



By-Laws of the East Moline Public Library

Article A.

The name of this institution shall be the “East Moline Public Library”

Article B.

The purpose of the East Moline Public Library is to provide an adequate staff and facility with access to a balanced collection of print and non-print materials, services, and programs; to meet the educational, leisure, informational and recreational needs of the community; to expand usage of the library and public awareness of library services and materials.

Article C.

Board of Trustees

1. The governing body of the East Moline Public Library shall be the Board of Trustees, whose nine members are appointed by the Mayor of East Moline and confirmed by the City Council. Not more than one member of the City Council shall be at any one time a member of the Library Board.
2. An appointment to the Board is for a three-year term, with no more than three Board appointments expiring each April. Those appointed by the Mayor shall immediately take office.
3. There is no limit on the number of consecutive terms a Board member may serve.
4. If a Trustee chooses to resign before the completion of their term, they must inform the Mayor of East Moline and the President of the Board of Trustees via written letter.
5. Members of the Board shall adhere to the American Library Association Ethics Statement for Public Library Trustees and the Open Meetings Act.
6. The Trustees shall serve without compensation but shall be reimbursed for their actual and necessary expenses incurred in the performance of their duties from library funds.
7. The Board shall determine whether there exists a conflict of interest due to the position of any Board member. The President of the Board shall informally address the conflict with the Board member. If there is no satisfactory result, the Board may take further action it deems necessary.

Article D.

Duties

The duties of the Board members shall be:

1. To determine the time and place of all meetings of the Board.
2. To regularly attend Board meetings or to notify the Library Director, if possible, no later than the Wednesday before if unable to attend. If a Board member is absent from three unexcused or five excused meetings within a year, the Board may recommend to the Mayor the appointment be rescinded, the position declared vacant, and a new member appointed.
3. To serve on at least one committee.
4. To make and adopt bylaws, rules, policies, and regulations governing the library. The by-laws will be reviewed every two years.
5. To employ a competent and qualified Director, establish his/her salary and job description.
6. To have oversight of the expenditure of all monies.
7. To determine the purpose and objectives of the library and to reexamine these biannually.
8. To maintain familiarity with local, state, and federal library laws in order to effectively advocate on behalf of libraries.
9. To assure adequate records are kept on Library operations.

Article E.

Board Officers

1. Officers of the Board shall be:
 - a. President
 - b. Vice-President
 - c. Secretary
 - d. Treasurer
2. The duties of the officers are:
 - a. President: The President shall preside at all meetings of the Board and is a member ex-officio of and will chair all standing committees and any special temporary committees which may be created by the Board. The President is also a required signatory on numerous library documents.
 - b. Vice-President: In the absence of the President, the Vice-President shall act as the President and ex-officio of committee meetings.
 - c. Secretary: The Secretary shall be responsible for making sure there is a written record of all proceedings of closed sessions. All Board meeting minutes are to be retained in the "Minutes Book" which is to be kept in the library at all times. The Secretary is also a required signatory on numerous library documents.
 - d. Treasurer: The Treasurer shall present the bills to the Board for approval. For the purposes of Board review, they shall also provide monthly financial statements and any other financial information about the library which they deem to important for the Board members' awareness.

3. Elections will be held in odd years in May and officers will hold their positions for a two-year term. The President office will be automatically filled via the currently serving Vice-President. The elected Vice-President will serve for two years before succeeding the President. The Secretary will serve a two-year term.
 - a. For these three positions, serving successive terms in the same office is not allowed. A wait of at least one election cycle must occur before a Board member can reoccupy any officer position, but they may serve in a different officer capacity during the waiting period.
 - b. The Treasurer shall permanently be the Library Director. The Board may appoint a temporary Treasurer in the event of the Library Director's prolonged absence or a prolonged vacancy in the Library Director position.

Article F.

Board Meetings

1. Regular Board meetings shall be held at the library on the fourth Monday of each month, except the November/December meetings which will be combined and held on the first Monday of December and the May meeting which shall be held on the third Monday of the month unless there are 5 Mondays in May. If the meeting date falls on a holiday observed by the library, the meeting shall be held on the next Tuesday. A notice as to the time and place of official meetings of the Board shall be posted in the library and on the Library website. The meetings schedule will be posted at the beginning of the fiscal year in January.
2. Five members shall constitute a quorum for the transaction of business.
3. Public comments shall be limited to five minutes and not to exceed sixty minutes in total.
4. The order of business at the meetings of the Board shall be as follows:
 1. Call to order
 2. Introduction of visitors
 3. Public Comment
 4. Consent Agenda
 - a. Minutes of Previous Meeting(s)
 - b. Purchase Card Spending Report
 - c. Bills paid report
 - d. Other income or expense reports
 5. Financial Reports
 6. Library Report
 7. Committee Reports
 8. Business
 9. President's Items
 10. Closed Session

11. Item's to be placed on next month's agenda
12. Adjournment

Article G.

