

LINCOLNWOOD PUBLIC LIBRARY DISTRICT
LINCOLNWOOD, ILLINOIS

BYLAWS

**LINCOLNWOOD
P U B L I C
L I B R A R Y
D I S T R I C T**



**Board of Trustees
Library Bylaws
September 2003**

LINCOLNWOOD PUBLIC LIBRARY DISTRICT
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ARTICLE I - NAME AND GOVERNMENT OF ORGANIZATION

1.01. NAME OF ORGANIZATION

This organization shall be called "The Board of Trustees of the Lincolnwood Public Library District," Cook County, Illinois, existing by virtue of the provisions of the laws of the State of Illinois, and exercising the powers and authority and assuming the responsibilities delegated to it under these statutes.

Reviewed 9/03

1.02. STATUTORY AUTHORITY

All matters of membership, election, duties, powers etc., of the Board are governed by Illinois Compiled Statutes, Chapter 75, Act 16, ***The Illinois Public Library District Act of 1991***. References to this Act are inserted parenthetically in the appropriate sections of these Bylaws. The Board of Trustees is vested with the powers and duties set forth in the statutes and these Bylaws.

Reviewed and Revised 9/03

1.03. PURPOSE OF BYLAWS

These Bylaws have been established to govern and help guide the activities of the Board and its officers

Reviewed and Revised 9/03

ARTICLE II - BOARD OF TRUSTEES

2.01 ELECTION AND TERMS OF TRUSTEES

Elections of Trustees shall comply with all statutory requirements. Trustees elected to succeed those whose terms have expired shall hold office for a six-year term from the first Monday of the month next following the election and until their respective successors are elected, and qualified. [75 ILCS 16/30-10]

Reviewed and Revised 9/03

2.02 NOMINATION OF CANDIDATES

Nomination of candidates for election as Trustees shall comply with all statutory requirements. [75 ILCS 16/30-20]

Reviewed and Revised 9/03

2.03 ELIGIBILITY

A Trustee and/or candidate for Trustee must be a resident of the Library District.

Reviewed and Revised 9/03

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2.04 VACANCIES

Any vacancy occurring on the Board, other than by expiration of the term of office for which a Trustee is elected, shall be filled by action of the remaining Trustees as prescribed in the statutes. [75 ILCS 16/30-25] The Board of Trustees shall give appropriate publicity to the existence of a vacancy (or an election) in an effort to secure the most highly qualified pool of applicants and candidates. However, by majority vote in open session at a regular or special meeting, the Board may elect to forego its standard recruitment process, including publicizing the vacancy, and appoint any candidate who applied for, and was interviewed to fill, an opening on the Board within the preceding 6 months.

Reviewed and Revised 9/03

2.05 COMPENSATION AND EXPENSES

As provided by statute, Trustees shall serve without compensation, but shall be reimbursed from District funds for their actual and necessary expenses incurred in the performance of their duties. [75 ILCS 16/30-30]

Reviewed and Revised 9/03

2.06 CONFLICTS OF INTEREST

No Trustee or employee of the Library shall engage in any business or transaction, or have a financial or personal interest, whether directly or indirectly, that is incompatible with the proper discharge of his or her official duties in the public interest, or that may tend to impair his or her independence of judgment or action in the performance of such official duties. In general, no Trustee may be related, by blood or marriage, to a member of the Library staff. If such a relationship exists or is contemplated, the Trustee must make prompt disclosure to the Board, which may, if it chooses, condone and allow such employment by means of a Board resolution approved at a duly convened meeting. All Library District Trustees must file the *Disclosure of Economic Interests* Statement as required by the **Illinois Governmental Ethics Act**. [5 ILCS 420/4A-101]

Reviewed and Revised 9/03

2.07 POWERS AND DUTIES

The Board shall have the powers conferred by and duties set forth in the Illinois Public Library District Act.

Reviewed and Revised 9/03

2.08 NEW TRUSTEE ORIENTATION

The Board and the library director will conduct a formal orientation for all new Trustees within three months of the day they join the Board.

Reviewed and Revised 9/03

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2.09 LIBRARY LEGISLATIVE CONCERNS

It is essential that each member of the Library Board be knowledgeable about any legislation—national, state or local—that has library implications. The Board will not hesitate to take a position on such legislation and to make this position known to the appropriate legislators or governing bodies.

Reviewed 9/03

ARTICLE III - OFFICERS

3.01 OFFICERS

(a) The Officers of the Board of Library Trustees shall be a President, a Vice President, a Treasurer and a Secretary. Each office shall be held by a different Trustee.

