

General Policy

The Du Quoin Public Library is established and operated in compliance with the *Illinois Compiled Statutes*. The Du Quoin Public Library is in compliance with all other federal and state laws that affect library operations, including the Americans with Disabilities Act, the Fair Labour Standards Act, the Bloodborne Pathogen Standard, the Illinois Accessibility Code, the Open Meetings Act, the Freedom of Information Act, the State Records Act, the Library Records Confidentiality Act, and the Drug Free Workplace Act.

The Du Quoin Public Library is governed by a board of trustees created and maintained in compliance with Chapter 75 of the *Illinois Compiled Statutes*. The board of trustees has written bylaws that outline its purpose, operational procedures, and address conflict-of-interest issues. The board of directors reviews these bylaws every three years. The board of trustees meets at least 10 times per year, on a regular monthly schedule and in compliance with the Open Meetings Act. Written or recorded minutes are kept of each meeting and, when passed, are available for public inspection and retained in compliance with the State Records Act. The board of trustees has exclusive control of all property owned by the library and of all expenditure of monies collected, donated, or appropriated for the library fund.

The library is a member of an Illinois multi-type library system and participates in resource sharing through interlibrary loan and reciprocal borrowing. The library provides access to ILLINET Online. The library participates in the *Standards for the Services of Illinois Multi-type Systems* by fulfilling member library responsibilities. Periodically the board of trustees determines if the physical facility is adequate to meet the needs of the community and conducts studies to determine if the library is providing collections and services appropriate to those needs. If it is determined that the facility is inadequate or the services are not sufficient or appropriate to meet the needs of the community, the board of trustees takes steps to correct any problems. The board of trustees reviews policies at regular intervals. Members of the board of trustees participate in relevant local, state, regional, and national decision making to effect change that will benefit libraries. Each board member participates in at least one continuing education activity that focuses on libraries, trusteeship, or other relevant matters.

The board of trustees, along with the library director, develops and conducts a meaningful and comprehensive orientation program for each new board member.

The board of trustees conducts an annual review of the library director during the October board meeting.