



# Personnel Policy Manual

Rewritten and approved by the  
Geneseo Public Library District Board of Trustees  
April 2024  
Printed with grammatical modifications April 2025

## ACKNOWLEDGMENT AND DISCLAIMER

The Personnel Policy Manual describes important information about rules and expectations expected of employees at the Geneseo Public Library District. I understand that I shall consult my supervisor or the Library Director regarding any questions I have that are not answered herein.

I have entered into my employment relationship with the Geneseo Public Library District voluntarily and acknowledge that there is no specified length of my employment. Accordingly, either the Library or I can terminate the relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal or state law. (Employment At Will).

Since the information, policies, and benefits described here are necessarily subject to change, I acknowledge that revisions to the policies may occur. Changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Furthermore, I acknowledge that this policy is neither a contract of employment nor intended to create contractual obligations.

I have had this policy explained and understand that it is my responsibility to read and comply with This policy and any revisions made to it.

Dated: \_\_\_\_\_

Signed: \_\_\_\_\_

Employee's full name printed \_\_\_\_\_

## EMPLOYMENT AT WILL

The contents of this policy manual do not constitute an expressed or implied contract of employment. Employment at the Geneseo Public Library District is Employment At Will, and as such, may be terminated at will of either the employer or the employee at any time and for any reason, with or without cause or notice.

The Geneseo Public Library District's Board of Trustees reserves the right to change, modify, add to, or delete any information contained in this manual at any time and without notice. The Board may also change, modify, or rescind any policy or practice, or adopt new policies or practices, at any time and without notice.

## EQUAL OPPORTUNITY EMPLOYER

The Geneseo Public Library District subscribes to a policy of equal employment opportunity and makes all employment decisions without regard to any factors that are protected by applicable law.

The library complies with all relevant federal and state laws, including the Americans with Disabilities Act as well as the Immigration Reform and Control Act. The immigration law requires the library to verify the identity and employment eligibility of all employees and prohibits the hiring of unauthorized aliens.

The library will not employ anyone under the age of 15 years in a paid capacity. Work permits will be required in accordance with federal and state labor laws.

No employee should be related by blood, marriage, as a child/children, or as a domestic partner to another staff member. A member of the staff or Board must promptly disclose when any such relationship exists or is anticipated.

## CODE OF CONDUCT

Library employees are looked up to by children and the community. They should remain true to the people they serve; they need to act with dignity, fairness, justice, sincerity and genuine willingness to help patrons in the discharge of their duties. They should refrain from acting contrary to laws, morals, customs and public interest. They should at all times engage in professional behavior. "Professional behavior" means working and behaving in such a way that others think of them as competent, reliable and respectable. Ethical behavior involves demonstrating and valuing respect, honesty, fairness, equality and dignity.

As an "at will employer" the GPLD is within its rights to terminate an individual who violates our business code of ethics even when an employee is offsite. We expect our employees to operate in the library's best interests, on or off the clock. Any illegal actions performed outside of work can be cause for termination.

This policy previously existed on a verbal, implied basis; it is now clarified here.

## DUTIES AND RESPONSIBILITIES OF THE LIBRARY STAFF

The first duty of the Library Staff is service to the public. The purpose of the library is to offer prompt, efficient, impartial, courteous, and friendly public service. The staff member at the front desk should bear in mind that he/she is the immediate representative of the library and does much to form public opinion regarding the library. He/she should strive to create a receptive and cordial atmosphere in which the library user feels welcome whatever his age, race, appearance, social, or intellectual status. The queries or opinions of a patron should never be commented upon in a disparaging or condescending manner.

### PERSONAL RECORDS

Each employee is responsible for notifying the library bookkeeper about any changes in important personal data, including address, telephone number, spouse or domestic partner, emergency contact, personal physician, number of dependents, and insurance beneficiary.

