordinate staff.

**(HR Manager Mary Schaeffer and Assistant Director Melissa Gardner)**

4. Assist in goal/objectives development.

**(Assistant Director Melissa Gardner)**

5. Maintain compliance with Federal and State statutes.

**(Assistant Director Melissa Gardner)**

6. Promote the services of the **Library** to the community and develop community programs. **(Assistant Director Melissa Gardner and Communications Manager Andrea Lublink)**

7. Identify needs of the Library District.

**(Assistant Director Melissa Gardner)**

8. Administer budget established by Board on use of monies.

**(Finance Manager Beth Schwarz and Assistant Director Melissa Gardner)**

9. Manage the operation of the Library.

**(Facilities Manager Gregg Szczesny and Assistant Director Melissa Gardner)**

10. Take responsibility for salary reviews and performance appraisals of each Staff member. **(HR Manager Mary Schaeffer and Assistant Director Melissa Gardner)**

11. Recommend changes in salary ranges to the Board for approval.

**(HR Manager Mary Schaeffer and Assistant Director Melissa Gardner)**

12. Maintain communications with the library community.

**(Assistant Director Melissa Gardner and Communications Manager Andrea Lublink)**

13. Orient new Board Members.

**(Assistant Director Melissa Gardner)**

BYLAWS  
PALATINE PUBLIC LIBRARY DISTRICT

ARTICLE I—ESTABLISHMENT

The Palatine Public Library District (the Library) is established and conducted as a library district in accordance with the Illinois Public Library District Act of 1991, Illinois Compiled Statutes, Chapter 75, Act 16 (the Act). The District was established pursuant to conversion of the Palatine Village Library by referendum dated September 10, 1974, for the use and benefit of eligible residents of the District.

The Library is financed primarily by property taxes levied by the Library and collected by Cook County on taxable property within the District, pursuant to said statutes, 75 ILCS 16/35-5 and 16/35-25, et seq. Unless indicated to the contrary, where reference is made to state statutes, these bylaws merely repeat the requirements of the statute for reference and it is the intent of this Board that any future amendments to state statutes are incorporated herein by present reference to such statutes. All statutory references are to 75 ILCS Act 16 unless indicated otherwise.

ARTICLE II—BOARD OF LIBRARY TRUSTEES

Section II-1: Definition

The Board of Library Trustees shall consist of seven members elected to staggered terms in accordance with the Act.

Section II-2: Qualifications

A trustee must be a resident of the Library District for at least one year and a registered voter. Complete requirements are specified in 75 ILCS 16/30. Persons who are elected, ~~or appointed, or candidates for election~~ to the Board of Trustees must file an annual ~~written~~ Statement of Economic Interest. Candidates for election to the Board of Trustees also must file a Statement of Economic Interest.

Section II-3: Elections

All elections for Trustees shall be conducted in accordance with the provisions of the Election Code of the State of Illinois and the Act.

Section II-4: Organization of the Board



Within 74 days after their election, and following certification thereof by the Cook County Clerk, the incumbent and new Trustees shall meet in public session to administer oaths of office to newly elected Trustees and organize the Board. The first order of business shall be to elect a President pro tem and Secretary pro tem. The Secretary shall certify the membership of the Board and administer the oath of office to newly elected Trustees. The Trustees shall elect from their membership a President, Vice President, Treasurer, and Secretary. These officers shall serve terms of two years ending on the third Monday of the month following each regular election or until their successors are duly elected by the Board.

#### Section II-5: Terms of Office

The full term of office for a Library Trustee shall be four years, from the third Monday of the month following the election.

#### Section II-6: Vacancies

Vacancies shall be declared in the office of Trustee in conformance with Section 30-25 of the Act. Vacancies shall be filled by appointment by the remaining Trustees until the next regular library election, at which time a Trustee shall be elected to fill the remainder of the unexpired term. If, however, the vacancy occurs with less than 28 months remaining in the term, and if the vacancy occurs less than 88 days before the next regular scheduled election for this office, then the person appointed shall serve the remainder of the unexpired term and no election to fill the vacancy shall be held.

#### Section II-7: Compensation and Expenses

Trustees shall serve without compensation but shall be reimbursed from Library funds for actual and necessary expenses incurred in the performance of their duties.

#### Section II-8: Powers

The Board shall have such powers as are set forth in Section 30-55 of the Act and other relevant statutes. The Board shall have authority only when acting as a Board in legal session. The Board shall not be bound in any way by any statement or action on the part of an individual member except when acting on specific instructions from the Board.

