

# BY-LAWS OF THE ITASCA COMMUNITY LIBRARY BOARD OF TRUSTEES

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**ARTICLE I**

**NAME**

This organization shall be called "The Library Board of Trustees of the Itasca Community Library" existing by virtue of the provisions of Chapter 75 of the Laws of the State of Illinois, and exercising the powers and authority and assuming the responsibilities delegated to it under the said statute.

**ARTICLE II**

**TRUSTEES**

Section 1.

**Election**

Trustees shall be elected every two years at the regular election scheduled for public library trustees under the Election Code. Seven Trustees shall constitute a Board.

Section 2.

**Terms of Office**

Trustees serve four year terms which should be staggered according to state law.

Section 3.

**Duties and Powers**

The Board of Trustees shall carry out the spirit and intent of the Illinois Local Library Act in establishing, supporting and maintaining a public library or libraries within the village and for providing library service. In addition, and without limiting other powers set forth in the Act, the board shall have the powers set forth by law (75 ILCS 5/4-7).

Section 4.

**Vacancies**

All vacancies shall be filled forthwith in accordance with law.

Section 5.

**Removal from Office**

Vacancies shall be declared in the office of trustee by the Board in accordance with law.

Section 6.

**Indemnification**

Trustees and Officers acting in good faith in any capacity at the request of the Library and for the benefit of the Library shall be indemnified by the Library against judgments, fines and other liabilities.

Section 7.

**Conflict of Interest**

No Trustee or Officer of the Itasca Community Library may be in any manner interested, either directly or indirectly, in his own name or in name of any person, association, trust or corporation, in any contract or performance of any work in the making or letting of which such officer or Trustee may be called upon to act or vote. No such officer or Trustee may represent, either as agent or otherwise, any person, association, trust or

corporation with respect to any application or bid for contract of work in regard to which such officer or Trustee may be called upon to vote. Nor may any such officer or Trustee take or receive, or offer to take or receive, either directly or indirectly, any money or other thing of value as a gift or bribe or means of influencing his/her vote or action in his/her official character. Any contract made and procured in violation thereof is void. However, any officer or Trustee may provide materials, merchandise, property, services or labor, if under appropriate conditions, as enumerated in 50 ILCS 105/3. Further, all actions, votes and performances of any officer or Trustee of the Itasca Community Library shall be in compliance 50 ILCS 105/3-4.5 and are subject to such penalties as the law provides.

Section 8.                   **Ethics Statement**  
The board subscribes to the ALA Ethics Statement for Public Library Trustees.

Section 9.                   **Compensation of Trustees**  
The trustees shall be compensated for their actual and necessary expenses incurred in the performance of their duties from Library funds.

Section 10.               **Attendance**  
Regular and punctual attendance at board meetings is expected.

Section 11.               **Notification of Absence**  
On receipt of the meeting notice, minutes and agenda, Trustees are required to notify the Library Director if unable to attend.

Section 12.               **Orientation Packet**  
Each new Trustee of the board shall receive copies of the following papers for orientation to procedures of the library and the board, to be returned when person leaves the board.

- A. Trustee Fact File
- B. Library policies, by law and other procedural documents of this library.
- C. List of Library Trustees with addresses and terms.
- D. Illinois Library Laws
- E. Serving Our Public: Standards for Illinois Public Libraries

**ARTICLE III               OFFICERS**

Section 1.               **Officers**  
The officers shall be a President, a Vice-President, a Secretary, and a Treasurer, elected from among the Trustees at the May Library Board Meeting.

Section 2.                   **Election**  
Officers shall serve a term of one year from the May Library Board Meeting at which they are elected and until their successors are duly elected.

Section 3.                   **Duties of the President**  
The President shall preside at all the meetings of the board, authorize calls for any special meetings, appoint all committees and designate committee chairpersons, execute all documents authorized by the board, serve as an ex-officio voting member of all committees, and generally perform all the duties associated with that office.