### STAFF DEVELOPMENT

The Library Director may approve staff to attend Library association conferences, state and national meetings, and other professional meetings with pay and expenses.

All staff members are encouraged to attend continuing education opportunities and workshops not only offered by the State Library, Library System, and area colleges, but also other professional presentations. Mileage and time will be paid according to policy.

Reimbursement for classes is 50% of the cost from a facility of proven credibility. Classes must be pre-approved by the Director. The reimbursement must be done once the class is completed, and the final grade has been awarded.

*This policy was adopted on February 11, 2013.*

### PATRON CONFIDENTIALITY

Illinois law insures the confidentiality of Library records. This means no third party can receive information pertaining to items borrowed by any patron; this does include requests from parents regarding their children's library record. This is not library policy – it is the law.

### ACCIDENTS/FIRST AID

All accidents involving employees or patrons that occur on library premises should be reported immediately to the Library Director. When necessary, police, emergency 911, ambulance, or rescue squad should be called.

*First aid kits are in the employee restroom. Narcan kits are under the circulation desk.*

**SMOKE-FREE WORKPLACE** Smoking is not permitted in the library.

### SERVICE TO PATRONS WITH DISABILITIES

The GPLD offers the same services to patrons with disabilities as to all other segments of the population. There are several wheelchairs available at the entrance. We have computers available for the visually impaired. We act as facilitator between the patron and Services to the Blind and Physically Handicapped. We welcome service animals in the library.

### PREVAILING WAGE ACT

In accordance with the State Statute and the Illinois Department of Labor Regulations, GPLD annually adopts and files an Ordinance, which establishes the prevailing rates of wages. All projects must pay prevailing wage and workers must be licensed, bonded, and insured.

## PROHIBITED GIFTS POLICY

It is our policy to comply with the State's Gift Ban Act through the promulgation of this policy. Neither the Open Meetings Act nor the Freedom of Information Act of Illinois, or any policies of this Library in furtherance of those Acts shall be applicable to proceedings, meetings or documents involved here, which are exempt therefrom.

## GENESEO PUBLIC LIBRARY DISTRICT OPERATIONS

### I. MISSION STATEMENT

The Geneseo Public Library District provides materials and services to assist Library District residents of all ages to obtain information for their professional, personal, educational, recreational, cultural, and reference needs. The library provides timely access to a variety of materials relevant to and of general interest to the community it serves.

### WHO MAY USE THE LIBRARY

A: All residents of the Library District may use the library. Service will not be denied or curtailed because of political convictions, religious, racial, social, or economic reasons. Persons residing outside the geographical area of the Library District are non-residents. Non-residents, with exceptions as listed in Illinois Revised Statutes, Ch. 81:1004-11-(12), are required to pay a fee established by the Board of Trustees to borrow materials from the library.

B: A borrower's card from the GPLD entitles the holder to all services offered by member libraries in the Prairie Area Library System, its affiliates, and the state of Illinois.

C. The use of the library and its services shall be limited when excessive demands by groups and/or individuals tend to curtail service to the general public.

D. The use of the library or its services may be denied for due cause, such as:

1. Failure to return books or other materials.
2. Failure to pay fines.
3. Disturbance of patrons/or staff.
4. Destruction of Library property.

E. The library should be a quiet place for study and concentration. Loud conversation shall be avoided and patrons will be asked to lower their voices.

### SERVICES OF THE LIBRARY:

A. The Library Director or her representatives will select and organize for easy use the books and materials which best meet the growing and varying needs of our community.

B. The Library Director and staff will provide guidance and help people to find the information they seek from our resources.

C. An adequate, electronic card catalogue or OPAC (Online Patron Access Catalog) shall be established and regularly maintained.

D. The library will initiate programs to stimulate use of library materials and acquaint patrons with new services.

E. The library will secure information beyond its own resources for patrons by borrowing from Prairie Area Library System (PALS), its member Libraries and affiliated systems.