#### Section II-9: Conflicts of Interest

Members of the Board shall not participate in any discussion or vote on any matter in which they or a member of their immediate family has potential conflict

of interest due to having material economic or other material conflicting involvement regarding the matter being discussed. When such a situation presents itself, the Trustee shall announce their potential conflict, recuse themselves from discussion of the matter, and disqualify themselves from voting on the matter involved. The President is expected to make inquiry if such conflict appears to exist and the Board member has not made it known. The Vice President is expected to make inquiry if a conflict of interest appears to exist for the President. Any Trustee may bring up the appearance of a conflict of interest.

### ARTICLE III—OFFICERS AND DUTIES

#### Section III-1: Officers

The officers of the Board shall be a President, Vice President, Treasurer, and Secretary. The officers are elected by members of the Board from its own membership at the organizational meeting following the biannual election. Officers shall serve terms of two years ending on the third Monday of the month following each regular election or until their successors are duly elected by the Board.

#### Section III-2: The President

The President shall preside at all meetings. The President shall execute all documents authorized by the Board; shall appoint all necessary committees and serve ex-officio as a member of all committees; shall have authority to sign all checks for expenditures; and shall perform such duties as are imposed upon the office by law or by regulations, ordinances, or other appropriate action of the Library Board. The President shall not have nor exercise veto power. [75 ILCS 16/30-45(b)]. The President shall be the official voice of the Board to the news media and for responding to written comments from patrons. The President may delegate responsibility for responding to written comments from members to the Executive Director.

#### Section III-3: The Vice President

In the absence of the President, the Vice President shall preside at all meetings and perform such duties as are imposed upon the office of the President by law or by action of the Board. The Vice President shall assist the President with the duties as requested by the President and may be the representative for the Board at public events or in associate bodies.

#### Section III-4: The Treasurer

The Treasurer shall keep and maintain all financial accounts and records of the Library, indicating therein a record of all receipts, disbursements, and balances in any funds. The records shall be subject to audit each fiscal year by a professional accountant licensed to practice in the State of Illinois. The audit shall certify the following:

- cash on hand as of July 1
- total cash receipts from all sources
- total disbursements
- discrepancies
- any other information deemed pertinent by the Board

Such audit shall be accompanied by a professional opinion by the auditor regarding the financial status of the Library and the accuracy of the audit, or, if an opinion cannot be expressed, a declaration that such accountant is unable to express such an opinion and an explanation of the reasons.

The Treasurer shall give bond to the Library to faithfully discharge the duties of the office and to account to the Library for all Library funds coming into the Treasurer's hands. The bond shall be in such amount and with such sureties as approved by the Board. The minimum bond shall be 50 percent of the total funds received by the Library in the last fiscal year. The cost of the bond shall be borne by the Library. As an alternative to a personal bond on the ~~T~~Treasurer, the ~~T~~Treasurer may secure for the ~~district-Library~~ an insurance policy or other insurance instrument that provides the ~~district-Library~~ with coverage for negligent or intentional acts by ~~district-Library~~ officials and employees that could result in the loss of ~~district-Library~~ funds. The coverage shall be in an amount at least equal to 50% of the average amount of the ~~district's-Library's~~ operating fund from the prior ~~3-three~~ fiscal years. The coverage shall be placed with an insurer approved by the ~~b~~Board. The cost of any such coverage shall be borne by the ~~district-Library~~. The system shall provide the Illinois State Library a copy of the district's certificate of insurance at the time the ~~district's-Library~~ annual report is filed. (75 ILCS 16/30-45)

#### Section III-5: The Secretary

The Secretary shall keep and maintain appropriate records for the term in office, including a record of the minutes of all meetings; the names of those in attendance; the ordinances enacted; resolutions, rules, and regulations adopted; and all other pertinent written matter as affect the operation of the Library. The records shall be subject to an audit by ~~two other Trustees~~ appointed by the President and shall be conducted each fiscal year. The report shall be filed and submitted as part of the Illinois Public Library Annual Report not later than the 90th day following the completion of the fiscal year. Such report shall certify as

Commented [JD1]: Not current practice.

to the accuracy of the records of the Secretary, their completeness, and list the discrepancies, if any. The Secretary shall have the power to administer oaths and affirmations for the purposes of the Act.