Section 4.                   **Duties of the Vice-President**  
The Vice President, in the event of absence or disability of the President, or of a vacancy in that office, shall assume and perform the duties and functions of the President.

Section 5.                   **Duties of the Secretary**  
The Secretary shall keep a true and accurate record of all the meetings of the board, recording attendance and all votes by roll call, and shall perform such other duties as are generally associated with that office.

Section 6.                   **Duties of the Treasurer**  
The Treasurer shall be the disbursing officer of the board, sign all checks, and shall perform such duties as generally devolve upon the office. The Treasurer shall be bonded in an amount as may be required by a resolution of the board and defined by law. In the absence or inability of the Treasurer, all checks will be signed by any one of the officers.

**ARTICLE IV                   MEETINGS**

Section 1.                   **Definition**  
All meetings shall comply with the Illinois Open Meetings Act, which defines a meeting as a gathering of a majority of a quorum of the Trustees for the purpose of discussing Library business.

Section 2.                   **Quorum**  
A quorum shall consist of (4) four Trustees. A majority of those present shall determine the vote taken on any question unless a larger majority is required by law.

Section 3.                   **Time and Place of Regular Meetings**  
The regular meetings shall be held each month, the date and hour to be set by the board at its May meeting, written notice to be posted at the library when necessary.

Section 4. **Special Meetings**  
Special meetings may be called by the Library Director at the direction of the President, or at the request of two (2) members, for the transaction of business as stated in the call for the meeting. Notice of special meetings shall be given to board members and posted at the Library at least forty-eight (48) hours prior to the meeting.

Section 5. **Public Notice**  
Public notice of all meetings shall be given in accordance with the Illinois Open Meeting Act (5 ILCS 120/1 et seq).

Section 6. **Minutes**  
Written minutes shall be kept for all meetings, whether open or closed. Such minutes shall include the date, time and place of the meeting; the names of all Trustees recorded as absent or present (and recorded as physically present or present by means of video or audio conference); a summary of discussion on all matters proposed, deliberated or decided; and a record of any votes taken. A verbatim record in the form of an audio or video recording shall be kept for all closed meetings.

Section 7. **Rules**  
Robert's Rules of Order shall govern in all questions of procedure not herein provided for, but shall not invalidate an otherwise valid action.

Section 8. **Agenda**  
The order of business for the regular meetings shall include, but not be limited to, the following items, which shall be covered in the sequence shown so far as circumstances will permit:

- a. Roll call
- b. Audience to visitors.
- c. Secretary's report.
- d. Financial report.
- e. Librarian's report.
- f. Reports of committees of officers.
- g. Old business.
- h. New business.
- i. Adjournment.

Section 9. **Electronic Attendance**  
If a quorum of the board is physically present a trustee not physically present may attend the meeting (including any closed portion of the meeting) by video or audio conference. The term does not extend, for example, to communication via e-mail or instant messaging. 5 ILCS 120/7(a).

The trustee desiring to attend the meeting by video or audio conference must notify the recording secretary before the meeting, unless advance notice is impractical.

The following conditions must be met:

The reason the trustee is prevented from physically attending the meeting is because:

- Temporary personal illness or disability
- Employment purposes
- Business of the library
- Family emergency or
- Other emergency

A trustee attending by means other than physical presence has the full rights of a trustee who is physically present; i.e., the trustee may vote, move or second motions, discuss the business on the agenda, and take other action as desired.

## **ARTICLE V**

### **LIBRARY DIRECTOR**

#### **Section 1.**

##### **Director**

The board shall appoint a qualified Library Director who shall be the executive and administrative officer of the library on behalf of the board and under its review and direction. The Library Director shall recommend to the board the appointment and specify the duties of other employees and shall be held responsible for the proper direction and supervision of the staff, for the care and maintenance of the library property, for an adequate and proper selection of library materials in keeping with the stated policy of the board, for the efficiency of library service to the public and for its financial operation within the limitations of the budgeted appropriation. The Library Director shall administer the policies adopted by the board.

