



# Elmwood Park

PUBLIC LIBRARY

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## **BYLAWS OF THE ELMWOOD PARK PUBLIC LIBRARY BOARD OF TRUSTEES**

### **ARTICLE I – NAME AND GOVERNMENT OF ORGANIZATION**

#### Section 1 - NAME

The name of this organization shall be the Board of Library Trustees of the Elmwood Park Public Library. The institution, Elmwood Park Public Library, is located in the Village of Elmwood Park, Illinois, and is governed by this board.

#### Section 2 – STATUTORY AUTHORITY

The Illinois Compiled Statutes, Chapter 75, Act 5, *The Illinois Local Library Act*, shall govern all matters of membership, election, duties, etc. of the Board. As appropriate, references to this Act will be inserted parenthetically into these bylaws.

To the extent that these bylaws may be or become inconsistent with Illinois or federal statutes, the statutes and not these bylaws shall govern.

#### Section 3 – LIBRARY OBJECTIVES

It is the purpose of the Elmwood Park Public Library to provide library service to all residents of Elmwood Park. Among its major objectives are:

- To anticipate the library needs of the community;
- To assemble, preserve and disseminate information and to help all members of the community achieve the understanding and wisdom essential to good citizenship and individual development.
- To provide print and non-print materials, which will serve the recreational, educational, cultural and informational, needs of residents, and to provide assistance in the use of its collection.

### **ARTICLE II – BOARD OF TRUSTEES**

#### Section 1 – ELECTION AND TERM OF OFFICE

The Board of Trustees of the Elmwood Park Public Library is made up of seven elected members, each serving a four-year term. The term of office for elected members is from May 1 of the election year until April 30 of the fourth year. Any vacancy on the Board other than due to an expired term will be subject to procedures in Section 4: Vacancies.

Election to the Board of Trustees shall be open to residents of the Village of Elmwood Park, Illinois in accordance with the Illinois State Law.

## Section 2 – OATH OF OFFICE

Within 60 days of election or appointment, trustees shall take the oath of office before the Secretary or Secretary Pro Tem of the Library Board or the Village Clerk or other person authorized to administer oaths.

Oath of Office for Library Trustees “I (name) do solemnly swear that I will support the Constitution of the United States and the Constitution of the State of Illinois, and that I will faithfully discharge the duties of the office of Trustee of the Elmwood Park Public Library to the best of my ability.”

## Section 3 – DUTIES OF THE BOARD

The duties of the Library Board of Trustees are to determine the appropriate objectives and policies of the library and to secure the necessary funds to meet those objectives. Specific duties, in accordance with 75 ILCS 5/4-7 (2007), include but are not limited to:

1. Adopt by-laws and determine the policies of the library.
2. Select and appoint a Library Director.
3. Hold and administer library property and funds.
4. Advise in the preparation of the budget, approve it, and work to obtain the necessary funds.
5. Provide for appropriate housing and, through the Library Director, supervise and maintain building and grounds.
6. Study and support legislation, which will bring about the greatest good to the greatest number of libraries.
7. Cooperate with other public officials and boards, and maintain vital public relations.

## Section 4 – VACANCIES

Any vacancy occurring in the Board of Trustees shall be filled with an appointment made by the Board of Trustees until the next regular library election.

The Board of Trustees may declare a vacancy where any person serving as a trustee is no longer a resident of the Village of Elmwood Park.

Vacancies of office shall be determined by and comply with all statutory requirements (75 ILCS 5/4-4).

## Section 5 – REMOVAL

Trustees who miss four consecutive meetings without prior notification will be asked to resign from the Board.

## Section 6 – 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 5/4-5)

## Section 7 – 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 trustees must file the Disclosure of Economic Interests Statement as required by the Illinois Governmental Ethics Act (5 ILCS 420/4A-101)

#### Section 8 – ELECTRONIC COMMUNICATION

Board Members are required to use their Elmwood Park Public Library email account that was created for them. Any documents considered "public record" under Illinois Freedom of Information Act (5 ILCS 140/2(c)) are to be sent to or from the board member's library email account only.

### **ARTICLE III - OFFICERS OF THE BOARD AND DUTIES**

The officers of the Board shall consist of a:

1. President
2. Vice-President
3. Secretary
4. Treasurer

#### Section 1 – DUTIES OF THE PRESIDENT

The President shall -

1. Preside at all meetings of the Board.
2. Appoint all standing committees.
3. Have general supervision of all matters pertaining to the library, except as otherwise provided by law or by these By-laws, or by action of the Board.
4. Approve an agenda for each meeting of the full Board.
5. Countersign checks drawn on library accounts.
6. Be an ex-officio member of all committees.

#### Section 2 – DUTIES OF THE VICE PRESIDENT

The Vice-President shall -

1. In the absence of the President, preside at all regular and special meetings.
2. Generally assist the President in the performance of duties.
3. In the absence of the President or Treasurer, the Vice President may be called upon to countersign checks drawn on library accounts.

