

2.0 Governance/Bylaws of the Library Board

- 2.1 Election to the Library Board
- 2.2 Officers
- 2.3 Committees
- 2.4 Meetings
 - 2.4.1 Hearing Procedures
 - 2.4.2 Standard Form for the Minutes
 - 2.4.3 Request for Reconsideration of Public Policy and Procedures
 - 2.4.4 Public Comment at Meetings
- 2.5 Administration
- 2.6 Amendments
- 2.7 Appendices to Library Board Bylaws
 - 2.7.1 Hearing Request Form
 - 2.7.2 Public Hearing Minutes Form
 - 2.7.3 Public Comment Form
 - 2.7.4 Ethics Statement for Trustees
 - 2.7.5 Ethics Statement for Library Staff
 - 2.7.6 Prohibited Gifts
 - 2.7.7 Duties and Responsibilities of the Library Board
 - 2.7.8 Duties and Responsibilities of the Library Director

These rules are supplementary to the provisions of the IL Compiled Statutes as they relate to the procedures of Boards of Library Trustees, including, but not limited to 75ILCS 5/1 (hereafter referred to as the Statutes) *et seq.*

South Holland Public Library is established by the Village of South Holland and is governed by a 7 member Library Board of Trustees. Trustees are elected and serve in accordance with these Statutes.

2.1 Election to the Library Board

Trustees must be residents of the incorporated Village of South Holland and are elected at a village biennial election for a 6-year term. Library Board of Trustees newly elected members shall be sworn in at the first regular meeting following the biennial election. Their election, appointment for filling of vacancies or removal is held in accordance with the Statutes. Board members serve without pay, but will be reimbursed for necessary and related expenses as trustees. Board members using their own vehicle will be reimbursed at the rate allowed by the IRS for travel to and from any workshop seminar or meeting. The Library will pay for trustee membership dues in ILA, as well as expenses incurred while attending related conferences.

No Trustee shall engage in any business or transaction or have a financial or personal interest, whether directly or indirectly, that is incompatible with the proper discharge of his/her official duties in the public interest, or that may tend to impair his/her independence of judgment or action in the performance of such official duties. All Trustees are required to annually file a Statement of Economic Interest with the Cook county Clerk's office.

All Trustees shall adhere to the "Ethics Statement for Public Library Trustees" as approved by the Public Library Association. A copy is appended to these Bylaws.

According to Public Act 97-504 effective January 1, 2012, Library Trustees are required to successfully complete the electronic training for the Open Meetings Act and provide a copy of the certification to the Library Director. Trustees appointed after January 2012 have 90 days to complete the training.

A detailed listing of duties of the Library Trustee is appended to these Bylaws.

2.2 Officers

The officers of the Board shall consist of the following positions: President, Vice-President, Treasurer and Secretary.

All officers of the Library Board of Trustees shall be elected at the first regular meeting following the biennial election. Terms of each office shall be 2 years. No Trustee shall hold more than 1 office simultaneously. In the event of a vacancy of any Board Office, the election to fill the unexpired term shall be conducted at the next regular meeting.

The **President** shall preside at all board meetings, appoint all standing and special committees, authorize bills for payment, serve as ex-officio member of all committees and perform all other duties as may be assigned by law.

The **Vice-President** shall fulfill the duties when the President is not available for that purpose. In the absence of the Treasurer or the Secretary, the Vice President shall be authorized to fulfill their responsibilities.

The **Treasurer** shall see that a file is maintained of the financial records of the Board. This file will be located in the Library. The Treasurer shall recommend bills for payment to the Board and report at each meeting the state of the library funds. The Treasurer of the Village of South Holland serves as the **Custodian of Library Funds**. Library Funds shall be invested in accordance with the "Investment Policy and Procedures of the Village of South Holland, Cook County, Illinois."

The **Secretary** shall sign and date the minutes of all Board meetings after Board approval and other records of the Board not specially assigned to other officers. These files will be located in the library. The Secretary or a notary public will be responsible for swearing in newly-elected Trustees. The Secretary shall perform other duties as directed by the Board.

2.3 Committees

Standing committees shall be appointed annually in the month of May and shall consist of 3 or 4 members including the Library Director. The President shall appoint a chairperson. The standing committees shall be the Finance Committee and the Building and Grounds Committee. The library shall maintain a record of all committee reports.