Reviewed 9/03

(b) A slate of officers shall be elected by the Board biennially at the May Board meeting immediately following the election of Trustees. A nominating committee, consisting of three board members, shall be appointed by the President and will present a proposed slate of officers. Additional nominations may be made from the floor.

Reviewed and Revised 9/03

(c) If an office of the Board becomes vacant for any reason, an election will be held by the Board of Trustees to fill that office within 31 days.

Reviewed 9/03

(d) Terms of office shall be for two years, ending on the first Monday of the month following each regular election of Trustees, or until their successors are duly elected by the Board. A vacancy in any office shall be filled by the Board for the remainder of the unexpired term. [75 ILCS 16/30-40]

Reviewed and Revised 9/03

3.02 DUTIES OF THE PRESIDENT

The President shall preside over all meetings but shall not have or exercise veto powers. [75 ILCS 16/30-45] The President and the Library Director shall jointly prepare an agenda for every meeting of the Board of Library Trustees and of the Committee of the Whole. In addition, the President shall appoint the chairperson and all members of committees and shall be an ex-officio voting member of all committees. The President shall execute all documents authorized by the Board and shall also perform all other duties provided for by law or assigned by the Board.

Reviewed and Revised 9/03

3.03 DUTIES OF THE VICE PRESIDENT

In the absence of the President, or in the event the President's incapacity or refusal to act, the Vice President shall preside at Board meetings and meetings of the Committee of the Whole, and shall otherwise act in place of the President as required or permitted in accordance with the state statutes and these Bylaws.

Reviewed and Revised 9/03

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3.04 DUTIES OF THE TREASURER

Subject to the limitations provided by the state statutes, these Bylaws and the overall guidelines established by the Board, the Treasurer shall exercise general authority over the funds of the Library. The Treasurer shall keep and maintain accounts and records of the District, indicating a record of receipts, disbursements and balances in any funds. At each regular Board meeting, the Treasurer shall present—or provide for the presentation of—financial reports including up-to-date information about revenues, disbursements, and fund balances. The Treasurer, together with the Finance and Facilities Committee, shall be responsible for obtaining the annual financial audit as required by law. The Treasurer shall perform any other duties assigned by the Board, including exercising responsibility for the investment of library funds. The Treasurer shall be bonded in an amount and with sureties approved by the Board. As required by law, the amount of the bond shall be based on a minimum of 50% of the total funds received by the District in the last previous fiscal year. The cost of the surety bond shall be borne by the District. [75 ILCS 16/30-45]

Reviewed and Revised 9/03

3.05 DUTIES OF THE SECRETARY

The Secretary shall keep and maintain—or provide for the keeping and maintenance of—minutes 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. The Secretary shall perform the duties of Election and all other duties provided for by law or assigned by the Board. [75 ILCS 16/30-45]

Reviewed and Revised 9/03

ARTICLE IV - MEETINGS

4.01 OPEN MEETINGS

The Secretary shall be responsible for publication or posting of notices of meetings as required by the Illinois Open Meetings Act. Closed meetings shall be held only as authorized by this statute. [5 ILCS 120/1 et seq.]

Reviewed and Revised 9/03

4.02 CLOSED MEETINGS

All regular and special meetings of the Board and its committees shall be open to the public, except closed sessions as authorized by Illinois statutes.

At any Board meeting for which proper notice under the Illinois Open Meetings Act has been given, the Board may decide to hold a closed session for any purpose(s) authorized by this Act. [5 ILCS 120/2] The closed session must be approved in open session by a majority vote, and the purpose of the closed session recorded in the minutes of the open meeting.

Only topics specified in the vote to close may be considered in the closed session. No final action may be taken at a closed session.

All proceedings of a closed session shall be kept in strict confidence by all those in attendance.

Reviewed and Revised 9/03

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4.03 REGULAR MEETINGS

The regular meetings of the Board shall be set each year by ordinance, specifying the time, place, day and date thereof. Until otherwise set, these shall be held on the fourth Thursday of each month [except for November and December, which meetings shall be held on the third Thursday because of the Thanksgiving and Christmas holidays respectively] unless changed by a majority vote of the Board, with required notice given. Unless otherwise set, all meetings shall be held at 7:30 p.m. at the Lincolnwood Library. Regular meetings will be scheduled and conducted in compliance with the statutes. The Board may omit any regular monthly meeting by passage of a motion at a duly convened prior meeting of the full Board. However, no more than two regular meetings shall be omitted in any given fiscal year. [75 ILCS 16/30-50]

Reviewed and Revised 9/03

4.04 SPECIAL MEETINGS

Special meetings may be called by the President or the Secretary, or at the request of four Trustees, for the transaction of business as stated in the call for the meeting. [75 ILCS 16/30-50]

Reviewed and Revised 9/03

4.05 COMMITTEE MEETINGS

Committees shall meet as necessary, and public notice of all committee meetings shall be given as required by law.