#### Section 3 – DUTIES OF THE SECRETARY

The Secretary shall -

1. See that due notice of all meetings is given to the Board and the public.
2. Keep a faithful record of the proceedings of the Board.
3. Read all correspondence presented at Board meetings.

4. See that each member is furnished with a copy of the minutes of the previous meeting, together with notice and agenda of the next meeting.
5. See that all votes on any subject shall be by ayes and nays and spread of record by the Secretary. Absentees and abstentions from voting shall be noted.
6. In the absence of the President or Treasurer, the Secretary may be called upon to countersign checks drawn on library account.

#### Section 4 – DUTIES OF THE TREASURER

The Treasurer shall -

1. Have custody of all funds of the library
2. Have custody of funds received by the Library Board as gifts or as the result of sale of gifts received in-kind and of any working cash fund authorized by the Library Board under Illinois law.
3. Administer the maintenance of proper financial accounts and records either under the Treasurer's direct supervision or under the supervision of some other person designated by the Library Board.
4. Review payment vouchers and checks where applicable, and present monthly reports to the Library Board.
5. Oversee submission of records for an annual audit to a firm of certified public accountants.
6. Sign checks drawn on library accounts.

### **ARTICLE V – ELECTIONS OF OFFICERS AND TERM OF OFFICE**

#### Section 1 – NOMINATIONS AND ELECTIONS

The nomination and election of officers - President, Vice President, Treasurer, and Secretary - will take place at the annual Organizational Meeting in May.

The Trustees shall nominate by voice a member of the board to each officer position in the provided order and vote by ballot to confirm the nomination. In the instance of a tie, balloting will continue until a nominee has a majority.

#### Section 2 – TERMS OF OFFICE

Officers of the Board shall serve a term of 1 year, or until their successors have been elected.

#### Section 3 - OFFICER VACANCY

Any vacancy occurring between annual elections shall be filled by appointment by the President, with the approval of the Board. If the Presidency becomes vacant, the Vice President shall become President for the remainder of the term.

### **ARTICLE V - COMMITTEES**

There shall be standing committees of the Board each consisting of three members appointed by the President. The term of service of all committees shall be for the Library's fiscal year.

1. Building Committee
2. By-Laws/Goals/Policy and Personnel Committee
3. Finance and Audit Committee

#### Section 1 – BUILDING COMMITTEE

Oversees the maintenance and repair of the physical plant, furnishings, and library grounds.

#### Section 2 – BYLAWS, GOALS, POLICY AND PERSONNEL COMMITTEE

Responsible for the by-laws and policies of the Library and assists in establishing the goals of the Director of the Library on no less than an annual basis. Responsible for the selection and annual performance review of the Director. Works with Director on personnel matters - employee policies, organizational chart, acknowledgment of hires.

#### Section 3 – FINANCE AND AUDIT COMMITTEE

Supervises preparation of annual Appropriation, Levy and Budget. Oversees expenditure of library funds. Reviews the annual audit and recommendations made by the auditor

#### Section 4 – SPECIAL OR AD HOC COMMITTEES

The President may appoint special committees. The term of service for said committee shall be determined at the time of appointment.

### **ARTICLE VI - MEETINGS**

#### Section 1 – REGULAR MEETINGS

The regular meeting of the Board shall be held on the third Thursday of each month at the Library unless otherwise ordered by the Board. The Illinois Open Meeting Act (5 ILCS 1201/1, *et seq.*), Freedom of Information Act and any applicable law of regulation regarding meetings, now and as hereafter amended, shall govern the scheduling, posting of notices, and conduct of all meetings of the Board of Trustees.

#### Section 2 – SPECIAL MEETINGS

Special meetings of the Board of Trustees may be called by the President, or may be called at the request of two Trustees upon giving notice in accordance with the Open Meetings Act.

#### Section 3 – COMMITTEE MEETINGS

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

#### Section 4 – QUORUM

A majority of seated members shall constitute a quorum. A quorum at any regular or special board meeting shall consist of four Trustees present in person. 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 time during any meeting, the Trustees present may adjourn the meeting until such time that a quorum is present, and such reconvened meeting may transact business as though such meeting has not been adjourned.

#### Section 5 – VOTING

Given a quorum, the majority of those present shall determine the vote taken on all questions. All votes on any questions shall be 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.

## Section 6 - ORDER OF MEETINGS

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

1. Call to order
2. Roll call
3. Review of Account Balances
4. Approval of Consent Agenda  
(Minutes, Treasurer's Report, Payroll, Disbursements)
5. Correspondence and Secretary's report.
6. Comments from the General Public (Non-agenda items)
7. Library Directors report
8. Building committee report
9. By-Laws, Goals, Policy, and Personnel committee report.
10. Finance/Audit committee report1
12. Report of Ad Hoc committees (if applicable)
13. Unfinished business
13. New business
14. Adjournment

Public comment – Per statute, as part of its agenda, the Board shall provide time for citizens' comments. See the library's Public Comment policy.

