

## Bylaws

### ARTICLE 1: GENERAL PROVISIONS

#### **Section 1:** Statutory Authority

The Indian Trails Public Library District is a municipal corporation established and operated pursuant to the provisions of Chapter 75, Act 16, Section 1 et seq., Illinois Compiled Statutes (ILCS). The Board of Library Trustees is a publicly elected body politic with all the duties, responsibilities and privileges provided for in the above mentioned statutes.

#### **Section 2:** Name and Office of the Board

The official name of the Board shall be “The Board of Library Trustees of the Indian Trails Public Library District.” The office and mailing address of the Board shall be “Indian Trails Public Library District, 355 Schoenbeck Road, Wheeling, Illinois 60090.”

#### **Section 3:** Purpose of Bylaws

These bylaws are intended to set out the duties and responsibilities of the Trustees and the Officers of the Board of Library Trustees, provide procedures by which meetings of the Board are to be conducted, and to provide other general rules relating to the government and conduct of business of the Board.

### ARTICLE 2: TRUSTEES AND DUTIES

#### **Section 1:** Number

The Board shall consist of seven Trustees elected under provisions of the Illinois Election Code and the Public Library District Act.

#### **Section 2:** Terms

Trustees are elected for four-year terms determined by Board Resolution of December 14, 1988. The term of office shall start on the third Monday of the month following the election and run until successors are elected and qualified as provided by Chapters 75, Act 16, Section 30-10, ILCS and 75, Act 16, Section 30-40.

#### **Section 3:** Compensation and Expenses

Trustees shall serve without compensation but shall be reimbursed for their actual and necessary expenses incurred in the performance of their duties from District funds as provided by Chapter 75, Act 16, Section 30-30, ILCS and the Library’s expense reimbursement policy.

#### **Section 4:** Powers of the Board

The powers of the Board of Library Trustees shall be consistent with those set forth in the Illinois Public Library District Act of 1991, Chapter 75, Act 16, Section 1 et seq., ILCS.

#### **Section 5:** Conflict of Interest

Trustees shall at all times comply with applicable statutes governing conflicts of interest; no trustee shall have a personal interest in any matter before the board when such personal interest is prohibited by law.

**Section 6:** Statement of Economic Interest

Statements of Economic Interest shall be filed by each Trustee with the County Clerk of their county of residence each year as provided by the statute governing disclosure of economic interests, Chapter 5, Act 420, Section 4A-101 et seq.

**Section 7:** Meeting Attendance

Attendance at regularly scheduled monthly meetings (including Board Workshops and Board Committee meetings) of the Board is considered proper fulfillment of the duties of a Trustee. Unexcused absences at three monthly Library Board meetings within a twelve month period will be subject to discussion by the Board and the Trustee about continued interest to serve. Further missed meetings may result in a resolution to censure. Absences may be excused by notification to the President or the President's appointed representative.

Teleconferencing/Electronic Participation at all public meetings of the Board for the purpose of conducting Library business under abnormal/unusual circumstances, participation in Board meetings via communication devices may be utilized under circumstances as defined by law. Communication devices include, without limitation, audio and/or video equipment which enable Trustees not physically present in a meeting room to participate in meeting discussions and votes and interact with those present on all motions, discussions, and votes. As with all meetings, meetings involving communication devices shall be conducted in accordance with the provisions of the Illinois Open Meetings Act.

Only Trustees attending meetings in person shall be counted toward establishing a quorum. A quorum of the Board physically in attendance must vote in favor of attendance via electronic participation for electronic attendance to be allowed at a particular meeting.

A meeting room shall be equipped with communication devices which allow members of the public, Trustees physically present, Trustees who wish to participate who are not physically present, Library Staff, and other meeting participants to interact with those present on all motions, discussions, and votes. The Secretary of the Library Board will note in minutes of any meeting which utilizes communication devices that the meeting was conducted with one or more Trustees (identified by name) not physically present in the meeting room and that such Trustee's participation in the meeting was via a communication device.