F. The GPLD will lend materials to other Libraries in the Prairie Area Library System (PALS) and its affiliates requested by patrons. Patrons of the GPLD have priority in the use of materials in our library.

G. Library services are provided during the following hours:

Monday through Thursday – 9 a.m. to 8 p.m.  
Friday – 9 a.m. to 6 p.m., Saturday – 9 am to 5 p.m.  
Sunday – CLOSED

The library is closed on the following holidays:  
New Year’s Eve, New Year’s Day, President’s Day, Memorial Day,  
Independence Day, Labor Day, Columbus Day, Veteran’s Day, Thanksgiving Day,  
the day after Thanksgiving Day, Christmas Eve, and Christmas Day.

WEATHER CONDITIONS. The Geneseo Public Library is closed whenever the schools are closed. On that first day the employees receive “emergency weather” pay if they are scheduled to work on that day. If the weather is bad the SECOND day the employee can use their sick time and stay home if they cannot get to work. When the schools are closing early due to bad weather---the library can also close due to bad weather. Employees may get a text stating the library will not open due to weather conditions

H. Periodic reviews of the library service will be made by the Library Board to see what services might be discontinued, expanded, or added.

I. Any request made to the Library Director or staff for information concerning the reading habits of a patron shall be denied on legal grounds.

J. Reciprocal borrowing of books, historical materials, prints, furnishings, equipment, etc. shall be allowed between the library and the Geneseo Historical Society. These exchanges shall be made only between the Library Director and the Museum Curator. Careful records will be kept of each item borrowed and a specified time stated for its return.

K. Historical materials may be taken from the library building only with the Library Director’s approval.

L. Any group wishing to include historical materials as part of a program may hold its meeting in the library. The arrangements for such meetings must be made with the Library Director and the staff member must be in attendance at the meeting.

M. Use of the Foundation Room: This library has a meeting room intended for library functions, meetings, and programs. It may be made available for use by other organizations and individuals, as available. Organizations not affiliated with GPLD may use the meeting room only when all of the following conditions are met:

1. The Library Board does not necessarily endorse opinions expressed by any person using the Foundation Room for a meeting.
2. The Foundation Room should not be used by any organization conducting the meeting for commercial purposes.
3. The meeting shall take place during regular library hours.
4. The meeting may not disrupt the ability of the library to conduct business in a normal and orderly manner.
5. The meeting is open to the public as available.
6. Any reservation of the meeting room is made through the Library Director or staff.
7. The organization assumes all responsibility for set up and clean up.
8. Any incidental fees will be payable to GPLD.
9. It is required the room be left in the same clean, orderly condition in which the organization found it at the beginning of the meeting.

N. Rules for Videos/DVDs:

1. Are available for a one-week check out at no charge.
2. An overdue charge of 20 cents per day per title will be assessed on late videos/DVDs.
3. May be renewed.
4. Borrower must have a valid library card.
5. Patrons will be charged for damages at replacement cost.
6. Copying is prohibited.

O. Unattended Children/Children's Programming. Parents or appropriate guardians are responsible for the behavior of their children while they are in the library. The staff is committed to help children with activities related to the library. However, staff cannot serve as babysitters, teachers or disciplinarians. Prolonged or repeated violations of this policy are grounds for suspension of library privileges. Whenever advisable, the library will notify the parent of incidents involving an unattended child. Please refer to end of this manual for a form to be used should there be an unattended child incident. These forms are behind the front desk.

Children under the age of 7 must be accompanied and directly supervised at all times by a parent or other responsible caregiver. When the safety of an unattended child is in doubt, or the parent or responsible caregiver cannot be located, or if the library is closing, staff is authorized to call the police and stay with the child until police or help arrive.

Children over the age of 7 may use the library unattended by an adult, subject to other Library rules and policies concerning behavior, conduct, and demeanor.