Reviewed 9/03

4.06 QUORUM AND VOTING

As provided by statute, a quorum at any regular or special Board meeting shall consist of four (4) Trustees, and a majority of those present shall determine the vote taken on any question, unless a larger number is specified in the Public Library District Act of 1991. All votes on any questions shall be by ayes and nays and recorded by the secretary. Absentees and abstentions from voting shall be noted but shall not be counted for or against the question being voted on. A roll call vote shall be required on any matter creating a liability or expenditure or on request of any Trustee. [75 ILCS 16/30-50]

Committees shall meet as necessary, and public notice of all committee meetings shall be given as required by law. A quorum at any committee meeting shall consist of a majority of the appointed members.

In case a quorum shall not be present at any meeting, the Trustees present may adjourn the meeting from time to time until a quorum is present, and such reconvened meeting may transact business as though such meeting has not been adjourned.

Reviewed and Revised 9/03

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4.07 ORDER OF BUSINESS

- (a) A mandatory agenda is required for all meetings.

The order of business for regular meetings shall include, but not be limited to, the following items which, so far as circumstances permit, shall be covered in the sequence shown:

- (a) Call to Order
- (b) Roll Call
- (c) Consent Agenda [including: Minutes of Previous Meetings, Financial Report; Disbursement of Expenditures, and Committee Reports]
- (d) Library Director's Report
- (e) Report from Friends of the Library
- (f) Correspondence and Communications [including NSLS Liaison's Report]
- (g) Audience to Visitors
- (h) Unfinished Business
- (i) New Business
- (j) Board Action Chart
- (k) Schedule of Upcoming Meetings
- (l) Adjournment

At the request of any Trustee in attendance, one or more items shall be removed from the Consent Agenda and considered separately.

Reviewed and Revised 9/03

- (b) Citizen participation

As part of its agenda, the Board shall provide a period not to exceed 3 minutes per person at the designated place on the agenda for citizens' comments. Interested citizens shall sign in to indicate their desire to speak.

A person addressing the Board shall limit comments to items within the jurisdiction of the Board of Library Trustees.

Reviewed and Revised 9/03

4.08 CONDUCT OF MEETING

Unless otherwise specified herein, proceedings of all meetings shall be governed by the most recent edition of STANDARD CODE OF PARLIAMENTARY PROCEDURE by Alice Sturgis.

Reviewed and Revised 9/03

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ARTICLE V – COMMITTEES

5.01 STANDING COMMITTEES

There shall be four standing committees of the Board as follows:

- Finance and Facilities
- Staffing and Personnel
- Library Services and Community Relations
- Development

At the request of the Board President, and with the concurrence of the Committee Chairperson, a standing committee may meet as a Committee of the Whole. In such instances, all trustees in attendance—including those who are not official members of the standing committee—will be able to participate in discussions and votes. Minutes shall be taken and retained for all committee meetings.

Revised 7/03, Reviewed 9/03

5.01a FINANCE AND FACILITIES COMMITTEE

The Treasurer, *ex officio*, shall be a member of this Committee. With the advice and assistance of the Library Director and the other standing committees, the Committee shall propose the annual budget and present it to the Board prior to the beginning of each fiscal year. It shall also be responsible for preparing—and presenting for Board approval—the annual Appropriation and Levy ordinances, shall receive and review Library accounting reports and audits, including the monthly financial statements, and shall review and provide needed direction for all actions relating to the disbursement or investment of Library funds. The Committee shall also review and make recommendations to the Board on all matters relating to the furnishings, décor, heating/air conditioning, lighting, cleaning, maintenance, alteration and improvement of the building and grounds of the Library. It shall conduct semi-annual inspections of the Library's building and grounds.

Revised 7/03, Reviewed 9/03

5.01b STAFFING AND PERSONNEL COMMITTEE

The Committee shall act as liaison between the Library staff and the Board. It shall be responsible for developing, reviewing, and proposing policies and plans regarding Library staffing and personnel and for making recommendations to the Board regarding their implementation. It shall review and make recommendations regarding salary schedules and employee benefits and shall coordinate and conduct performance reviews of the Library Director.