The circumstances supporting use of communication devices shall be announced at the start of a meeting and such circumstances shall be noted in the minutes of the meeting. The use of communication devices shall be used sparingly and only under extraordinary circumstances.

**Section 8:** Vacancies

Vacancies on the Board shall be filled by appointment by the remaining Trustees pursuant to Chapter 75, Act 16, Section 30-25, ILCS.

**Section 9:** Trustee Orientation

Each newly elected Trustee shall, within 60 days of being sworn in, make arrangements with the Executive Director for a Trustee Orientation Meeting, such orientation to include Trustee and Staff interaction. All such Orientation Meetings shall be arranged for the same day and time, if possible.

## **ARTICLE 3: OFFICERS AND DUTIES**

### **Section 1: Organization of the Board**

The nomination and election of Officers is considered to be the organization of the Board. Organization of the Board shall take place every two years within seventy-four (74) days of each biennial Trustee election pursuant to Chapter 75, Act 16, Section 30-40.

### **Section 2: Officers of the Board**

Officers of the Board shall consist of President, Vice-President, Secretary, and Treasurer. Each Officer shall be elected to serve a two-year term ending on the third Monday of the month following the applicable regular election or until their successors are duly elected by the Board, Chapter 75, Act 16, Section 30-40 (e), ILCS.

### **Section 3: Manner of Election of Officers**

At the Board meeting prior to the biennial Trustee election, the President shall appoint a Nominating Committee. At the regular meeting following its appointment the Nominating Committee shall present a slate of nominations for Officers to be elected, to the full Board. Before voting on the Committee's Slate of Officers, an opportunity shall be made to take other nominations from the floor. No individual Trustee may be nominated for any office without their prior consent. Election of Officers, either by slate or by individual office, shall be by majority vote. New Officers shall take office immediately upon election. Should an office become vacant prior to the expiration of the term of that office, the Board shall, at the first regular meeting held after such a vacancy occurs, elect from its members an Officer to fill the unexpired term.

### **Section 4: Duties of the President**

The President shall be the Presiding Officer of the Board and, as such, shall preside over all meetings, appoint all Committees and Committee Chairmen, and serve as an ex-officio member on all committees. The President shall approve the agenda for all meetings, authorize calls for special meetings, excuse Trustees from meetings when notified of the proposed absence, execute all documents authorized by the Board, and assume all other such duties as meet with the consent of the Board. The President shall not have nor exercise veto power.

### **Section 5: Duties of the Vice President**

The Vice President's duties shall be prescribed by regulations. The Vice President shall preside at meetings in the absence of the President.

### **Section 6: Duties of the Secretary**

The Secretary shall be the Recording Officer of the Board and, as such, shall keep and maintain minutes of all Board meetings and deliberations, and other records as required by statute. The records maintained by the Secretary shall be subject to audit by two other Trustees appointed by the President, as and in the manner provided by Chapter 75, Act 16, Section 30-65 (c), ILCS. The Secretary shall give notice of all regular and special meetings as directed by the President, shall maintain a record of all votes on any question by ayes and nays. Absentees and abstentions from voting shall be recorded as provided by Chapter 75, Act 16, Section 30-50 (c), ILCS. The Secretary may administer oaths and affirmations for the purposes as provided

for by Chapter 75, Act 16, Section 30-45 (g), ILCS and shall assume all other duties assigned by law and / or by the consent of the Board.