Unattended Children After Hours: In the event a young person is still at the library 15 minutes after closing, the police will be called to pick up the young person. Attempts will be made during that 15 minutes to reach parents but in no instance will staff take young people to either of their homes.

P. Computers: The library offers access to the Internet. We do not monitor and nor have control over these resources and cannot be held responsible for its content or quality. Information on the Internet may be reliable and current or it may be inaccurate, controversial, illegal, or offensive. Internet access, like other electronic equipment, may from time to time be unavailable. Internet users are responsible for the materials they access and are to respect copyright laws. Users cannot be assured of privacy. The library reserves the right to end an Internet session at any time if it is creating a disturbance. As with other library materials, restriction of a child's access to the Internet is the responsibility of the parent or legal guardian. We reserve the right to limit or ban any patron from using a public Internet workstation. Proper forms must be signed before initial use. Time limits are set in one-hour blocks. Reservations can be made.

## II. LIBRARY PERSONNEL

### A. The Library staff shall be composed of:

1. Library Director
2. Children's/Young Adult Services Associate
3. Children's Programmer
4. Adult Services Associate
5. Public Services Associate
6. Technical Assistant
7. Outreach Assistant
8. Clerks (with specific duties and general duties)
9. Pages (Duties shall be designated in job descriptions or as assigned by the Library Director)

B. Salaries shall be related to monies available and the experience of the personnel involved.

C. All personnel shall have the right to make suggestions concerning comfortable working conditions, policy changes or procedure practices. Loyalty to the library is expected. Each should uphold library policies and refrain from derogatory remarks either inside or outside the library.

D. Probationary Periods. All new employees are considered temporary and on probation. This probationary period is for three months. Special cases may be extended three months with the approval of the Library Director. After the probationary period ends, an evaluation session will take place. This will be oral or in letterform.

E. Vacation. After one (1) year of employment, a new employee will receive two (2) weeks of paid vacation; receive two (2) weeks of vacation until said employee reaches the tenth (10) year. From year 10-19 said employee will receive three (3) weeks of paid vacation. From year 20 and above, said employee will receive four (4) weeks of paid vacation.

Personal Days. Employees with over five (5) years of service as of January 1, 2025 will get three (3) personal days per calendar year.

Sick Time. All employees receive two (2) weeks of sick time after one (1) year. Sick time does not increase after one (1) year.

IMRF. An employee can accumulate one (1) year of sick time to add to your IMRF pension.

IMRF Pension Calculator (based on a 5-day work week)

- 1-20 sick days = 1 month of IMRF
- 21-40 sick days = 2 months of IMRF
- 41-60 sick days = 3 months of IMRF
- 61-80 sick days = 4 months of IMRF
- 81-100 sick days = 5 months of IMRF
- 101-120 sick days = 6 months of IMRF

If an employee is in need of a leave of absence, contact the Director. Questions, call 1-800-ASK-IMRF  
An employee may work from home with the approval of the Director.

*This policy regarding vacation, personal days, sick time and IMRF was adopted on April 14, 2025.*

Upon retirement after 10 or more years, employee will receive \$500 bonus.

*Sick leave* with pay shall be provided equaling two weeks per the average of weekly hours for the preceding 52 weeks, cumulative to six weeks. For example, an employee who works regular hours of 20 hours each week would receive 40 hours of sick leave with pay per year. The sick leave will begin accumulating at the beginning of employment. Sick leave shall be interpreted to mean personal illness, quarantine at home, serious illness or death in the immediate family or household. The immediate family shall include parents, spouse, brothers, sisters, children, grandparents, grandchildren, grandchildren, parents-in-law, brothers-in-law, sisters-in-law and legal guardians. Sick leave may also be used for doctor's appointments. No compensation for unused sick leave shall be made. The Library Director or Board reserves the right to request verification of illness for all personnel.

F. Workman's Compensation: Library employees are protected by Workman's Compensation under Illinois law in the event of accidents occurring in the course of employment. It is necessary that the employee notify the

Library Director as soon as possible of the accident, and, in no event, should this delay be longer than twenty-four hours.