#### Section III-6: Absences of Officers

In the absence of the President from a legally called meeting, the Vice President shall preside and perform the duties of the office. Should the Secretary be temporarily unable to perform the duties of the office, a Secretary pro tem shall be appointed from the Board by the presiding officer. Should the Treasurer be temporarily unable to perform the duties of office, the presiding officer shall appoint a Treasurer pro tem who shall perform the duties of the Treasurer.

### ARTICLE IV—MEETINGS

#### Section IV-1: Open Meetings

All meetings of the Board shall be public meetings except those specifically excepted in the Open Meetings Act (5 ILCS 120). Executive sessions or closed meetings shall be held only upon a roll call vote of the Board and only as authorized by statute.

#### Section IV-2: Regular Meetings

Prior to the beginning of each calendar or fiscal year, the Board shall give public notice of the schedule of its regular meetings, which notice must state the regular dates, times, and places of these meetings for the coming year, as provided by statute. The date, time, or place of a regular meeting may be temporarily rescheduled by a roll call or voice vote at the regular meeting prior to the meeting affected. If a change is made in regular meeting dates, at least 10 days' notice of such change shall be given by publication in a newspaper of general circulation in the District. (5 ILCS 120/2.03)

#### Section IV-3: Special Meetings

Special meetings of the Board may be called by the President or Secretary or by any four Trustees. All meetings shall comply with the provisions of the Open Meetings Act.

#### Section IV-4: Quorum

As provided by statute, a quorum shall consist of four Trustees, and a majority of those present shall determine the vote taken on the question unless a larger majority is specified in the Act.

#### Section IV-5: Electronic Attendance at Meetings

The Board may permit meeting attendance via video or audio conference at Board or Board Committee meetings to conduct Library business under the following circumstances:

- A quorum of the Board or committee must be physically present throughout the meeting.
- A member requesting to attend by video or audio conference shall give two hours' notice to the Executive Director or designee stating the reason for the inability to physically attend, unless advance notice is impractical.
- A majority of the Board or committee members physically present must vote at that meeting to allow a member to attend the same meeting by video or audio conference.
- The requesting member may attend remotely due to personal illness or disability, employment purposes or other business of the Library, or a family or other emergency. -The requesting member must publicly state for the Board ~~at~~ their reason for attending by video or audio conference.

All meetings must comply with the provisions of the Illinois Open Meetings Act, including 5 ILCS 120/7. Any Board member attending a meeting in-person or by electronic participation is entitled to vote on all issues before the Board or committee.

The Secretary will record in meeting minutes the names of those members who are physically present and those attending electronically.

#### Section IV-6: Voting

As provided by statute, all votes on any question shall be publicly voiced by ayes and nays and recorded by the Secretary. Absentees and abstentions from voting shall be noted.

#### Section IV-7: Order of Business

The order of business for regular meetings shall include, but not be limited to, the following items that shall be covered in the sequence shown so far as circumstances permit:

1. Call to order
2. Roll call/Trustee requests to attend meeting via electronic means
3. Approval of agenda
4. Introduction of visitors
5. Public comment
6. Liaison reports
7. Unfinished business
8. New business
9. President's report
10. Director's report
11. Committee reports
12. Consent agenda
  - a. Approval of minutes of previous meetings
  - b. Financial report and authorization of expenditures
  - c. Other routine matters
13. Correspondence
14. Adjournment

#### Section IV-8: Public Participation

All regular, annual, and special meetings shall be open to members of the public. Members of the public present, individually or as organized groups, who wish to publicly comment or speak to the Board may do so in accordance with the Library's policy, Appendix 0: Rules of Procedure for Public Meetings and Hearings.

Because the Board recognizes its responsibilities to conduct the business of the Library in an orderly and efficient manner, requests by members of the public to place a topic on a Board meeting agenda must be made four business days (Monday–Friday, 9 a.m. to 5 p.m.) before the regular or special meeting so that it may be considered for inclusion in the Board agenda for that meeting. Requests should state fully the reason for the request and should give the name of the designated spokesperson, if any. Requests to add a topic to the meeting agenda may be made in person or by phone to the Executive Director or designee during business hours or via email to the President of the Board. In extraordinary circumstances, and at the discretion of the President, any matter may be raised even though not included in the agenda for that meeting.

The Board reserves the right to confine the discussion to a definite period of time and to refer the matter to a future Board or Board committee meeting for further deliberation.