The **Finance Committee** shall be comprised of 3 members of the Library Board of Trustees and the Library Director. The Board Treasurer shall Chair the Committee. The Finance Committee's responsibilities include, but are not limited to, drafting the preliminary and final budget for full board approval and for supervising all fiscal and accounting activities of the library.

The **Building and Grounds Committee** shall be comprised of 3 members of the Library Board of Trustees and the Library Director. The Building and Grounds Committee's responsibilities include, but are not limited to, conducting an annual inspection of the library's physical facility to identify areas that are in need of repair, making recommendations to the full board regarding any and all repairs that are deemed necessary and recommending acquisitions of equipment for library maintenance.

Special Committees may be appointed by the President to present reports or recommendations to the Board and shall serve until the completion of the work for which it was appointed. Special Committees shall have a statement of purpose and a date by which the work is to be completed in the call for the Committee.

2.4 Meetings

All regular and special meetings of the Board and its committees shall be open to the public and to the press, except closed sessions as authorized by the State of Illinois, and shall comply with the Open Meetings Act. News media may file an annual request for notice of Special meetings under the Open Meetings Act. The Library Director shall post notice and agenda of open meetings for the public 48 hours prior to the meeting both in the library building and on the Library website. Minutes of open meetings are made available for public inspection within 7 days of approval of minutes; are posted on the internet within 7 days and remain at least 60 days.

Regular meetings of the Library Board of Trustees are set annually and posted to the public 48 hours prior to the meeting. Changes in the time and date for future single meetings may be made at any regular or special meeting of the Board. A quorum shall consist of 4 members of the Board and is required to conduct business at both regular and special meetings of the Board.

All Board members will be given notice of the meeting in the same manner. The Library Director shall distribute the agenda and/or information packet for the meetings to the Library Board 3 days prior to meetings. Any Board member or member of the public wishing to have an item placed on the agenda must notify the Library Director the Monday preceding the meeting. Items will be included if there is sufficient administrative time to prepare documentation for a discussion.

Roberts Rules of Order shall govern the parliamentary procedures of the Board unless otherwise specified in the Bylaws. Meeting minutes shall be maintained reflecting the attendance at meetings and all actions taken.

The Order of Business at all regular meetings shall be as follows:

1. Call to Order
2. Roll call
3. Visitor's comments (3 minutes allowed per person)
4. Correspondence
5. Approval of the Minutes
6. Approval of the Bills
7. Treasurer's Report
8. Committee Reports: Building and Grounds; Finance
9. Unfinished Business
10. New Business
11. Administrative Report
12. Announcements
13. Adjournment

A Board member who is unable to attend a meeting will call the Library Director to indicate that he/she will be absent. Because a quorum is required for each meeting, the call should be placed as far in advance as possible. Electronic conferencing for meeting attendance is permissible so long as the conduct of the meeting is in accordance with the Open Meetings act. Any Board members attending the meeting through electronic conferencing are not counted as part of a physical quorum and may not vote.

Packets including the agenda and accompanying information will be delivered electronically by email to the members of the Board of Trustees at least 48 hours prior to board meetings unless a paper copy is requested.

Special meetings may be called by the President or upon written request of 3 Board members. Notice, with the agenda, of the special meeting must be given at least 48 hours in advance, except in the case of a *bona fide* emergency, to Board members and to any news medium that has filed an annual request for notice under the Open Meetings Act. No business except that stated in the notice and agenda shall be transacted. The Library Director shall post notice and agenda of the meeting for the public both in the Library building and on the Library website.

The **Annual meeting** of the Library Board will be held in June each year for the purpose of accepting the Library's Annual Report and a summary of the year's work with a detailed account of the receipts and expenditures. Copies of the Annual Report will be forwarded to the Illinois State Library and the Library System in accordance with Illinois Statutes. Copies will also be available in the library. The schedule of meetings will be set for the coming year either at the Annual meeting or at the December meeting of the Board. Public notice will be given of dates, times and places of scheduled meetings and these will be posted in the library building and on the website. Following the biennial election, there will be an election of officers.