G. Employee Evaluation: Evaluation of employees shall take place annually or at the discretion of the Director.

H. Resignations: a resignation should be made in writing to the Library Director two weeks in advance of leaving.

I. Grievance Procedure: If any employee or group of employees wishes to challenge or protest salary, classification, personnel matters, or working conditions, it must be in a formal written request to the Library Director, who serves as personnel manager for the library. If the grievance is not settled, the employee should then request, in writing and stating the problem a meeting with the personnel committee of the Library Board. If resolution is still not achieved, formal application for a hearing before the entire Library Board may be made.

J. Telephone: Personal calls should be kept at a minimum. Private calls should never be made from a public-area desk. Personal long-distance calls by any employee should be made from their own personal cell phone.

K. Leave of Absence: A leave of absence for personal reasons may be granted at the discretion of the Library Director.

L. Purchases: Books and other library materials may be purchased through the library at the regular library discount by members of the staff, members of the Library Board, and others, who, because of their special service to the library, are recommended by the Board for this privilege. Sales tax must be paid.

M. A committee of two appointed Board members will be responsible for listening to and resolving personnel concerns.

N. Equal Opportunity: The GPLD is an Equal Opportunity Employer under both federal and state laws.

O. An employee who works 37 ½ hours per week is considered a full-time employee. Any hours less than that shall be considered part-time.

P. The Library complies with the Drug-Free Workplace Act of 1988:

1. The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace of GPLD.

2. Any violation of the above prohibition will result in disciplinary action against the employee, up to and including discharge.

3. The Drug-Free Workplace Act of 1988 requires as a condition of employment with GPLD that all employees will:

- a. Abide by the terms of this notice, and

- b. Notify GPLD's Library Director, of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such a conviction.

4. GPLD may require an employee who violates these provisions to participate satisfactorily in an approved drug abuse assistance or rehabilitation program.

Q. Sexual Harassment Policy:

1. GPLD is committed to a work environment free of inappropriate and disrespectful conduct and communication of a sexual nature. In an effort to avoid even the appearance of impropriety this policy against sexual harassment exceeds the requirement of applicable law. GPLD strongly opposes sexual harassment in any

form. Sexual harassment in the workplace by a manager, employee or a non-employee, including any vendor or patron, will not be tolerated. It does not matter whether the victim is male or female. Sexual harassment is against our policy and is a violation of Title VII or the Civil rights Act of 1964 as well as the Illinois Human Rights Act as amended on January 7, 1993.

2. Prohibited Conduct. Under the Illinois Human rights Act, 775, ILCS 5/2-101, sexual harassment refers to behavior of a sexual nature that is not welcomed, is personally offensive, debilitates morale or interferes with the work performance and effectiveness of its victims. Unwelcome sexual advance, requests for sexual favors or other verbal or physical conduct of a sexual nature constitute harassment when:

- submission to such conduct is made explicitly or implicitly as a term or condition of an individual's employment.

- submission to or rejection of such conduct by an individual is used as a basis for an employment decision affecting such individuals.

- such conduct has the purpose, or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

- if comments or conduct of a sexual nature are unwelcome by an individual, they may constitute harassment.

GPLD will not accept as an excuse to a complaint of sexual harassment that an employee was "only joking" or "didn't think the other employee would object."

3. Enforcement Procedure. Any violation of the above prohibition will result in disciplinary action against the employee, up to and including discharge.

4. Complaint Procedure. It is recommended that an employee submit a formal written complaint to the Library Director who serves as personnel manager for the library. If the matter is not settled, the employee should then request in writing and stating the problem a meeting with the personnel committee of the Library Board.

5. Protection Against Retaliation. The initiation of a complaint shall not under any circumstances be grounds for discipline. It is a violation of policy and applicable law for an individual to be disciplined or otherwise disadvantaged as a result of the good faith resort to this complaint procedure."

