

Bylaws

Revision Control

- *Revision Approved by LPLD Board May 20, 2010*
- *Revision Approved by LPLD Board November 19, 2015*

I. Name and Government of Organization

A. Name of Organization

This organization shall be called "The Board of Trustees of the Lincolnwood Public Library District," Cook County, Illinois, ("the Board") 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.

B. 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*.

C. Purpose of Bylaws

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

II. Board of Trustees

A. 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 four-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]

B. Nomination of Candidates

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

C. Eligibility

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

D. 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 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: (1) any individual who previously served as a trustee on the Board; (2) any candidate who was on the ballot for the most recently held trustee election; or (3) any person who applied for, and was interviewed to fill, an opening on the Board within the preceding eighteen (18) months.

E. Compensation and Expenses

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

F. 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 Trustees must file the Disclosure of Economic Interests Statement as required by the Illinois Governmental Ethics Act. [5 ILCS 420/4A-101]

G. Powers and Duties

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

H. 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.

III. Officers

A. Officers

The officers of the Board shall be a President, a Vice President, a Treasurer and a Secretary. Each office shall be held by a different Trustee.

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.

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

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]

B. 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 and the Committee of the Whole. In addition, the President shall appoint the chairperson and all members of special or ad hoc 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.

C. 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.

D. 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 Library, 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 or insured in an amount and with sureties approved by the Board and in accordance with [75 ILCS 16/30-45]

E. 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]

IV. Meetings

A. 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.]

B. 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.

C. Regular Meetings

The regular meetings of the Board shall be set each year by ordinance, specifying the time, place, day and date thereof. 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]

D. 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]

E. Committee Meetings

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

F. 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]

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 until such time until a quorum is present, and such reconvened meeting may transact business as though such meeting has not been adjourned.

G. Order of Business

An agenda is required for all meetings. The order of business for regular meetings shall include, but not be limited to, the following items:

- Call to Order
- Roll Call
- Consent Agenda
- Public Comment
- Items of Business
- Reports
- Schedule of Upcoming Meetings
- Adjournment

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

H. Public Comment

As part of its agenda, the Board shall provide a period at the designated place on the agenda for citizens' comments. Interested citizens may be required to sign in to indicate their desire to speak. By majority vote at any meeting, the Board (or a committee) may set a common limit on the amount of time each citizen will be given to complete their comments.

A person addressing the Board shall limit comments to items within the jurisdiction of the Board. Additional guidelines for public comment can be found in the "Policies, Guidelines, and Other considerations Governing Public Comment at Library Board and Board Committee Meetings" policy.

I. 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.

V. Committees

A. Standing Committees

There shall be one standing committee of the Board as follows: **Finance and Facilities**

At the request of the Board President, and with the concurrence of the Committee Chairperson, the Finance and Facilities 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.

B. Finance and Facilities Committee

The Treasurer, ex officio, shall be chairperson of this committee. With the advice and assistance of the Library Director, 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 inspections of the Library's building and grounds at least annually.

C. Establishing Special or Ad Hoc Committees

Proposals for special or ad hoc committees may be submitted to the Board by the Library Director or by any member of the Board. Special committees are responsible to the Board 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.

D. 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 the Finance and Facilities committee chair 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 for the remainder of the unexpired term.

E. 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.

VI. Library Policy

A. Powers of the Board

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

VII. Personnel

A. 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. The Library Director 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 unable to attend a given meeting due to illness or excused absence, the Library Director may delegate representation and attendance to any Department Head.

B. 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.

VIII. Amendments

A. Changes in Bylaws

These Bylaws may be amended by a majority of the full Board, provided the amendment is proposed at any regular meeting of the Board and adopted at the next succeeding regular meeting.