Committees

1. The following are standing committees of the Board
 - a. Finance Committee - The Committee shall, with the Library Director, prepare the budget for the coming fiscal year and present it to the entire Board for its approval at the September meeting.
 - b. Building and Grounds Committee - The Building and Grounds Committee will examine and report to the Board at least twice per year on making repairs, alterations or improvements to the library building and grounds.
 - c. Personnel Committee – The Committee shall meet with the Library Director to review salary ranges and staff evaluations.
 - d. Policy Committee - The Committee shall meet with the Library Director to review proposed updates and changes to Library policies.
2. Committee meetings will take place following the regular board meeting on an annual schedule adopted by the Board. Additional meetings can be added as needed. An individual meeting date can be changed with appropriate notice and must be updated on the website and inside the library.
3. Special Committees shall be set up for specific purposes as the Board may require from time to time. The special committee shall be considered discharged upon the completion of the purpose for which it was appointed and after the final report is made to the Board.
4. The composition of all committees for the ensuing year shall be reviewed and approved by the board at the meeting which elects officers.
5. New trustees will automatically fill the most recently vacated committee seat.

Article H.

The Director

1. The Board shall employ a Director who shall act as the administrative agent of the Board. Decisions to hire or terminate a Director require a minimum of six affirmative votes from the Board.
2. The duties of the Director with regards to the Board of Trustees are as follows:
 - a. The Director shall attend all meetings of the Board, except those where his/her salary or appointment is to be discussed, unless excused by the Board.
 - b. The Director shall recommend policies to the Board and has the privilege of speaking on any matter at the Board meeting but has no vote.

- c. The Director shall be responsible for making sure there is a written record of all proceedings except closed meetings. All Board meeting minutes are to be retained in the “Minutes Book” which is to be kept in the library at all times.
- d. The Director is responsible for appointing the Library FOIA officer.
- e. The Director shall be the Open Meetings Act designee.

Article I.

Indemnification of Trustees, Officers, and Employees

1. If any claim or action not covered by insurance or ordinance of the City of East Moline is instituted against a Trustee of the East Moline Public Library arising out of an act or omission by a Trustee acting in good faith for a purpose considered to be in the best interest of the Library; or if any claim or action not covered by insurance or ordinance is instituted against an officer or employee of the Library allegedly arising out of an act or omission occurring within the scope of his/her duties as such an officer or employee; the East Moline Public Library shall, at the request of the Trustee, Officer or Employee:
 - a. Appear and defend against the claim or action; and
 - b. Pay or indemnify the Trustee for a judgment and court costs, based on such claim or action;
 - c. Pay or indemnify the Trustee for a compromise or settlement of such claim or action, providing the settlement is approved by the Board of Trustees.
2. Decision as to whether the library shall retain its own attorney or reimburse the Trustee, Officer or Employee expenses for their own legal counsel shall rest with the Board of Trustees and shall be determined by the nature of the claim or action.
3. For the purpose of this Article, the term Trustee, Officer, or Employee shall include former Trustee, Officer or Employee of the Library. This Article shall not apply if the Board of Trustees finds that the claim or action is based on malicious, willful, or criminal misconduct. In such case, indemnification will be determined after an investigation of the facts.

Article J.

Amendment of By-laws

1. The by-laws may be amended by submitting a written proposal to the Board. A majority of the quorum of the Trustees present is required to approve a proposed amendment.

Article K.

Open Meetings Act and Freedom of Information Act

1. All board members must complete OMA training within 90 days of taking office. The Library Director shall be the OMA designee and complete annual training.
2. The Library Director shall complete annual FOIA training and may appoint a member of library staff to serve as the Library FOIA officer. Appointee must complete annual training.

Adopted by the Library Board of Trustees on June 24, 2015; Reviewed May 24, 2017; Amended May 2020; Amended June 26, 2023; Amended July 28, 2025