R. Jury Duty: Any staff member who is called to jury duty and must miss regularly scheduled hours to fulfill that call will be paid for those regularly scheduled hours. The staff member must give the library the check they receive for being on the jury.

S. Holidays: Employees who are regularly scheduled to work on days which have been designated as a holiday will be paid their regularly scheduled hours. Those not regularly scheduled, will not.

MISSING/DAMAGED ITEMS

A form for ASSESS FOR DAMAGE/PREVIOUS DAMAGE (yellow) and MISSING/DAMAGED ITEM (lime green) are behind the front desk and created by Prairie Cat. Please use these forms for damaged items.

## **By Laws of the Geneseo Public Library District**

### *Article 1 – Name*

The organization shall be called “The Board of Trustees of the Geneseo Public Library District,” existing by virtue of the provision of the Illinois Revised Statutes, Chapter 81, Section 1002-7, calling for the conversion of the Geneseo Township Public Library, which was first established in 1888 when it was converted from a City Library which was first established in 1881, (as known as the George B. Dedrick Public Library of Geneseo Township) to a Library District, and so established by the petition presented to the Circuit Court of the 14<sup>th</sup> Judicial District, Henry County, Illinois on April 15, 1987 and exercising the powers and authority and assuming the responsibilities delegated to it under Chapter 81 of the aforesaid statute.

### *Article 2 – Members*

The Geneseo Public Library District shall be governed by a seven (7) member Board of Trustees elected at large. Each Trustee shall have one vote on the Board of the Geneseo Public Library District. Voters residing in the District shall elect the Trustees in a regularly-scheduled election. Terms of the Trustees shall be staggered. Any resident of the Library District is eligible to run for the Board upon compliance with State Election Law procedures.

These elections shall be held biannually in each odd-numbered year on the date specified by the State Election Law.

Vacancies: Vacancies shall be declared in the office of Trustee by the Board when the elected Trustee declines or is unable to serve or becomes a non-resident of the District or is convicted of a misdemeanor by failing to discharge any duty imposed upon him by the Library District Act, or who shall have failed to pay the Library taxes levied by the District.

### *Article 3 – Officers*

The Board of Trustees shall elect a President, a Vice-President, a Secretary and a Treasurer at the first regular meeting of the Board following the scheduled election of new Trustees, and they shall serve two years.

The Board of Trustees shall have the authority necessary to carry out the spirit and intent of Illinois District Library Law and the Statutes of the State of Illinois.

The President shall preside at all meetings of the Board, appoint all committees, and perform such other duties as are normally associated with the office. The President recognizes visitors at meetings.

The Vice-President shall preside in the absence of the President.

The Secretary shall keep and maintain complete records that will include therein the minutes of all meetings, the names of those in attendance, the discussions and all motions made. All records shall be kept on file in the Library.

The Treasurer shall be the disbursing officer of the Board, co-sign the checks, and shall perform such duties as generally devolve upon the office. The Treasurer shall be bonded in an amount as may be required by state law.

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In the absence or inability of the Treasurer, his/her duties shall be performed by such other member of the Board as the Board may designate.

The Library Director shall be considered an executive officer of the Board and shall have charge of the administration of the Library under the direction of the Board. The Library Director shall attend all Board and committee meetings except those at which appointment or salary is to be discussed or decided. The Library Director has no vote in Board decisions.

### *Article 4 – Meetings*

The Board of Trustees of the Geneseo Public Library District shall meet at least five (5) times per year, according to state law, to conduct the business of the District.

The regular meetings of the Board of Trustees shall be held on the second Monday of each month at the library.

Special meetings may be called at any time by the President, the Secretary, or any four (4) Trustees. In the absence of the President, the meeting shall be presided over by one of the Trustees present who shall be chosen by members for that purpose. Four (4) Trustees shall constitute a quorum. Meetings shall be conducted in accordance with accepted parliamentary procedures and shall comply with the Open Meetings Act.

