

**BYLAWS OF THE BOARD OF LIBRARY TRUSTEES
OF THE LA GRANGE PARK PUBLIC LIBRARY DISTRICT**

These bylaws have been established for the purpose of prescribing and stating current regulations, rules, and procedures for the administration and conduct of the business and operations of the Board of Library Trustees of the La Grange Park Public Library District, pursuant to, and consistent with the Illinois Compiled Statutes, Chapter 75, Act 16, The Illinois Public Library District Act of 1991.

ARTICLE ONE: PURPOSES

- 1.1 Purposes The Library Board shall maintain and operate a public library within the Library District pursuant to the Act and shall encourage the use of the library facilities by all District residents.
- 1.2 Operations In its operations, the Library Board shall be governed by all applicable statutes of the State of Illinois.
- 1.3 Library Board The seven Library Trustees shall constitute the Library Board (“Board”). The election and terms of office shall be as provided by the Act and Illinois Election Code. The Library Trustees shall serve without compensation but may be reimbursed from District funds for actual and necessary expenses incurred in the performance of official duties.

ARTICLE TWO: MEETINGS AND RULES OF ORDER

- 2.1 Regular Meetings Regular meetings of the Board shall be held monthly at a time, place, day, and date determined by the Board. All Board Meetings shall comply with the Illinois Open Meetings Act. In accordance with the Open Meetings Act, Board meetings shall be open to the public, except meetings or portions of meetings covering personnel matters, real estate transactions, and other matters that may be excluded from open sessions as provided in the Act, which may be closed to the public. Final action on matters considered in any closed session shall be taken in an open meeting.
- 2.2 Special Meetings Special meetings of the Board may be called by the President, Secretary, or at the request of any four Library Trustees. Electronic notice shall be given to each Library Trustee of the time and place of each Special Meeting, specifying the meeting’s purpose or purposes, with proposed agenda. The described electronic notice of any special meeting shall be given no less than forty-eight hours preceding the meeting, except that reasonable oral notice may be given in the event of an emergency.
- 2.3 Committee Meetings Committee of the Whole meetings will be held as necessary and shall be conducted in full compliance with the Open Meetings Act. Reasonable notice of the COW meeting, but not less than 48 hours prior, shall be given to all members of the Board.
- 2.4 Agenda The Executive Director will prepare the agenda items in consultation with the President for regular and special meetings. Copies of the agenda, along with any pertinent documents which may require board discussion and/or approval, will be distributed to each trustee not less than three days before a regular meeting and not less than one day before a special meeting.
- 2.5 Quorum Four trustees shall constitute a quorum for the transaction of business at any meeting of the Board, providing that if fewer than four trustees are present at said meeting, a majority of the trustees present may adjourn the meeting to another specified date and time.
- 2.6 Agenda Items The meeting agenda shall include the following:
1. Call to Order
 2. Roll Call
 3. Pledge of Allegiance
 4. Introduction of Visitors
 5. Public Comment

6. Consent Agenda (Minutes of previous meeting(s) and Invoices to be paid)
7. Unfinished Business
8. New Business
9. Communications
10. Library Staff Reports
11. Trustee Reports
12. Executive Session (as needed)
13. Final Action on Executive Session
14. Adjournment

2.7 Board Action The votes of a majority of the trustees present at a meeting, for which a quorum is present, shall constitute the action of the Board.

2.8 Rules of Order Robert's Rules of Order shall govern in all questions of meetings procedures not provided for herein.

2.9 Remote Attendance by Trustees Trustees may attend and participate in open and closed meetings by video or audio conference as authorized by the Open Meetings Act subject to the rules and limitations set forth. A Trustee may attend any meeting by Remote Means if the Trustee is prevented from physically attending the meeting because of a Qualifying Event. "Qualifying Event" means (a) personal illness or disability; (b) employment purposes or the business of the district; or (c) a family or other emergency. "Remote Means" means video or audio conference. A Trustee may attend any portion of a meeting by Remote Means if:

- a) a quorum of the Board is physically present at the meeting; and
- b) he or she provides written notice to the Secretary specifying the Qualifying Event at least one hour prior to the meeting; and
- c) the Remote Means being utilized is fully functional so as to allow all Trustees and any member of the audience to hear all communications taking place at the meeting.

If a Trustee attends any portion of a meeting by Remote Means the minutes of the meeting shall so reflect that such Trustee attended the meeting by Remote Means. A Trustee attending a Meeting by Remote Means shall be permitted to fully participate in the meeting as if he or she were physically present, subject to the Board's guidelines and procedures for conducting the meeting.