#### **Section 2.**

##### **Meeting Agendas**

The Library Director shall issue notice of all regular meetings five days in advance, to include copies of minutes of the prior meeting, the agenda to be discussed at the proposed meeting, and any reports essential to the consideration of the agenda. The agenda is a mutual responsibility of the Library Director and the President.

## **ARTICLE VI**

### **COMMITTEES**

#### **Section 1.**

##### **Appointing of Ad Hoc**

The President shall appoint committees of one or more members each for such specific purposes as the business of the board may require from time to time. The committee shall be considered to be discharged upon the

completion of the purpose for which it was appointed and after the final report is made to the board.

Section 2. **Standing Committees**

There are (3) three standing committees: Policy, Budget, Personnel.

Section 3. **Progress Report**

All committees shall make a progress report to the Library Board of Trustees at each of its meetings.

Section 4. **Advisory Powers**

No committee will have other than advisory powers unless, by suitable action of the board, it is granted specific power to act.

Section 5. **Committee Reports**

All final committee reports are to be made in writing and conveyed to the Secretary for filing.

**ARTICLE VII CONTRACTS AND DISBURSEMENTS**

Section 1. **Contracts**

All contracts for supplies, materials or labor involving expenditure in excess of Twenty Thousand (\$25,000) dollars shall be let to the lowest responsible bidder after publication of notice and according to the Illinois Statutes 75 IL CS 16/40-45.

Section 2. **Financial Liability**

No Trustee, Committee, Officer or employee shall be authorized to create any financial liability on behalf of the Board unless it shall first be approved in nature and amount by the Board.

Section 4. **Authorization of Pay Expenditures**

The Board shall approve all expenditures of library funds. In all cases, a list of individual checks shall be submitted to the Board for approval. Approval shall be prior to payment of obligation with the following exceptions:

- A. Salaries of employees, whose employment and salary rate have previously been approved by the Board.
- B. Recurring expenditures of a set amount or consumables for which the rate of payment has been set by the Board, including the following recurring expenses: utility bills, lease or rent payments and subscriptions to periodicals and like recurring payments, the original purchase of which has been approved by the Board.

- C. Routine and ordinary minor and petty expenses of individual amounts under \$2,500 each, which shall be listed for the Board's after-the-fact approval at the Board meeting.
- D. Emergency expenditures of a good faith nature necessary for public safety, preventing hardship or protecting property and guarding against individual injury.

## **ARTICLE VIII GENERAL**

### **Section 1. Approval of Actions**

An affirmative vote of the majority of all members of the board present at the time shall be necessary to approve any action before the board. The President may vote upon and may move or second a proposal before the board.

### **Section 2. Amending the By-Laws**

The by-laws may be amended by the majority vote of all members of the board provided written notice of the proposed amendment shall have been given to all members at least ten (10) days prior to the meeting at which such action is proposed to be taken or by two-thirds (2/3) majority vote if previous notice has not been given.

### **Section 3. Suspension of Rules of the By-Laws**

Any rule or resolution of the board, whether contained in these by-laws or otherwise, may be suspended temporarily in connection with business at hand, but such suspension, to be valid, may be taken only at a meeting at which two-thirds (2/3) of the members of the board shall be present and two-thirds (2/3) of those present shall so approve.



**ARTICLE IX**

**ADOPTION OF BY-LAWS**

Adopted this 21 day of Nov., 2017 pursuant to a roll call vote as follows:

AYES: 6  
NAYS: 0  
ABSENT: 1  
ABSTAINING: 0

*Maxine Swanson*

Maxine Swanson  
President, Board of Trustees  
Itasca Community Library

ATTEST:

*Anne Boehne*

Anne Boehne  
Secretary Pro tem, Board of Trustees  
Itasca Community Library

