

## **7. By-Laws of the Board of Trustees**

### **I. Appointment of Library Trustees**

1. Appointments to the Board shall be made by the Mayor of the City of Blue Island, Illinois in accordance with the Illinois Local Library Act.
2. Appointee shall be a resident of the City of Blue Island, Illinois.
3. The term of appointment shall be for a period of three (3) years or until an appointment is made.
4. There shall be no limit to the number of terms a person may serve.
5. If an appointment is made to fill an unexpired term of a resigned or deceased Trustee, the appointment shall be to the end of the normal appointment time of the resigned or deceased Trustee.
6. The number of people appointed to the Board shall total nine (9).
7. Terms shall be set to have no more than three (3) people appointed in any one year.
8. Any Trustee who is absent from four consecutive meeting of the Board of Trustees in any one year, without just cause, shall be notified in writing by the President of the Board of their termination as a trustee, subject to the Mayor's approval. (Adopted 6/11/75)

### **II. Regular, Special and Annual Meetings**

1. The regular monthly meeting of the Board of Trustees shall be held on the third Wednesday of each month at the Library at 7:00 p.m. these meetings are open to the public. The President of the Board shall direct the Library director to attend regular Board meetings.
2. Special meetings of the Board may be held upon call, either by the President of the Board or upon written request of three (3) or more Trustees of the Board, for the transaction of any business set forth in the call for such a special meeting.
3. The annual meeting of the Board of Trustees shall be held on the regular meeting on the month of May.
4. Notice of all meetings will be published in accordance with the Compiled Statutes of the State of Illinois.
5. A quorum shall consist of five (5) Trustees of the Board.
6. Executive or closed sessions of the Board of Trustees shall be conducted according to all the provisions and restrictions of the *Illinois Open Meetings Act* (5 ILCS 120), including those that require public bodies to keep a verbatim audio or video recording of closed sessions. (9/17/2003)

7. For the purposes of conducting Library business under abnormal/unusual circumstances (e.g., medical/health problems of a Trustee), participation in Board Meetings via communication devices may be used.
8. Communication devices include, without limitation, audio and/or video equipment that enable Trustees not physically present in a meeting room to participate in Meeting discussions and votes and to interact with those present on all motions, discussions, and votes.
9. As with all Meetings, Meetings involving communication devices shall be conducted in accordance with the provisions of the *Illinois Open Meetings Act*.
10. All Trustees attending Meetings in person or participating in Meetings via communication devices shall be counted toward establishing a quorum and may vote on all issues presented.
11. A Meeting room shall be equipped with communication devices that 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.
12. The Secretary of the Library Board will note in the Minutes of any Meeting that 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 Trustees' participation in the Meeting was via a communication device.
13. 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.
14. The use of communication devices shall be used sparingly and only under extraordinary circumstances. (9/17/2003)

The order of business at all regular meetings shall be as follows:

1. Call to order
2. Roll Call
3. Introduction of guests
4. Reading of the Minutes
5. Communications
6. Financial Reports
7. Unfinished Business
8. Library Director's Report
9. Library Law Update
10. Committee Reports
11. New Business
12. Adjournment

*Robert's Rules of Order* shall govern in the parliamentary procedures of the Board. These Bylaws may be amended by a majority vote of the entire Board. A Trustee may cast a vote in writing, prior to the vote, if unable to attend the meeting. Guests and visitors shall introduce themselves under item 3 of the agenda – Introduction of Guests. At that time they should state whether they wish to address the Board and the topic they wish to address. Each person wishing to address the Board may be allowed an amount of time determined by the Board President for their presentation. The Board President may allow additional time if it is necessary, or request the guest to make their presentation at a more appropriate time in the meeting. (Adopted: 1981).

### **III. Board Officers**

The officers of the Board shall be the following:

- President
- Vice President
- Secretary
- Treasurer

All officers of the Board shall be elected at the annual meeting in May and shall serve a term of one year with privileges of re-election, or until their successors are elected.

Vacancies:

1. A presidential vacancy shall be filled by the Vice President.
2. Other vacancies shall be appointed by the President until the annual elections in May.

Duties of officers:

1. The President shall preside over all meetings of the Board and shall appoint all standing committees. The President will have general supervision of all matters pertaining to the Library, except as are provided by law, or by action of the Board. The President will co-sign all vouchers for payment of Library expenses and payroll.
2. The Vice President shall perform all the duties of the President when the President is absent or incapacitated. The Vice President will be able to co-sign all vouchers for payment of Library expenses and payroll.
3. It shall be the duty of the Secretary to keep an accurate account of the Board meeting proceedings, to notify all Board members of regular, special and annual meetings and to maintain custody of all the records of the Board. These records are kept in the Library. The Secretary shall have an agenda of the next Board

meeting available to each Board member at least five (5) days prior to that meeting date.

4. The Treasurer shall be knowledgeable of the financial condition of the Library and shall serve as Chairman of the Finance Committee. The Treasurer will be an authorized signer of all Library bank accounts and a co-signer for all vouchers for payment of Library expenses and payroll.

#### **IV. Committees**

Special committees may be established by the Board for whatever reasons the Board deems advisable. Special committees may be appointed for whatever term the Board wishes, but not past the next annual meeting.

Standing committees are appointed at each annual meeting, along with the chairman of that committee. Standing committees shall consist of at least four members of the regular Board of Library Trustees, and attendance of fifty-one percent of the committee will be required for a quorum.

#### **V. Functions of the Library Board**

1. The Board shall have the legal responsibility for the Library and shall determine and adopt written policies to govern the operation and programs of the Library.
2. The Board shall appoint a Library Director as Chief Administrator with full responsibility for service, material selection, building maintenance, security and personnel management. The Board shall refrain from active management of the Library. It shall be the responsibility of the Library director to follow the policies established by the Board.
3. The Board shall determine the purposes of the Library and secure adequate funds to carry out the Library's programs.
4. The Board shall know the programs and needs of the Library in relation to the community; it shall keep abreast of standards and library trends.
5. The Board shall establish, as needed, a planned public relations program and support and participate in such a plan.
6. The Board shall prepare an annual budget for the Library.
7. The Board shall know state and local laws pertaining to the Library.

## **VI. Role of the Trustees in Selection of Library Materials**

In the case of controversy over the addition of any material, the final decision shall be made by a majority vote of the entire Board of Trustees. In the case of absence, Trustees may register their vote in writing. This decision shall be made on the basis of the criteria for selection of materials as set forth in this policy handbook.

## **VII. Board Members**

1. Trustees are encouraged to attend outside meetings to assist them in their duties. Compensation will be made upon approval of the Board.
2. Trustees may not enter into any contract with any person or persons which will obligate the Board in any manner, without prior Board approval.
3. A Trustee may not accept compensation of any sort from any person or persons doing business with the Library.
4. A Trustee shall not do commercial business with the Board, nor shall be a partner to any such business. If a Trustee works for a company doing business with the Library, they are required to abstain from any vote concerning the company.
5. Trustees shall receive no special privileges and shall abide by all the rules set for the general public.
6. When hiring employees for the Library, no immediate family member of a Trustee may be considered for employment.
7. Upon resignation, Trustees shall return to the Library, any materials received during their term which will be useful to incoming Trustees, including policy manuals and books on Trustee responsibilities.
8. The Board of Trustees may issue keys to the Library to a Trustee, if the Trustee's duties require them. Each key holder shall be responsible for the key assigned. This also included a bypass code for the security system.