#### Section IV-9: Conduct of Meetings

Proceedings of all meetings shall be governed by Roberts Rules of Order, most recent edition, and applicable laws of the State of Illinois.

#### Section IV-10: Suspension of Rules

Any rule or resolution of the Board, whether contained in these bylaws or otherwise, may be suspended temporarily in connection with business at hand, but such suspension, to be valid, may be taken only at a meeting at which two-thirds of the members of the Board (five or more) shall be present and two-thirds of those present (four or more) shall so approve. Statutory requirements may not be suspended.

### ARTICLE V—COMMITTEES

#### Section V-1: Standing Committees

The Board shall have two standing committees, a Policy Committee and a Finance Committee. The term of service of members of standing committees shall be until the end of the fiscal year in which they were appointed or until their successors are appointed.

#### Section V-2: Special Committees

Special committees of the Board may be created for specific purposes as the Board may require from time to time. A special committee shall be considered discharged upon the completion of the purpose for which it was created and after a final report is made to the Board. The chair and members of special committees shall be appointed by the President. No committee shall have other than advisory powers unless the Board grants it specific power to act which grant of authority may not include the power to legally bind the Board or would constitute a delegation of the Board's statutory authority.

#### Section V-3: Nominating Committee

At a regular meeting of the Board of Library Trustees prior to the organizational meeting at which the officers of the Board shall be elected, the outgoing President shall appoint a nominating committee. This committee shall be composed of two continuing members of the Board. This committee's charge is to nominate a slate consisting of one candidate for each office and to present such slate at the organizational meeting of the Board.

#### Section V-4: Committee of the Whole

The Board members may meet from time to time as a Committee of the Whole. All Committee of the Whole meetings are subject to the provisions of the Open Meetings Act.

#### Section V-5: Policy Committee

The Policy Committee shall consist of two or more members appointed by the President at the first regular meeting of the fiscal year. The Policy Committee shall be charged with reviewing Library policies on an ongoing basis according to a schedule.

#### Section V-6: Finance Committee

The Finance Committee shall consist of two or more members appointed by the President at the first regular meeting of the fiscal year. The Treasurer shall serve as chair. The Finance Committee has supervision of all financial matters relating to the Library. Specifically, this committee must perform the following tasks:

- prepare the annual Library tax levy and review with the Board for submission to Cook County in December
- prepare and present the annual budget for adoption by the Board
- monitor the Library's investments and make investment decisions within the financial management policy and applicable state statutes

### ARTICLE VI—AMENDMENTS

#### Section VI-1: Procedure

Amendments to these bylaws shall be in writing and may be proposed at any regular meeting of the Board. Such amendments shall be voted on at the next regular meeting and adopted by four or more of all members of the Board. Statutory provisions shall not be amended.

(Adopted December 9, 1992; Last Revised December 17, 2019, Effective January 1, 2020)



## **APPENDIX 0—Rules of Procedure for Public Meetings and Hearings**

The Board of Trustees of the Palatine Public Library District encourages and welcomes public participation and input and will hear any individual pursuant to the guidelines outlined in this policy. The purpose of this policy is to ensure that individuals are allowed time to address the Board while permitting the Board to conduct its meeting or hearing in an efficient and effective manner. Procedures for members of the public to request that a topic be placed on a Board meeting agenda are found in Section IV-8 of the Board Bylaws.

Therefore, during each regular meeting or scheduled hearing, a period of time not to exceed 60 minutes will be devoted to comments presented by the public. If there are no members of the public wishing to address the Board, the Board will continue with the meeting or hearing.

### **Open Meetings Act**

All public meetings and hearings are subject to and conducted in accordance with the Illinois Open Meetings Act (5 ILCS 120).

### **Registration of Public Participants**

Anyone ~~who wishes to comment~~in attendance in-at a public meeting or hearing must sign in at the public meeting or hearing, providing full name<sub>;</sub> noting topic on which they wish to speak<sub>;</sub> ~~if applicable~~<sub>;</sub> stating whether they are a resident of the District<sub>;</sub> and listing any organization(s) represented, if applicable.

### **Comment Procedures**

Procedures for public participation and for requesting that any topic be placed on the agenda of a Board meeting are described in the Board Bylaws.

Public participation and comment will be permitted during the “Public Comment” portion of the agenda.

The Board President or person presiding over the meeting will ask if anyone wishes to address the Board and will determine the order in which the speakers are recognized. Groups are asked to designate a single spokesperson.