**Section 7:** Duties of the Treasurer

The Treasurer shall be the Chief Fiscal Officer of the Board and, as such, shall establish a library fund or funds as necessary, shall keep and maintain the accounts and financial records of the District, including all receipts, disbursements, and balances in any fund. The Treasurer shall oversee the investment of all monies received and the paying over of such monies according to procedures approved by the Board and shall expend the funds upon warrants approved by the Board, shall sign checks on the authorization of the Board, and shall report the status of funds to the Board at regular meetings. The Treasurer shall oversee that all fiscal practices set by the Board are followed by the Executive Director. The Treasurer shall be bonded in an amount set by Chapter 75, Act 16, Section 30-45 (e), ILCS, (2) and the cost of such bond shall be paid by the District. The Treasurer shall be responsible for obtaining the annual financial audit in conformance with Section 3 of the Governmental Account Audit Act, ICLS, Chapter 50, Act 310. The Treasurer shall assume and perform all other duties assigned by law and/or by consent of the Board.

**Section 8:** President Pro Tempore

In event that the President and Vice-President are not present at a meeting, a President Pro Tempore shall be elected from those present by a majority vote immediately after the meeting has been called to order and for that meeting only.

**ARTICLE 4: MEETINGS**

Agendas for all meetings of the Library Board must be prepared and posted at the Library at least 48 hours prior to the meeting.

**Section 1:** Regular Meetings

The Board will call regular meetings and special meetings from time to time as the Board shall determine in accordance with the Public Library District Act, Chapter 75, Act 15, Section 30-50, ILCS and the Illinois Open Meetings Act, Chapter 5, Act 120, ILCS. The schedule of regular meetings for each year shall be established by ordinance, with public notice of the schedule to be provided by the District, specifying the time, place, day and date of each regular meeting. In the event a change is made in the regular schedule of meetings, a notice will be published at least 10 days before the new date in a local newspaper.

**Section 2:** Special Meetings

Special meetings may be called by the President or the Secretary, or by any four Trustees, by written notice delivered at least 48 hours prior to such meeting, or by oral notice in the case of a bona fide emergency meeting. If an emergency meeting is called, notice must be given as soon as practicable, but in any event prior to the meeting, to any news medium which has made a written request for notice. No special meeting shall be held on a legal holiday.

**Section 3:** Open Meetings

All meetings of the Board shall be open to the public and be conducted in accordance with Illinois Compiled Statutes, the Illinois Accessibility Code and/or The Americans with Disabilities Act. The Board may adjourn to Executive Session for the purpose of considering matters of personnel, land disposition, and

other matters as authorized by Chapter 5, Act 120, ILCS, the Open Meeting Act. Matters discussed in Executive Session shall not be binding unless put into motion and passed at an open meeting.

Email Communications. Email to, by and between Trustees that constitutes a majority of the quorum (either of a committee or of the Board) shall be limited to the dissemination of information and may not include deliberation, debate or decision-making concerning library business. This includes the use of chat rooms, bulletin boards, instant messaging or similar formats. Any email sent between Trustees regarding library business shall be copied to the Executive Director who will store such emails in accordance with the intent of the Open Meetings Act and Freedom of Information Act.

#### **Section 4:** Board Meetings

A quorum of the Board must be in attendance in order for the Board of Trustees to hold a meeting and to conduct its business. A quorum consists of 4 trustees. A majority of those present shall determine the vote taken on any question, unless a larger majority is specified by law. Absentees or abstentions from voting shall be noted, but shall not be counted for or against the question being voted on.

#### **Section 5:** Rules of Order

Robert's Rules of Order shall govern the deliberations of the Board except where such rules conflict with any of the rules herein provided or set forth by Statute. The Rules of Order, other than such rules as may be prescribed by statute, may be suspended at any time by the consent of a majority of the members present at any meeting.

#### **Section 6:** Agenda

An agenda for each regular meeting of the Board shall be approved by the President preceding such meeting. Board Members who wish to have items included on the agenda for a regular meeting shall submit such items to the President on or before the Wednesday preceding such regular meetings.

### **ARTICLE 5: COMMITTEES AND REPRESENTATIVES**

#### **Section 1:** Officially Appointed Representatives of the Board

With the consent of the Board, the President may appoint individual Trustees to represent the Board and act as Liaison to various other governing bodies both regional and national.