In case of extreme emergency, the Board will be polled by phone. The decision will be ratified at the next Board meeting.

### *Article 5 – Order of Business*

The Order of business at regular meetings shall be as follows:

1. Additions to or changes in the agenda.
2. Call to order and roll call.
3. Recognition of visitors, be they participants or observers.
4. Approval of minutes of prior meetings.
5. Correspondence.
6. Reading and approval of Treasurer's report.
7. Report of Library Director.
8. Report of Committees.
9. Unfinished business.
10. New business.
11. Adjournment.

### *Article 6 – Committees*

All items of business must be brought to the full board. There should be no special committees such as Finance and Personnel.

### *Article 7 – Records*

All records and accounts of the Geneseo Public Library District shall be kept in the custody of the Library Director. All such records and accounts, with the exception of personnel files and minutes of closed meetings shall be open to the public at all reasonable times. None of these records shall be removed from the Library except for microfilming.

### *Article 8 – Library Director*

The Library Director shall administer the policies adopted by this Board. Among the duties and responsibilities allocated to the Library Director shall be hiring and dismissing library employees, directing and supervising all

staff members, preparing the annual budget and monthly, quarterly, and annual reports as required for Board approval, and recommending such policies and procedures as will promote efficient library service. The

Library Director shall have the power to disburse funds within the working budget. The Library Director shall operate within the job description for the Director.

*Article 9 – Gifts*

The Library Director, on behalf of the Board of Trustees of the Geneseo Public Library District, may at her discretion accept gifts, donations or endowment funds for the Geneseo Public Library District.

*Article 10 – Collection, Development and Purchase of Library Materials*

The selection of Library materials including books, periodicals, records, films, pictures, pamphlets, etc., shall be the primary task of the Library Director. All staff members and the Board of Trustees in and for the Geneseo Public Library District shall affirm the belief in the “Library Bill of Rights” and the “Freedom to Read” statements.

*Article 11 – Rules*

The rules contained in the current edition of Robert’s Rules of Order shall govern the meeting in all cases to which they are applicable and in which they are not inconsistent with these by-laws and any special rules of order the Board may adopt.

*Article 12 – Orientation of New Board Members*

Each new Trustee of this Board shall receive a welcome packet. Board members need to complete the Economic Interest form, Open Meetings Act policy, and the Freedom of Information policy. These are located on the Attorney General’s homepage. The Library Director shall meet with the new Trustees to examine the properties and review the services and procedures of the library.

*Article 13 – Amendments*

These by-laws may be amended by a majority vote at a regular meeting of the Board of Trustees of the Geneseo Public Library District, provided written notice of the proposed amendment has been given at the preceding regular meeting or at a special meeting at least 10 days prior to a regular meeting. The proposed amendment changes must be in written form.

*Article 14 – Response to Directives*

If by an Act of God, orders by the President, Governor, City Administrator, Illinois State Library, RAILS, Prairie Cat or extreme weather conditions prohibit the Geneseo Public Library District from opening, the staff will continue to get paid. Revenue was previously levied by taxes.

*Article 15 –Drug-free Workplace*

The library has a strong commitment to its employees to provide a safe and healthy work environment, expecting all employees to report for work in a condition to perform their duties. Our policy is:

1. The illegal use, sale or possession of narcotics, drugs or controlled substances including but not limited to marijuana, cocaine, PCP, heroin, LSD, amphetamines and barbiturates while on the job or on the library’s property is a dischargeable offense. Any illegal substances will be turned over to the appropriate law enforcement agency and may result in criminal prosecution. Illegal Drugs are substances whose use or possession is controlled by and/or illegal under federal or state law or which are not being used or possessed under the supervision of a licensed health care professional. This definition specifically includes “medical marijuana.”