## Section 7 – MINUTES

The written minutes of regular Board and Committee meetings shall reflect attendance and actions taken and shall be approved and retained as required by law (5 ILCS 120/2.06).

Audio recording and written minutes of closed Board meetings shall be made and retained as required by law. Such recordings shall be stored in a lock box, with keys to be held by the Board President and Secretary. Every six months the Board shall review the confidential minutes to determine if they can be made available in the public domain. Trustees can approve a modified set of minutes for release to the public with regular board minutes and retain a detailed set of the minutes in confidential files.

## Section 8 – ATTENDANCE

Trustees having scheduled vacation time or who will miss a Board Meeting due to unavoidable scheduling conflicts should advise the Board President or the Library Director as soon as possible.

Trustees who miss four consecutive meetings without prior notification will be asked to resign from the Board.

As authorized by the Open Meetings Act, a Trustee may attend Board or Committee meetings by video or audio conference (or other means of contemporaneous interactive communication) provided:

1. A quorum of the Board or Committee is physically present at the meeting location and a majority of the Board votes to approve the remote attendance
2. The Trustee has notified the Director or Office Manager in advance (unless advance notice is impractical)

3. The Trustee is prevented from physically attending because of personal illness or disability, employment purposes or business of the library, or family or other emergency

A Trustee participating remotely will be allowed to express opinions, vote, and otherwise be governed by the same rules at those physically present.

## **ARTICLE VII - LIBRARY DIRECTOR**

### **Section 1 – RESPONSIBILITIES**

1. The Library Director shall administer the policies adopted by the Board and shall fulfill the duties and responsibilities as prescribed in the Library Director's job description.
2. The Library Director shall attend all regular and special Board meetings as directed by the Board and make reports in any form or topic as directed. If he/she is unable to attend a given meeting due to illness or excused absence, the Assistant Director or any Department Head may be designated in his/her place.

### **Section 2 – EVALUATION**

The Bylaws/Goals/Policy/Personnel Committee (BGPP) will meet annually with the Director to determine goals. The Director will provide progress reports to the committee and full board throughout the year. The BGPP chairperson will coordinate review of the director and meet with managers to provide input. The Board will discuss these matters in closed session, as allowed by the Open Meetings Act, in January and/or February of each year.

## **ARTICLE VIII – DISBURSEMENTS**

### **Section 1 – INVOICES**

Each disbursement shall be supported by an invoice or other evidence of the propriety of the disbursement. Each invoice shall be signed by at least two persons – the appropriate department head and the Library Director. In the event of an administrative purchase, the invoice shall be signed by the Office Manager or Library Director. In the event of an emergency or immediate need for payment, a check may be requested by the Library Director outside of a board meeting. In this instance, the Director must gain approval from both the President and the Treasurer and show verifiable need and that it is a routine or pre-approved expense. Upon approval, the President will request 2 signatories to sign the check.

### **Section 2 – ACCOUNTS PAYABLE AND CHECKS**

The General Funds Voucher, which itemizes all disbursements for each accounting period, will be reviewed and approved by the Library Director and then provided to the board prior to each regular board meeting. Vouchers, original invoices and checks will be reviewed by the Finance Committee and brought to the full board for approval by a majority of the quorum.

The President and Treasurer will sign all checks upon approval. If unavailable, any Board officer listed as a signatory on the library's bank accounts may sign checks.

### **Section 3 – TRANSFERS**

After board approval and signing of checks, a funds transfer will be requested from the library's General Fund to its checking account. Transfer requests must be signed by the Board President (or other Board officer if President is unavailable) and will be submitted by the Administration

Office. Checks will not be mailed until confirmation of transfer is made by the Library's banking institution to the Board President.

## **ARTICLE IX - GIFTS RECEIVED FOR THE BENEFIT OF THE LIBRARY**

All gifts of property, including monies or securities for the benefit of the library, may be accepted, held or disposed of at the discretion and /or direction of the Board in accordance with 75 ILCS 16/30-75.

## **ARTICLE X – AMENDMENTS AND REVIEW**

The By-Laws may be amended by a majority of vote of the members of the Board. Notice of the proposed amendment and of the language thereof, must have been given at the last preceding regular Board meeting.

Bylaws will be reviewed every two years by the Bylaws/Goals/Policy/Personnel Committee and brought to the full board for consideration.

## **ARTICLE XI - BONDING OF OFFICERS AND EMPLOYEES**

1. The officers and employees of the Library Board shall be required to furnish such bond as required by law (75 ILCS 5/4-9) and as the Board may deem advisable for proper protection.
2. The premium on any such bonds required shall be paid with Library funds.

## **ARTICLE XII - PARLIAMENTARY AUTHORITY**

Roberts Rules of Order Revised shall govern deliberations of all meetings in accordance with the By-Laws and applicable governmental laws and regulations.

### **Policy Review and Revision**

Elmwood Park Public Library Board of Trustees will review this document at least biennially. Originally approved by the Library Board of Trustees October 1967.  
Approved and adopted by the Library Board of Trustees, August 2008, March 2015, February 2016, April 2017