#### **Section 2:** Committees

The President, with the consent of the Board, may appoint any committee or subcommittee for a specific task and such committees shall serve until the completion of the work for which they are appointed.

### **ARTICLE 6: FINANCES**

#### **Section 1:** Statutory Requirements

The Board shall be guided in all fiscal matters by Illinois Compiled Statutes, Chapter 75, Act 16, Section 1 et seq. and all other applicable statutes.

#### **Section 2:** Annual Budget, Appropriation and Levy Ordinance

The Board shall, during the first and second quarter(s) of each fiscal year, establish by appropriate ordinances as provided by statute, the amounts of monies to be budgeted, appropriated, and levied for the operation of the Library District. The preparation of said ordinances shall be delegated to the appropriate Committee or Member of the Board as designated by the President with the consent of the Board.

**Section 3:** Authorized Signatures

The President, Secretary, Treasurer and Executive Director shall be authorized to sign all checks issued by the District. All warrant and payroll checks shall require two signatures.

**Section 4:** Imprest Fund

An Imprest Fund, for the purposes of petty cash expenditures, shall be established and maintained, the amount of which shall be determined by motion of the Board and a majority affirmative vote. Imprest Fund checks shall require only one authorized signature. (See Article 6, Section 3, above).

**Section 5:** Voting on Expenditures

All motions regarding the appropriation and disbursement of funds, and/or action on contracts, shall be decided by a majority roll call vote of those present. Such vote shall be recorded by the Secretary.

**ARTICLE 7: LIBRARY DIRECTOR AND STAFF**

**Section 1:** Executive Director

The Board shall appoint a qualified librarian as library director pursuant to Illinois Compiled Statutes, Chapter 75, Act 16, Section 30-55.35 (a), ILCS. The Executive Director shall serve as liaison between the Board, Staff, and the Library Professional community. The Executive Director shall recommend such policies and procedures as will increase the efficiency of the Library's operations and promote the continuous improvement of library service to the communities within the District. The Executive Director shall administer all policies adopted by the Board and supervise the operation of the Library, either directly or through the Deputy Director/Department Managers and shall prepare monthly, annual, and special reports as required by the Board and the Illinois Compiled Statutes. The Executive Director shall be responsible for the hiring, directing, supervising and/or firing of all staff members and shall determine all individual salaries, subject to the approval of the Board, except their own, which shall be set by the Library Board. The Executive Director shall serve as an ex-officio member of the Board without a vote.

**Section 2:** Staff

Trustees or members of their immediate families may not be employed by the library. While nepotism is discouraged, staff's immediate family members may be employed by the library, provided no staff member may work under the direct supervision of another immediate family member. Members of the Executive Director's immediate family may not be employed by the library. Heads of Library Departments and other staff are encouraged, but not required, to attend Board Meetings. No Library staff member shall have a vote.

**ARTICLE 8: POLICIES**

**Section 1:** Specific Policies

The Board shall develop and adopt policy statements governing the following: Personnel, Materials Selection and Circulation, Facilities, Operations, Security, Mission Statement, Goals and Objectives, and a Long Range Plan.

**Section 2:** Policy Review

The Board shall endeavor to review all policy statements and these Bylaws no less than once every two years in accordance with Chapter 75, Act 16, Section 30-60, ILCS and Chapter 2, Governance and Administration No. 11 of the Standards for Illinois Public Libraries, “Serving Our Public 4.0”.

**ARTICLE 9: AMENDMENT OF BYLAWS**

**Section 1:** Proposed Amendments

Any Proposed Amendment to these Bylaws shall be presented in writing at a regular or special meeting preceding the meeting at which the vote is to be taken.

**Section 2:** Amendment Vote

These Bylaws may be amended by affirmative majority vote of all members of the Board of Library Trustees present at the meeting. These bylaws supersede any and all bylaws previously adopted by the Board of Library Trustees.