Closed Meetings of the Library Board may be called in accordance with Illinois Statutes. At any board meeting for which proper notice under the Open Meetings Act has been given, the board may decide to close the meeting for any purpose authorized by Section 42 of the Act of the Open Meetings Act. The closed meeting must be approved in an open meeting by a majority vote and the purpose of the meeting recorded in the minutes of the open meeting. The call of the meeting must also indicate the applicable Statutory Section (specify in full, see above General Governance Policies, Section 1.6, Executive Session). The closed meeting agenda must indicate the subject matter to be discussed and enumerate all matters proposed, discussed or decided. Closed meetings must have minutes as well as be recorded verbatim (video or audio recording). No final action may be taken in a closed meeting. In the minutes, there is to be a record of any unofficial consensus votes, including names of presenters of motions, that is presented at the subsequent open meeting where an official vote on the subject matter of the closed meeting is taken.

All proceedings of a closed meeting shall be kept in strict confidence by all in attendance. Verbatim recordings must be retained a minimum of 18 months. Twice a year, minutes of all closed meetings shall be reviewed by the Board to determine if any minutes can be released to the public. That deliberation may be made in a closed meeting.

2.4.1 Hearing Procedures

Public Hearing

A public hearing is conducted during an open meeting and should be listed as an action item on the Library Board agenda. During a public hearing, comments from members of the public may be limited in length. No member may speak twice until all who wish to speak have had an opportunity to do so.

2.4.2 The standard form for the minutes shall include:

- Title of Hearing
- Date of Hearing
- Time of Hearing
- Attendance
- Indication of Public Present
- Public Comments
- Decision by the Library Board with a roll call vote
- Adjournment
- Signatures of President and Secretary

2.4.3 Request for Reconsideration of Public Policy and Procedures

A written request for reconsideration of policy or procedure must first be discussed with the Library Director. After receiving written notification from the member of the public that a satisfactory resolution could not be reached, a hearing date and time will be set. The Library Board President will be consulted regarding scheduling a date that allows time for adequate research and takes into account the business items already scheduled on the Board agenda.

A copy of the complaint and any relevant documentation shall be given to each Trustee prior to the meeting.

The format of the hearing shall include:

- Presentation by the petitioner (limit 5 minutes)
- Presentation by appropriate Library Staff (limit 5 minutes)
- Comments from interested parties (may be limited to 3 people in favor and 3 people in opposition speaking no longer than 3 minutes each)
- Questions and comments from Library Board (combined limit 10 minutes)
- Decision by Library Board. The roll call vote may include the reason for each Trustee's decision (limit 3 minutes each).

2.4.4 Public Comment at Meetings

In accordance with an amendment to the Open Meetings Act (96-1473), any member of the public or Library Employee shall be permitted an opportunity to address the South Holland Public Library Board under the rules established and recorded by the Board. Threatening, obscene or abusive comments or behaviors will not be allowed during meetings, and no speaker may in any way inhibit the decorum of the meeting. The Board may exclude from the use of the Library any person who willfully violates a rule adopted by the Library Board.

The Library Board has exclusive control of the construction of any library buildings and of the supervision, care and custody of the grounds, rooms or buildings constructed, leased or set apart for library purposes. The Board also sets policies regarding personnel and public services. Any person addressing the Board shall limit comments to items within the jurisdiction of the Library Board. Public comment at Special Board meetings or Committee meetings is limited to agenda items for that meeting.

All agendas, including Regular and Special open Board meetings and Committee meetings must have a 'Public Comments' section on the agenda. Comments from the public are limited to the 'Public Comments' portion of the agenda. No electronic communication to the Library Board is permitted during the meeting. The Library Board may also be addressed via U.S. mail at 16250 Wausau Avenue, South Holland, 60473 or via e-mail to the Library Director at meg@southhollandlibrary.org .

Individuals wishing to address the Board must provide their name and group affiliation, if any, on the meeting sign-in sheet provided by the Library. Providing a personal address is optional. Speakers are allowed 3 minutes to address the Board. Individuals will not be allowed to speak a second time until all visitors who wish to address the Board have been recognized. The President has the discretion to grant a request to address the Board during other portions of the meeting. The Board will not append any documents provided by speakers to the minutes of the meeting. Generally, written materials presented to the Board will be included in the Library Director's files.

The Library Board is not required to provide an immediate response to any question or issue raised during the 'Public Comment' portion of a meeting. The Library Director or another appropriate staff member will provide a response to 'Public Comment' issues raised by the public.