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2. The possession, distribution or use of alcoholic beverages by any Library employee is prohibited during working hours. Individuals found using alcohol will be subject to disciplinary action up to and including discharge.
3. Employees will not be permitted to work while under the influence of drugs or alcohol. Individuals who appear to be unfit for work will be relieved from their duties and may be requested to take a physical examination at a designated medical facility. Refusal to comply with a physical examination or failure to pass the examination may result in disciplinary action, up to and including discharge.
4. Off-the-job illegal drug and/or alcohol use which could adversely effect on employee's job performance or which could jeopardize the safety of other employees, the public or the Library's facilities, or where such usage adversely affects the public trust in the ability of the Library to carry out its responsibilities, is also cause for disciplinary action, up to and including discharge.
5. Employees who are arrested for off-the-job drug activity may be considered in violation of this policy. In deciding what action to take, the library will take into consideration the nature of the charges, the employee's present assignment and record with the library, and the impact of the employee's arrest on the conduct of the library's business.
6. Employees are encouraged to request assistance through reputable sources in the community in dealing with a personal alcohol or drug-related problem. Their employment will not be jeopardized so long as an approved treatment program is successfully completed, and they continue to observe the library's policy regarding drugs and alcohol.
7. Employees who wish to report drug and alcohol use in violation of this policy should contact the Director, or in the event the matter concerns the Director, the Board of Trustees. The library will make every effort to protect anonymity, and such information will be treated in confidence.
8. Employees are required to notify the Director of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.
9. Employees are examples to the youth of this community.
10. Employees represent the library and are to act professionally in public

### *Article 16 - Commitment to Diversity and Equity*

The Geneseo Public Library District is committed to diversity and equity in all areas of the library. We will promote an anti-discriminatory environment where everyone feels safe and secure.

### *Article 17 – Guest Limitations*

A guest who wishes to make a statement at a Library Board Meeting has five (5) minutes to speak. A guest who approaches the Board Meeting a second time to discuss the same topic is to be advised that no subsequent visits to the Board will be allowed on that topic.

### *Review of By-Laws*

These by-laws shall be reviewed at least once every five (5) years. The Illinois Library Laws supersede any and all of the above articles.

### *Affirmation of Addition to the By Laws and Review*

I hereby state that these By Laws have been revised by the addition of Articles 15, 16 and 17 and agreed to by the Board of Trustees on May 16, 2025.

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Signed by: Library Director Claire Crawford

Date

## Complaint about Unattended Child

(This form for this is behind the front desk. Once completed, give it to the Library Director.)

Date of Incident:

Time of Incident:

Child Name:

Parent Name:

Address:

Phone number:

Describe incident:

Employee name: (print name and sign it)

Date:

## COMPLAINT ABOUT LIBRARY MATERIAL

Author: \_\_\_\_\_

Title: \_\_\_\_\_

Material type  book  DVD/CD  Other (specify) \_\_\_\_\_

Patron Requesting consideration. \_\_\_\_\_

Patron's Street Address \_\_\_\_\_

City: \_\_\_\_\_ Zip code: \_\_\_\_\_

Request represents:  Individual  Organization name \_\_\_\_\_

1. Have you read or viewed the entire work? \_\_\_\_\_  
If not, what parts? \_\_\_\_\_

2. To what in the material do you object? (Please be specific; cite pages or sections)  
\_\_\_\_\_

3. What good or valuable features do you find in the material? \_\_\_\_\_

4. What do you believe is the theme of this work? \_\_\_\_\_

5. What do you feel might be the result of reading or viewing this material?

6. Have you read any reviews of this material? \_\_\_\_\_  
If yes, specify: \_\_\_\_\_

7. Do you think this material would be more appropriate for a different age group? Please explain:  
\_\_\_\_\_

8. What would you like the Library to do about this material? Can you recommend other material that would convey as valuable a picture and/or perspective of the subject? \_\_\_\_\_

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

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