

## **1.3 By-Laws of the Board of Library Trustees**

### **BY-LAWS OF THE BOARD OF LIBRARY TRUSTEES OF THE ACORN PUBLIC LIBRARY DISTRICT**

#### **ARTICLE I – NAME**

The name of this elected organization shall be the Board of Trustees of the Acorn Public Library District located in Oak Forest, Illinois.

#### **ARTICLE II – PURPOSE**

The object of this Board shall be to hold and administer Library property and funds and to formulate policies and guide the direction of the Library's affairs.

#### **ARTICLE III – MEMBERS**

**SECTION 1.** Members shall be the duly-elected Library Board of Trustees.

**SECTION 2.** Any vacancy occurring shall be filled by appointment by the remaining Trustees until the next Library election, at which election a Trustee shall be elected to fill the unexpired term of the vacancy.

#### **ARTICLE IV – OFFICERS AND DUTIES**

**SECTION 1.** The officers of the Board shall consist of a President, a Secretary, and a Treasurer. No Trustee shall hold more than one office.

**SECTION 2.** If there shall be more than one nominee for any office, voting shall be by secret ballot or by voice vote, and a majority of votes cast shall be necessary for election. Elections shall be as prescribed by the Illinois Revised Statutes.

**SECTION 3.** Officers of the Board shall serve a term of two years. Officers of the Board shall serve no more than (3) consecutive terms, unless no other nominations are submitted for the officer's position.

**SECTION 4.** A mentoring program for future officers is available to all Board Members. The current officers will serve as mentor.

**SECTION 5.** The duties of the Officers shall be as prescribed by the Illinois Revised Statutes, and specific duties as follows:

##### **PRESIDENT:**

1. An ex-officio member of all committees, attendance at the meeting is desired.
2. Review of regular meeting minutes quarterly to ascertain if committees have completed assignments and if motions passed by the Board have been acted upon.
3. Promote and encourage Trustee involvement with Friends of the Library programs and community affairs.
4. Designate individuals to conduct mini-workshops for trustees on Finance-Budget, New Laws, Audit or any subject that would enhance Trustee education.

**TREASURER:**

1. Supervise Loan and Bond payments.
2. Reinvest liquid assets at best possible rate with Board authorization.
3. Give monthly written status reports on account balances.
4. Review bills periodically to ascertain savings and/or waste.
5. Prepare the draft of a tentative budget with the Director for submission to the Library Board.
6. Review and execute all monthly, quarterly, and annual withholding forms required to be filed with the federal and state governmental agencies.

**SECRETARY:**

1. Take minutes of Executive Meetings and/or Sessions; also minutes of all regular and special meetings of the Board of Library Trustees in the absence of the Recording Secretary.
2. Keep a separate Trustee file of Executive Session Minutes
3. Keep a Trustee Legal File, i.e. important papers pertaining to Building and Land, Insurance Policies, Deeds, Waivers, Construction Documents and Lawsuits. Such file is to be held in the fireproof file cabinet.
4. Maintain a record of current committee members and chairmen of Special Committees containing the date of appointment and dissolution. Provide a binder for committee meeting minutes and monitor its current status
5. Act as Election Clerk and perform related duties as specified by the Election Code.
6. Review and execute the annual certified list of persons required to file Ethics Statements with the Secretary of State of Illinois and Office of the Cook County Clerk prior to March 1st.

All officers of the Board shall perform such other duties as the Board of Library Trustees or President may assign.

**ARTICLE V – COMMITTEES**

**SECTION 1.** There shall be a Library Operations Committee formed. The President shall chair the Library Operations Committee or select at his discretion a designee. The Committee Chair shall be charged with providing both a written agenda guiding the business to be addressed and a written report to the Board on the recommendations to be considered by the Board.

**SECTION 2.** The Committee shall consist of voting members as defined by Article III. A quorum shall consist of 3 or more members.

**SECTION 3.** Committee business may consist of, but not limited to, topic(s) in the following areas:

Finance  
Personnel  
Library Special Projects  
Building & Grounds  
Marketing & Public Relations  
Legislation  
Library Policy

**SECTION 4.** Committee progress shall be subject to Board review at each Regular Meeting as defined in Article VI of these By-Laws during its tenure.

**SECTION 5.** The President or the majority of the Board of Trustees may appoint subcommittees as the need arises.

## **ARTICLE VI – MEETINGS**

**SECTION 1: Regular Meetings.** The regular meetings of the Library Board shall be held on the second Wednesday of each month at 7:00 PM. The only exception will occur during an election year to accommodate newly elected trustees. All Board Meetings shall be held at the Acorn Public Library unless otherwise ordered.

**SECTION 2: Special Meetings.** Special meetings may be held at any time at the call of the President or the Secretary or at the call of any four members of the Board, provided that notice thereof be given to all Trustees at least twenty-four (24) hours in advance of the special meeting. All notices shall state the purpose of the meeting. All special meetings must be in compliance with the Open Meetings Act, Illinois Revised Statutes.

**SECTION 3: Quorum and Voting.** A quorum for the transaction of business shall consist of four or more Trustees. A majority of those trustees present shall determine the vote taken on any questions, unless a larger majority is specified in the Public Library District Act (Illinois Revised Statutes).