Any individual or group wishing to place a Library-related item on the official Library Board agenda must contact the Library Director at least 7 days prior to the meeting. The Library Board President reserves the right to refer any issue to a Committee rather than to place it on the regular meeting agenda. Members of the public are encouraged to communicate with the Library Director, and requesting an appointment with the Director is recommended.

2.5 Administration

An orientation for new Library Trustees will be provided by the Library Director. The Library Director shall meet with new Trustees to examine the property and review services. A packet shall be presented to new Trustees that shall include the Library Policy, the Strategic Plan, a list of Trustees and committees, minutes and financial reports and other pertinent information.

The Library Director shall administer the policies adopted by the Library Board. Among the duties and responsibilities of the Library Director shall be hiring personnel; directing, supervising and disciplining library staff; preparing monthly and annual reports required by the Board. The Library Director shall recommend policies and procedures to the Library Board that will promote the efficiency and service of the library and respond to the service needs of the public.

The Library Director is to abide by the "Code of Ethics" for library staff as published by the American Library Association. A copy is appended to the Bylaws. The Library Director must annually file an Ethics Statement with the Cook County Clerk. A detailed listing of duties of the Library Director is appended to these Bylaws.

2.6 Amendments

Amendments to these By Laws may be proposed at any regular meeting of the Library Board and will become effective upon adoption by a 2/3s vote of the Library Board. Repealed, Unconstitutional or Revised Federal or State Laws based on Federal or State laws that are adopted by the South Holland Library Board become effective immediately unless another date is specified. Whenever new legislation requires an update to South Holland policies, such policies will either be repealed as of the date of the ruling or will be amended and reflect the date of the new ruling. Any such changes will be automatically applied without further action by the Library Board. A change to any part of a policy leaves the remainder of the policy in full force and effect. Board members will be supplied a revised copy of the policy.

2.7 Appendices to the Library Board Bylaws

Hearing Request Form

Public Hearing Minutes Form

Public Comment Form

Duties and Responsibilities of the Library Board

Duties and Responsibilities of the Library Director

Ethics Statement for Public Library Trustees

Code of Ethics of the American Library Association

2.7.1 Hearing Request Form

Date _____

Name _____

Address _____

Village _____

State & Zip _____

Telephone Number _____

Type of Hearing Requested

- Reconsideration of Public Policy/Procedure
- Reconsideration of Staff Evaluation
- Reconsideration of Materials

Date of meeting with the Library Director:

Outcome of meeting with Library Director: (please be specific)

I hereby request a Hearing with the Library Board of trustees in compliance with the Hearing procedures. I understand the hearing will be scheduled at the first available date based on time for adequate research and in consideration of business items already scheduled on the Board agenda. Further, I understand that an audio tape may be made of the Hearing, and I authorize the use of my written or spoken words in compliance with the Open Meetings Act and the Freedom of Information Act.

Signature

Number of attachments, if any:

2.7.2 Public Hearing Minutes Form

Title of Hearing

Date of Hearing:

Time of Hearing:

The Hearing was called to order at:

Attendance:

Member(s) of the public present at the meeting:

Copies of the documents distributed for discussion:

Public Comments:

Decision of the Board indicated by a roll call vote:

The meeting was adjourned at:

President

Secretary

2.7.3 PUBLIC COMMENT FORM

_____ Board Meeting

_____ Board Committee Meeting

(check type of meeting)

Date of Meeting _____

Members of the public who wish to address the Library Board during the Public Comment portion of the agenda must provide the following information on the sign-in sheet below:

- Name(s),
- the issue(s), and
- group affiliation, if any.

Providing a home address is not required in order to speak to the Library Board. This sign in sheet will be attached to the minutes of the meeting.

Public Comment is on the agenda following the correspondence. Speakers may address the Library Board for a period not to exceed 3 minutes. See policy 2.4.4 Public Comments at Meetings for detailed procedures.