When called upon, the person should come to the podium or designated speaking area; state their name; state the topic of comment; and, if speaking for an organization or other group, identify the group represented. No person may speak without first being recognized by the presiding officer.

All remarks should be addressed to the Board as a whole, not to individual Trustees or staff.

Questions, if any, should be directed to the presiding officer who will determine whether, or in what manner, an answer will be provided.

### **Time Allocation for Comments**

Each individual will have five minutes to present their comments. If a person is unable to complete comments in the allotted time, they may submit comment in written form.

A majority vote of the Board may alter the enumerated time allocations for individuals or the cumulative limit based on the number of persons wishing to speak.

### **Questions of Speakers**

Members of the Board who wish to ask clarifying questions of the speaker during the public meeting or hearing may do so, but only after first being recognized by the presiding officer. Interaction with the speaker is limited to a question or questions, rather than an ongoing dialogue.

### **Recording of Meetings**

While persons attending an open meeting are permitted to record the proceedings, recording should not be allowed to interfere with the overall decorum and proceeding of the meeting. (1975 Ill. Att'y Gen. Op. 17)

### **Orderly and Civil Meeting or Hearing**

The presiding officer may take such actions as are required to maintain an orderly and civil meeting or hearing. Discourtesy or disorderly conduct will be deemed a breach of order, and such misconduct will be dealt with as appropriate.

(Appendix referenced in the Bylaws. Approved by PPLD Board of Trustees 9-10-08, Last Revised 12-17-19, Effective 01-01-20)

# OPERATING POLICIES PALATINE PUBLIC LIBRARY DISTRICT

## 1—Policy Development

The formulation and adoption of written policies constitute the basic plan by which the Board of Library Trustees (the Board) exercises its leadership in the operation of the Library District. In the absence of pertinent policy, the Executive Director has the authority to take appropriate action consistent with the Board's philosophy. Decisions will be subject to review by the Board. (Adopted 12-11-85; Last Revised 2-13-19, Effective 3-1-19)

### 1-1 Policy Drafting

Proposals for new policies, or the revision or repeal of existing policies, may be initiated in writing by any Trustee, staff member, or resident of the ~~Library~~-District. All proposals are referred to the Board or committee of the Board for consideration. The Policy Committee is appointed to consider and draft policy recommendations for presentation to the Board. In formulating policy, Board and staff will consider the "Guidelines for Library Policies" (Appendix 1A), as adopted by the American Library Association Intellectual Freedom Committee. The Policy Committee seeks and considers staff, Trustee, and ~~patron-member~~ input in formulating proposed policy. (Adopted 12-12-73; Last Revised 3-10-20, Effective 4-1-20)

### 1-2 Policy Adoption

The Board formally adopts all policies by a roll call vote at a scheduled Board Meeting. Policy approval is recorded in the minutes of the Board. The Board may seek the judgment and counsel of the Executive Director, the Library's attorney, and other appropriate personnel before adopting proposed policy. (Adopted 12-12-73; Last Revised 2-13-19, Effective 3-1-19)

### 1-3 Policy Dissemination

All policies adopted by the Board include the date the policy was approved or revised and the effective date. Policies are made available to Trustees, the Executive Director, and all staff. All policies are available in the Library for public review and are posted on the Library's website. The Library intends to be in compliance with applicable laws and statutes. (Adopted 12-12-90; Last Revised 2-13-19, Effective 3-1-19)

#### 1-4 Policy Review

Trustees and staff review and evaluate every policy no less than every two years. (Adopted 12-11-85; Reapproved 3-10-20)

Policy 1 Comprehensive Review: Last Revised 3-10-20; Effective 04-01-20.

## APPENDIX 1A—Guidelines for Library Policies

The American Library Association has adopted the *Library Bill of Rights* and *Interpretations of the Library Bill of Rights* to provide library governing authorities, librarians and other library staff and library users with guidelines on how constitutional principles apply to U.S. libraries.

Publicly supported libraries exist within the context of a body of law derived from the U.S. Constitution, defined by federal, state, local, and tribal law, and implemented by regulations, policies, and procedures established by their governing bodies and administrations. These regulations, policies, and procedures establish the mission of the library; define its functions, services, and operations; and help ascertain the rights and responsibilities of the individuals served by the library.