Revised 7/03, Reviewed 9/03

5.01c LIBRARY SERVICES AND COMMUNITY RELATIONS COMMITTEE.

The Committee shall work with the Library Director and staff in developing and reviewing the services provided by the Library—including automated systems and computer-based services and resources—and in assessing how these services are used. It shall be responsible for developing, reviewing, and proposing policies relating to Library services and Library use. It shall also serve as liaison between the Library and the community and shall be responsible for formulating and promoting a program that will encourage the

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use of the Library, inform the public about Library services and activities and encourage citizen support for Library development.

Revised 7/03, Reviewed 9/03

5.01d DEVELOPMENT COMMITTEE

The Committee shall work to identify, develop, expand and advance major sources of non-tax revenue for the Library, primarily through gifts, bequests and special fundraising activities. It shall be responsible for developing, reviewing, and proposing policies relating to the acceptance of gifts and recognition of donors. It shall also have initial jurisdiction over all donations, bequests and gifts to the Library, whether in the form of money, securities, books or other articles or materials. All decisions of the Committee concerning the acceptance, use, display and disposition of gifts, as well as for the recognition of donors, shall be subject to review and approval by the Board.

Revised 7/03, Reviewed 9/03

5.02 ESTABLISHING SPECIAL OR AD HOC COMMITTEES

Proposals for special committees may be submitted to the Library Board by the Library Director or by any member of the Board of Library Trustees. The Board may request further information for which guidelines are available. Upon approval of the Committee by the Board, a chair of the special Ad Hoc Committee will be assigned by the President of the Board. Special committees are responsible to the Board of Trustees and are to report to the Board at its request. Any special committee will cease to function upon the achievement of its goals or upon determination by the Board that the committee's goals are no longer relevant.

Revised 11/03, Reviewed 7/03 and 9/03

5.03 APPOINTMENT OF COMMITTEES

The chair and members of all committees shall be appointed by the President. A committee may consist of one or more members of the Board. Generally, terms of standing committee chairs and members shall be for two years, ending on the first Monday of the month following each regular election of Trustees, or until their successors are appointed by the President. An interim vacancy on any committee shall be filled at the President's discretion, and for the remainder of the unexpired term.

Revised 7/03, Reviewed 9/03

5.04 POWERS OF COMMITTEES

No committee shall have other than advisory power, unless, by suitable action of the Board, it is granted specific power to act.

Reviewed 7/03 and 9/03

5.05 SOLICITING PROPOSALS FOR ANNUAL AUDIT

Every fifth (5th) year, or sooner if the annual review of service performance so indicates, the Finance and Facilities Committee shall solicit proposals from at least three auditing firms qualified to meet the Library District's financial audit requirements.

Revised 7/03, Reviewed 9/03

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ARTICLE VI — LIBRARY POLICY

6.01 POWERS OF THE BOARD

The Library Board carries full responsibility for the Library and its policies. The powers of the Board of Trustees are as defined in the ***Public Library District Act of 1991***.
[75 ILCS 16/30-5 et. seq.]

Reviewed and Revised 9/03

ARTICLE VII — PERSONNEL

7.01 LIBRARY DIRECTOR

The Library Director shall be selected, employed, supervised, and evaluated by the Board. The Library Director shall, subject to the authority of the Board, act as administrator of the Library. S/he shall be responsible for carrying out the policies established by the Board and shall be responsible for the day-to-day operation of the Library. The Library Director shall attend all meetings of the Board and its committees except at such times as the terms of employment and salary of the Library Director are to be discussed or decided, or at any meeting or portion thereof which the Library Director is requested not to attend by the President or by a majority of the Board. If the Library Director is unable to attend a given meeting due to illness or excused absence, s/he may delegate the Assistant Library Director or any Department Head to represent him/her.

Reviewed and Revised 9/03

7.02 ASSISTANT LIBRARY DIRECTOR

The Library Director shall appoint an Assistant Library Director.

Reviewed and Revised 9/03

7.03 EMPLOYEES AND SALARIES

The terms and conditions of employment and the salaries of the Library Director and all employees of the Library shall be subject to the control of the Board.

Adopted and Added 9/03

ARTICLE VIII — AMENDMENTS

8.01 CHANGES IN BYLAWS

These Bylaws may be amended by the majority vote of all members of the Board, provided the amendment is proposed at any regular meeting of the Board of Library Trustees and adopted at the next succeeding regular meeting.

Reviewed 9/03