<u>Print name</u>	<u>Print address (optional)</u>	<u>Topic</u>	<u>Group Affiliation, if any</u>

2.7.4 Ethics Statement for Public Library Trustees

- Trustees in the capacity of trust upon them shall observe ethical standards with absolute truth, integrity and honor.
- Trustees must avoid situations in which personal interests might be served or financial benefits gained at the expense of library users, colleagues, or the situation.
- It is incumbent upon any trustee to disqualify himself/herself immediately whenever the appearance or a conflict of interest exists.
- Trustees must distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of the institution, acknowledging the formal position of the board even if they personally disagree.
- A trustee must respect the confidential nature of library business while being aware of and in compliance with applicable laws governing freedom of information.
- Trustees must be prepared to support to the fullest the efforts of librarians in resisting censorship of library materials by groups or individuals.
- Trustees who accept library board responsibilities are expected to perform all of the functions of library trustees.

Adopted by the Board of Directors of the American Library Trustee Association, July 1985.

Adopted by the Board of Directors of the Public Library Association, July 1985.

Amended by the Board of Directors of the American Library Trustee Association, July 1988.

Approval of the amendment by the Board of Directors of the Public Library Association, January 1989.

2.7.5 Ethics Statement for Library Staff – Code of Ethics of the American Library Association

As members of the American Library Association, we recognize the importance of codifying and making known to the profession and to the general public the ethical principles that guide the work of librarians, other professionals providing information services, library trustees and library staffs.

Ethical dilemmas occur when values are in conflict. The American Library Association Code of Ethics states the values to which we are committed, and embodies the ethical responsibilities of the profession in this changing information environment.

We significantly influence or control the selection, organization, preservation, and dissemination of information. In a political system grounded in an informed citizenry, we are members of a profession explicitly committed to intellectual freedom and the freedom of access to information. We have a special obligation to ensure the free flow of information and ideas to present and future generations.

The principles of this Code are expressed in broad statements to guide ethical decision making. These statements provide a framework; they cannot and do not dictate conduct to cover particular situations.

I. We provide the highest level of service to all library users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased, and courteous responses to all requests.

II. We uphold the principles of intellectual freedom and resist all efforts to censor library resources.

III. We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted.

IV. We respect intellectual property rights and advocate balance between the interests of information users and rights holders.

V. We treat co-workers and other colleagues with respect, fairness, and good faith, and advocate conditions of employment that safeguard the rights and welfare of all employees of our institutions.

VI. We do not advance private interests at the expense of library users, colleagues, or our employing institutions.

VII. We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of the aims of our institutions or the provision of access to their information resources.

VIII. We strive for excellence in the profession by maintaining and enhancing our own knowledge and skills, by encouraging the professional development of coworkers, and by fostering the aspirations of potential members of the profession.

Adopted June 28, 1997, by the ALA Council; amended January 22, 2008.

2.7.6 Prohibited Gifts Policy

Employees should avoid accepting any kind of gratuities, tips or gifts in compliance with the IL State Gift Ban Act (5 ILCS 425 et seq) and are prohibited by the Act from the solicitation or the acceptance of gifts prohibited the Act.

This policy prohibits Board members or Employees from accepting gifts from vendors in excess of the \$100 limit of gifts per Employee or Board member. If a meal is shared with a vendor, the Board member/Employee must reimburse the vendor for the meal. Accepting gifts such as candy, flowers or liquor is prohibited unless these are shared with the public or other Library employees. No liquor may be accepted. It is permissible to take free items that vendors are giving away at a conference with a value of \$15 or less. Attendance at a vendor reception that is open to everyone is permissible. A Board member/Employee may accept free attendance at a conference, dinner or similar event if s/he participates as a speaker, panel member or performs a ceremonial function. A Board member/Employee may accept free attendance at a charity event. Entertainment and food that are taken in the group setting with substantially all attendees present are acceptable.

The Act provides 23 exceptions to the Gift Ban Act. A summary of those exceptions follows:

- Anything for which the Board member/Employee pays market value price;
- Allowable election contributions, legal defense fund contributions and fundraisers;
- A gift provided as the result of a personal friendship;
- An inter-office or intra-office gift;
- Food, lodging and other benefits resulting from outside business activities not related to the South Holland Library; excludes lobbyists;
- Informational materials in the form of books, videos or other forms of communication;
- Award of prizes from contests or events open to the public;
- Training and workshops, including food and refreshments, in the interests of the Library;
- Anything paid for by another unit of government;
- A plaque or trophy or other commemorative item;
- Donations from an IL company that are primarily promotional;

The total listing is detailed in 5 425/1, State Gift Ban Act. When in doubt, confer with the Ethics Officer.

