

**Special Board Meeting
Bylaws Review Task Force
Thursday September 24, 2015 10:00AM
MINUTES**

A. CALL TO ORDER

The special meeting of the Board of Library Trustees of the Lincolnwood Public Library District was called to order by President Beard at 10:10AM on September 24, 2015 in the Library's board room.

B. ROLL CALL

Trustees Present: Beard, Berger, Poulson, Stavinoga
Staff Present: Bochenski
Visitors Present: None

C. AUDIENCE TO VISITORS

There were no visitors.

D. BYLAWS REVIEW AND RECOMMENDATION

Trustees reviewed the recommendation made by Stu Wilson from Library Strategies, who facilitated the board's retreat in July 2015. Mr. Wilson recommended that the board move away from using standing committees and instead use ad hoc committees or task forces as necessary. The exception is the Finance Committee, which Mr. Wilson recommended stay in place as a standing committee.

Trustees reviewed the bylaws in detail, reviewing each section and recommending changes in content as well as wording and grammar.

Below is a summary of changes:

1. Be consistent in capitalizing and wording for "Library Director," "Board," "Trustees," and "library."
2. Remove duplicate references to the library's powers, maintain the language in II.G. "Powers and Duties"
3. Remove the "Library Legislative Concerns" section
4. Eliminate references to the Development, Library Services and Community Relations, and Staffing and Personnel committees. Maintain references to the Finance and Facilities committee.
5. Update the language to III.D. to reflect the acceptability of the crime policy as well as Treasurer's Bond.
6. Remove the specific meeting date/time language in IV.C. "Regular Meetings."
7. Revise section IV.G. to remove the mandating of agenda item order, and update the agenda items to:
 - a. Call to Order
 - b. Roll Call
 - c. Consent Agenda
 - d. Public Comment
 - e. Items of Business
 - f. Reports
 - g. Schedule of Upcoming Meetings

BOARD OF TRUSTEES
LINCOLNWOOD PUBLIC LIBRARY DISTRICT
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h. Adjournment

8. Trustees discussed incorporating the separate Public Comment policy into the bylaws, and decided to leave it is a separate document.
9. Remove section VII.B. specifying the appointment of an Assistant Director.

Trustees also discussed whether or not to add language concerning required meeting attendance by Trustees. The statute language specifies that "Absence without cause from all regular board meetings for a period of one year shall be a basis for declaring a vacancy." Trustee Berger requested that Director Bochenski consult with the library's legal counsel to see if we could enforce more stringent requirements in our bylaws. For example, if our bylaws stated that no trustee could miss more than 5 meetings in a calendar year, would that be enforceable?

Trustees also discussed a possible "Trustee code of conduct" that would be a separate document and outline expected behavior concerning library matters. Director Bochenski will research to find examples from other libraries.

Trustees agreed that the revised red-lined document should be included in the October board packet, and recommended approval to the full board.

E. ADJOURNMENT

Trustee Stavinoga moved and Trustee Poulson seconded that **THE MEETING BE ADJOURNED AT 11:08AM.**

Voice vote carried.


Linda Poulson, Secretary