

2 - Library Administration

2A - Board of Library Trustees

2A-1 Goals and Objectives

The Board and staff of Wilmette Public Library District (the library) establish goals and objectives for each fiscal year. The Strategic Plan includes these goals, and is located in Appendix 2A.

2A-2 Powers of the Board of Library Trustees

The powers of the Board of Trustees are enumerated in Illinois Library Law (75 ILCS 16/30), and may be amended by the Illinois State Legislature. A list of these powers is located in Appendix 2B.

2A-3 Duties and Responsibilities of Trustees

Trustees represent the interests of the residents at large of the library. The duties and responsibilities of trustees as individuals, and as a Board, are detailed in Appendix 2C.

2A-4 Orientation and Development

Each new trustee receives an expedient orientation to procedures, functions, and Board activities. These include, but are not limited to: receipt and review of relevant documents and information; tours of the Library and introductions to staff members; opportunities to attend Illinois Library Association (ILA) and American Library Association (ALA) Conferences, workshops, and meetings conducted by the Reaching Across Illinois Library System (RAILS) and Illinois State Library (ISL), 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 the Association of Library Trustees, Advocates, Friends and Foundations (ALTAFF). Trustee participation is encouraged.

2A-5 Board Communication

All communication between members of the Board outside a public meeting, including communication using electronic devices such as email, shall be governed by the Open Meetings Act (5 ILCS 120/1. et seq.).

Any communication outside an official open meeting among three or more trustees about substantive Library business constitutes a violation of the Open

Meetings Act. This includes electronic communications in which proposed Board action is discussed.

Use of electronic communications including, but not limited to, email, instant messaging or social media may not include deliberation, debate or decision-making concerning Library business. Electronic communications may be used for routine purposes such as:

- Dissemination of information
- Requests for available dates and times for meetings
- Meeting reminders
- Transmittal of agenda materials in advance of a meeting
- Transmittal of other documents for personal review or editing
- Communication with Library Staff

2A-6 Verbatim Records of Closed Meetings

The Secretary creates a verbatim record of closed meetings in the form of an audio recording. At the conclusion of the closed meeting the Secretary seals, dates, and identifies the recording. The Secretary deposits the recording in the library's safe deposit box within 14 calendar days of the recorded meeting. No access to the recordings is permitted except in accordance with the Open Meetings Act. The Board considers approving the destruction of the recordings after 18 months during the semi-annual review of closed meeting minutes and verbatim records.

2B - Library Director

2B-1 Duties and Responsibilities

The library director is responsible for the operation and management of the Wilmette Public Library District, in accordance with the laws of the State of Illinois and within the guidelines established by the Board of Library Trustees. The director's global duties are to hire competent personnel, to operate library facilities within the established budget, to achieve the greatest value while promoting patron satisfaction, and to advise the Board in all areas of responsibility. Appendix 2E contains a list of the duties and responsibilities of the director.

2B-2 Compensation and Benefits

The Board reviews the performance of the director annually. The first appraisal takes place six months after initial employment. The director's salary is reviewed

and established annually by the Board. The director is entitled to a 22-working day annual paid vacation. Any variation must be approved by the Board.

2B-3 Resignation

A sixty-day written notice is required.

Adopted September 17, 2019, , reapproved June 18, 2024