ARTICLE THREE: OFFICERS

3.1 Officers The officers of the Board shall be the President, Vice-President, Secretary, and Treasurer, as prescribed by the Illinois Public Library District Act, together with the Executive Director.

The president, vice-president, secretary, and treasurer shall be trustees and shall serve without compensation. These officers shall be elected at the May meeting in odd-numbered years and shall serve terms of two years and until their successors have been duly elected and qualified. The election of each of these designated officers shall be by the affirmative vote of the trustees present and voting. A trustee must serve on the Board for two years prior to filling the office of President.

3.2 Nominating Process Officers shall be elected by the Board from its members at the regular meeting in May following the consolidated election of new Board members. Election of any officer requires an affirmative vote by a majority of the Trustees present. Any Trustee may nominate a member of the Board for office, provided the nominee agrees. Nominees for President must have served on the Board for at least two years. Board officers may serve in a position for no more than three sequential terms. Newly elected officers will assume their responsibilities immediately.

A special election will be held to fill any vacancy created by officers who leave the Board before completing their term of office. The length of term will be limited to the remaining months of service in the term vacated by the officer.

- 3.3 President Except for those duties prescribed for the Executive Director, the president shall be the principal officer of the Board. It shall be the president's duties to preside at all meetings when present; to sign all contracts and other papers authorized by the Board; to ascertain that all ordinances of the Board are enforced; to determine that all orders of the Board are faithfully executed; and to exercise general supervision of all elected and appointed officers of the Library District; all subject, however, to the direction, ratification, and approval of the Board.
- 3.4 Vice-President The vice-president, in the absence of the president, or in the event of the president's refusal or inability to act, shall be vested with the powers and perform the duties of the president, subject to Board direction, ratification, and approval.
- 3.5 Treasurer The Treasurer shall oversee the safe keeping of all money belonging to the Library District and direct the proper deposit of all money belonging to the Library District in a bank or banks designated by the Board, in the name of the Library District. The Treasurer shall review monthly reports with the Board of all receipts and disbursements and shall review annually with the Board a detailed statement and report showing all receipts and disbursements during the preceding fiscal year. Before beginning his or her duties as treasurer, the treasurer shall be added to the library's insurance crime policy. In the absence of the treasurer, or in the event of the treasurer's temporary inability to act, the Library Board may appoint an interim treasurer for a specified term or until the treasurer is able to resume and perform his or her duties.
- 3.6 Secretary As more fully described in Section 30-45 of the Act, the Secretary shall assure that all books and papers pertaining to the secretary's office are maintained and affix the Library District's corporate seal to all instruments when authorized by ordinance and vote of the Board and shall cause all ordinances, resolutions, and other actions of the Board requiring publication to be duly published. The secretary shall attend all meetings of the Board and shall keep a full and true record and report of the proceeding of the Board, or may delegate this duty to the Executive Director and his/her designee. At any meeting of the Board, in the absence of both the president and vice-president, the secretary shall call the meeting to order and preside until the election of a President Pro Tempore, which should be the first item of business, after ascertainment of a quorum. The secretary shall also act as Local Election Official for the biennial election of trustees, or may delegate this duty to the Executive Director.
- 3.7 Additional Duties of Officers In addition to the duties specified, each officer shall perform such other duties as may be required by the Act, by law, or by the ordinances and resolutions of the Board.

ARTICLE FOUR: EXECUTIVE DIRECTOR

- 4.1 Executive Director The Executive Director shall be the chief executive officer of the Board, and have general supervision of all employees and of the business and property of the Library District, subject to the direction and control of the Board. The Executive Director shall be the direct executive representative of the Board in the management of the District, its operations and its personnel, and shall have all the duties and authority which such office customarily requires. In general, the Executive Director shall perform all duties pertaining to this office and all other duties as may be prescribed by the Board. The Executive Director shall be an ex-officio, non-voting member of all committees of the Board.
- The authority of the Executive Director shall not exceed any statutory restrictions or the express provisions of these regulations, rules and procedures. In the absence of the Executive Director, the responsibilities of the Executive Director will be handled by the Librarian-in-Charge.