Publicly supported library service is based upon the First Amendment right of free expression. The publicly supported library is a governmental entity that provides free, equal, and equitable access to information for all people of the community it serves. When this purpose is confirmed in policies and practices, the library is a designated limited public forum for access to information. When library policies or practices make meeting rooms, exhibit spaces, or bulletin boards available for public use, these spaces are designated as limited public forums for the exchange of information.

Since the *Library Bill of Rights* "affirms that all libraries are forums for information and ideas," libraries that are not publicly supported are encouraged to observe these guidelines as they develop policies, regulations, and procedures.

Libraries adopt administrative policies and procedures regulating the organization and use of library materials, services, and facilities. These policies and procedures may have the effect of restricting, denying, or creating barriers to access to the library as a public forum, including the library's resources, facilities, and services. Library policies and procedures that impinge upon First Amendment rights are subject to a higher standard of review than may be required in the policies of other public services and facilities.

Public libraries function as limited public forums for access to information. Article V of the *Library Bill of Rights* states: "A person's right to use a library should not be denied or abridged because of origin, age, background, or views." Thus, policies, procedures, or regulations that may result in denying, restricting, or creating physical or economic barriers to access to the library's public forum must be based on a compelling government interest. However, publicly supported libraries' governing authorities may place reasonable and

narrowly drawn restrictions on the time, place, or manner of access to library resources, services, or facilities, provided that such restrictions are content neutral and not based upon arbitrary distinctions between individuals or classes of individuals. Some examples of such distinctions would be restricting access based on citizenship or immigration status, restricting access for minors to resources routinely provided to adults, restricting access based on financial means or housing status, or restricting access based on partisan or doctrinal disapproval of the user's views or of the information the user seeks.

Libraries should develop ongoing training programs to foster understanding of the legal framework and principles underlying library policies. Training should also help library workers gain the skills and ability to respond to potentially difficult circumstances in a timely, direct, and open manner. This program should include training to help develop empathy and understanding of the barriers facing some library users. All library policies, regulations, and procedures should be carefully examined to avoid denying or restricting access or creating barriers to access. All policies should

1. be developed and implemented within the legal framework that applies to the library (including the U.S. Constitution, especially the First Amendment, and those provisions addressing due process and equal and equitable treatment under the law as provided in the amendments to the U.S. Constitution and all other applicable federal, state, local, and tribal law);
2. cite statutes or ordinances upon which the authority to make that policy is based, when appropriate;
3. be developed and implemented within the framework of the Library Bill of Rights<sup>-</sup> and its interpretations;
4. be based upon the library's mission and objectives;
5. avoid restrictions on the access to or use of library resources, services, or facilities unless those restrictions are necessary to achieve the library's mission and objectives;
6. tailor prohibitions or restrictions narrowly, in the rare instances when they are required, so they are not more restrictive than necessary to serve their objectives;
7. balance competing interests and avoid favoring the majority at the expense of individual rights;
8. avoid arbitrary distinctions between individuals or classes of users and denying or abridging a person's right to use library resources, services, or facilities based upon arbitrary distinctions such as origin, age, background, or views;<sup>-1</sup>
9. not target specific users or groups of users based upon an assumption or expectation that such users might engage in behavior that will materially interfere with the achievement of substantial library objectives;

10. be clearly stated so that a reasonable person will have fair warning of what is expected;
11. provide a means of appeal;
12. be reviewed regularly by the library's governing authority and legal counsel;
13. be communicated clearly and made available to all library users in an effective manner;
14. be enforced evenhandedly and not in a manner intended to benefit or disfavor any person or group in an arbitrary manner.

ALA's Intellectual Freedom Committee recommends that publicly supported libraries use the above guidelines, based on constitutional principles, to develop policies, regulations, and procedures.

### **Notes**

<sup>1</sup><sub>1</sub> In the Library Bill of Rights and all its Interpretations, it is intended that: "origin" encompasses all the characteristics of individuals that are inherent in the circumstances of their birth; "age" encompasses all the characteristics of individuals that are inherent in their levels of development and maturity; "background" encompasses all the characteristics of individuals that are a result of their life experiences; and "views" encompasses all the opinions and beliefs held and expressed by individuals.

Adopted by the ALA Intellectual Freedom Committee June 28, 1994; revised January 19, 2005; March 29, 2014; and June 24, 2019.-

(Appendix referenced in Policy 1. Approved by PPLD Board of Trustees 8-12-08; reviewed 3-10-20)