**SECTION 4: Order of Business.** The order of business at all meetings of the Board shall be as follows:

1. Opening of Meeting
  - a. Call to Order
  - b. Determination of Quorum
  - c. Recognition of visitors to the meeting
  - d. Approval of Agenda and requests for changes to Agenda
  - e. Public Comments
  
2. Consent Agenda
  - a. Approval of Regular Board Meeting Minutes
  - b. Treasurer's Report
  - c. Approval of Bills
  - d. General Fund Income and Disbursement Report
  - e. Director's Report
  - f. Departmental Reports
  - g. Reports on meetings attended by Board and Staff
  
3. New Business
  
4. Old Business
  
5. Correspondence
  
6. Open Forum
  
7. Executive Session
  
8. Adjournment

## **ARTICLE VII – DIRECTOR**

The Director serves as the chief administrator of the Library and is responsible for the operation of the Library under the general policies approved by the Board. The Director is responsible to the Board and, through the Board, to the community.

## **ARTICLE VIII – AMENDMENTS**

The Board of Library Trustees reserves the right to amend its By-Laws and Library Policies at any time. These By-Laws may be amended by one week's written notice prior to any regular meeting or any special meeting called for that purpose, by a majority vote of the entire Board. Nothing herein shall be deemed to give any employee any contractual right or vested right beyond the fiscal year in which any By-Law or policy was in full force and effect.

## **ARTICLE IX – RULE OF ORDER**

Robert's Rule of Order shall govern the parliamentary procedure of the Board.

## **ARTICLE X – BONDING**

The Treasurer and the Bookkeeper shall be bonded as prescribed by the Illinois Revised Statutes.

## **ARTICLE XI – ORDINANCES AND BUDGET**

The adoption of the appropriation ordinance, budget and tax levy ordinance shall be as prescribed by the Illinois Revised Statutes.

## **ARTICLE XII – PUBLIC COMMENT**

Members of the public are welcome make comments to the Board of Trustees of the Acorn Public Library District at the beginning of each monthly meeting. Pursuant to Public Act 96-1473, the following rules shall govern individuals appearing before the Board:

1. Speakers must address the Board only when recognized by the President of the Board and only at the appropriate times, as indicated on the meeting's agenda. The President of the Board will determine the order in which speakers are recognized.
2. Speakers must identify themselves by full name, address, affiliation (if any) and the topic to be addressed.
3. Speakers shall be allowed up to five minutes to speak. Total time for all speakers shall not exceed 30 minutes per Board meeting.
4. The President of the Board of Trustees shall have the discretion to override the above time limits, as well as to allow speakers to address the Board during other portions of the meeting.
5. The Board of Trustees is not required to respond to speakers. Speakers may be directed to the library director or other staff member.

## **ARTICLE XII – RULES FOR ELECTRONIC ATTENDANCE AT BOARD MEETINGS**

Meetings of the Acorn Public Library District Board of Trustees may be held with members attending by electronic technology (including, but not limited to, telephone or video conferencing) under the following rules:

1. Except where it is not practicable, Trustees who cannot be physically present at a public meeting for one of the reasons contained herein and wish to attend by the use of electronic technology shall give notice to the Secretary of the Board of Trustees more than forty-eight (48) hours before the meeting date.
2. Public notice of special or regular meetings, when it is known forty-eight (48) hours in advance of such meeting that any Trustees will attend through use of electronic technology, shall contain, in addition to any other information required by law, the names of the Trustees who will be attending in that manner, the type of medium through which they will attend and a listing of any locations where the public may attend the meeting through use of the technology in addition to the designated meeting site.
3. If it not practicable for a Trustee to give more than forty-eight (48) hours notice and the Trustee will be unable to be physically present at the special or regular meeting for one of the reasons contained herein, and wishes to attend through the use of electronic technology, on the date of the meeting, prior to convening the meeting, the presiding officer shall announce such method of attendance to the public and the reason therefore.
4. If the President of the Board attends the meeting through the use of electronic technology, he or she shall vacate the chair and a President Pro Tem who is physically present will be appointed to preside.
5. Trustees may attend a Board meeting without being physically present if physical attendance is prevented by:
  - a. personal illness or disability;
  - b. absence from the District for personal employment purposes or for District business;
  - c. family emergency
6. If the presence of one or more Trustees is required to establish a quorum to do business allowed to be done under these rules, the President of the Board may waive the reasons cited above and allow one or more Trustees to attend the meeting through electronic technology.
7. When one or more Trustees attend a meeting by electronic technology, all votes shall be by roll call.
8. No more than two trustees may attend a meeting by electronic technology if they are at the same remote location and the technology does not transmit physical images of the Trustees not physically present to the designated meeting site.
9. No vote on the issuance of bonds shall be taken without a quorum of Trustees being physically present, unless approved by bond counsel.
10. A quorum of Trustees must be physically present for any public hearings required by statutes.
11. When speaker phones are used to allow a Trustee to attend a meeting without being physically present, the Trustee using the speakerphone must, each time he or she wished to speak, identify him or herself by name and be recognized by the presiding officer before speaking.