ARTICLE FIVE: COMMITTEES

- 5.1 Committee of the Whole The Committee of the Whole will include all Board members who can participate fully in discussions and recommendations. The Executive Director also has the privilege of participating fully in the proceedings.
- 5.3 Standing Committees Within the Committee of the Whole, standing committees can be established to focus on particular issues and projects such as Policy and Personnel, Library Development, and Finance. The President, in consultation with trustees, will appoint a Standing Committee Chair to lead that portion of the COW meeting and its activities. The Finance Committee shall be chaired by the Treasurer.
The Policy and Personnel Committee assures that polices and administrative ordinances, including the salary and classification schedule and the employee handbook, are reviewed at a minimum every three years. The committee creates policies as needed and conducts the annual review of the Executive Director. The Library Development Committee is responsible for fundraising and library advocacy. This includes community outreach and acting as a liaison to the Friends of the Library. The committee also performs an annual walk-through of the Library property prior to the start of the fiscal year.
- 5.4 Special Committees Special committees may be created or terminated at any time by Board approval via either voice vote or written resolution. Members of special committees may, but need not, be trustees, but they shall be residents of the Library District. A special committee shall limit its activities to the accomplishment of the tasks for which it is created and shall not have power to act except within the authority specifically conferred by action of the Board. Upon completion of the tasks for which it was created, a special committee shall stand discharged, and terminated, except as expressly provided at the time of creation.
- 5.2 Committee Procedures The Committee of the Whole shall record appropriate minutes of its deliberations, recommendations, and conclusions and shall promptly deliver a copy of such minutes and reports to Administrative Services. The minutes must be approved within 2 meetings of the second subsequent meeting and posted within 10 days after approval. Each Standing Committee chairperson shall report to the Board at each regular meeting regarding proceedings held during the preceding month. All meetings shall comply with the Illinois Open Meetings Act. A majority of the members of each committee shall constitute a quorum for the transaction of business and the act of a majority of the members of any committee present at a meeting at which a quorum is present shall be considered action of the committee. Each committee may operate through the establishment of one or more subcommittees to be comprised of such members of the committee, as appointed by the chairperson, to have such duties and responsibilities as shall be delegated to the subcommittee by the committee. Minority reports and recommendations may also be presented to the Board as to any committee or subcommittee subject or task, as appropriate.

ARTICLE SIX: CONTRACTS, CHECKS AND GRANTS

- 6.1 Contracts All contracts on behalf of the Board shall be signed by the president and attested by the secretary, when the subject contract is properly authorized and directed. The Board may, with recitation of the special or emergency circumstances warranting its action, authorize any officer or officers (other than the president and/or secretary) to enter into any contract or to execute and deliver any instrument in the name of and on behalf of the Board; such authority shall be limited to specific instances as recited in the enabling resolutions or ordinance.
- 6.2 Checks, Drafts, etc. All checks, drafts, or other orders for the payment of money, notes or other evidence of indebtedness issued in the name of the Board, shall be signed (a) by the president and

the treasurer, or (b) by the Executive Director and either the president or the treasurer. The Board may vary the number and identity of the official signatories on any deposit account established by the Board.

6.3 Grants The Board may accept on behalf of the District any grants, contributions, gifts, bequests, or devises for the general purposes or for any special purpose of the Library District as may be stated by the donor.

6.4 Financial Liability No trustee, committee, officer, or employee shall be authorized to create any financial liability on behalf of the Board or Library District without the prior written approval and authorization by the Board.

ARTICLE SEVEN: RECORDS & REPORTS

7.1 Books and Records The Board shall keep at the main library facility correct and complete books and records of account and shall also keep reports of the proceedings (“Minutes”) of its members, the Board, and committees of the Board.

7.2 Annual Report On or before the first day of September of each year, the Board will approve and file a written report for the past fiscal year with the Illinois State Librarian and with the Board.

ARTICLE EIGHT: FISCAL YEAR END AUDIT

8.1 Fiscal Year End Audit The fiscal year of the Board shall end on June 30. At the close of the fiscal year or at such other time or times as the Board may authorize, the Board shall provide for an independent audit of the assets and accounts of the Board.

ARTICLE NINE: VACANCIES

9.1 Vacancies The declaration of vacancies in the office of trustee and the filling of vacancies shall be pursuant to Section 30-25, and the subsections thereof, of the Act.

ARTICLE TEN: INDEMNIFICATION

10.1 Civil Claims or Actions The indemnification of trustees, officers, and employees shall be as specified in Sections 2-302 of the Illinois Local Government and Governmental Employees Act.

These bylaws shall be in full force and effect immediately following their approval.

President
Board of Library Trustees of the
La Grange Park Public Library District

Secretary
Board of Library Trustees of the
La Grange Park Public Library District

Enactment Date: **27 September 2016**