The Library Director is appointed to serve as the Ethics Officer of the South Holland Public Library. A notarized, written complaint must be received within 1 year of the alleged violation in order for action to be taken. Disciplinary actions can be a reprimand, a directive to cease and desist, a directive to return or refund money or items, a gift to a charity in an amount equal to the value of the gift, a fine up to \$1,000 or removal from office. If initiated by a majority vote of the Library Board, it may also result in a board member's removal from office.

2.7.7 Duties and Responsibilities of the Library Trustees

1. Employ a competent and qualified Library Director.
2. Determine and adopt written policies to govern the operation and program of the library, including establishing policies regarding Materials Selection and Freedom to Read and View. The Board should welcome recommendations for policies and procedures from the Library Director.
3. Determine the purposes of the library and secure adequate funds to carry on the library program. The Board should request the full levy allowable by law to fund services. In addition to the general operations levy, the following levies are available to the Board:
 - General Corporate
 - Building and Maintenance
 - Tort & Immunity (Insurance) Fund
 - Special Reserve Fund
 - Social Security Fund
 - Medicare
 - Working Cash Fund
 - Illinois Municipal Retirement Fund (IMRF)
 - Audit Fund
4. Know the programs and needs of the library in relation to the community and keep abreast of standards and library trends; cooperate with the Library Director in planning library programs; support the Library Director and staff in carrying out library services.
5. Establish, support and participate in a planned public relations program. Keep the public informed of new programs, materials and current events at the library.
6. Participate in the preparation of the annual budget. Approve figures for the library budget and forward them to the Village for inclusion in their Budget and Appropriation and Levy ordinances.
7. Know local and state laws; actively support library legislation at state and national levels. Professional reading materials are filed in the library for use.
8. All Library Trustees are required by Public Act 97-504, effective January 1, 2012, to successfully complete the electronic training for the Open Meetings Act and provide a copy of the certification to the Library Director. Trustees appointed/elected after January 2012 have 90 days to complete the training.
9. Attend all Board meetings and see that accurate records are kept on file at the library and are reported to appropriate authorities in a timely fashion.
10. Attend regional, state and national trustee meetings and workshops. Affiliate with appropriate professional organizations as allowed by the library budget.
11. Be aware of the services of the IL State Library, the Library System and other regional cooperatives.
12. Support the majority decisions of the Library Board to the public.
13. The Board is expected to interpret the community to the Library Director. The Library Director is expected to interpret professional trends to the Library Board. Each welcomes the other's views, thereby enriching the process of determining library services.

2.7.8 Duties and Responsibilities of the Library Director

1. Act as technical advisor to the Board; recommend policies for Board action; hire all personnel and supervise their work. Among other duties:
 - Write job descriptions;
 - Hire, evaluate, terminate staff;
 - Set individual staff salaries within ranges approved by the Board;
 - Maintain personnel records;
 - Supervise the internal management of the library.
2. Carry out the policies of the library as adopted by the Library Trustees.
 - Support the position of the majority decisions by the Board as indicated in the Library Board minutes;
 - Interpret Board decisions to the staff and the public.
3. Suggest and carry out plans for expanding library services.
4. Prepare regular reports detailing the library's current progress and future needs.
5. Supervise the public relations program of the library.
6. Prepare an annual budget in consultation with the Finance committee. Encourage the Library Board to use the full range of available levies to support library services. Provide current reports of expenditures against the budget at each meeting.
7. Know local and state laws; actively support library legislation at a state and national level.
8. Select or delegate ordering of library materials.
9. Attend all Board meetings and Committee meetings. Duties include:
 - Participate actively in Board and Committee meetings;
 - Prepare the Board agenda, consulting with the Library Board President if requested;
 - Participate in the orientation of new Trustees.
10. Affiliate with state and national professional organizations and attend professional meetings and workshops.
11. Make use of the services and consultants of the Library System consortium and the IL State Library.
12. Report regularly to the Library Board, to the officials of local government and to the general public. Serve as the authorized representative of the Library Board.
13. Interpret professional trends to the Library Board. The Board is expected to interpret the community to the Library Director. Each welcomes the other's views, thereby enriching the process of determining library services.