

## 4—Library Administration

### 4-1 Board of Library Trustees

#### 4-1.1 Goals and Objectives

The Board of Library Trustees (Board) and staff of the Palatine Public Library District (Library) develop a strategic plan, which includes goals and objectives for each fiscal year. The strategic plan is posted on the Library's website. The Board reviews progress on the goals at least once a year. (Adopted 12-11-85, Last Revised 09-17-19, Effective 10-1-19)

#### 4-1.2 Powers of the Board of Library Trustees

The powers of the Board are enumerated in Illinois Library Law (75 ILCS 16/30) and may be amended by the Illinois State Legislature. (Adopted 9-25-85, Last Revised 10-20-20, Effective 11-1-20)

#### 4-1.3 Duties and Responsibilities of Trustees

Trustees represent the interests of the residents at large of the District. The role of Trustees as individuals, and as a Board, is detailed in Appendix 4A. (Adopted 9-25-85, Last Revised 09-17-19, Effective 10-1-19)

#### 4-1.4 Orientation and Development

Each new Trustee receives an 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 Illinois Library Association (ILA) and American Library Association (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 United for Libraries. Trustee participation is encouraged. (Adopted 12-12-90, Last Revised 09-17-19, Effective 10-1-19)

#### 4-1.5 Library District Safe Deposit Box

The Board maintains a safe deposit box in the name of the Palatine Public Library District. This box is accessible only to the Board officers or approved staff when accompanied by one of the above Trustees.

An inventory of contents of the box is made every two years by two designated Trustees, one of whom is an officer of the Board. The inventory is kept in the lock box and a copy of the inventory is kept on file at the Library. (Adopted 1-9-91, Last Revised 11-15-22, Effective 12-1-22)

#### 4-1.6 Verbatim Records of Closed Meetings

The Secretary or Committee Chair 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 within 30 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 semiannual review of closed meeting minutes and verbatim records. (Adopted 12-10-03, Last Revised 11-15-22, Effective 12-1-22)

#### 4-2 Executive Director

##### 4-2.1 Duties and Responsibilities

The Executive 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. The Executive Director's global duties are to hire competent personnel; to operate library facilities within the established budget; to achieve the greatest value while promoting member satisfaction; and to advise the Board in all areas of responsibility. Appendix 4C contains an overview of the duties and responsibilities of the Executive Director. The Board maintains a complete job description for the Executive Director. (Adopted 12-11-85, Last Revised 10-20-20, Effective 11-1-20)

##### 4-2.2 Compensation and Performance Evaluation

The Board reviews the performance of the Executive Director annually. The first appraisal takes place six months after initial employment. The Executive Director's salary is reviewed and established annually by the Board. (Adopted 1-12-77, Last Revised 09-17-19, Effective 10-1-19)

Policy 4 Comprehensive Review: Adopted 9-25-85; Last Revised 11-15-22, Effective 12-1-22.