

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

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**ARTICLE I**

**NAME**

This organization is called “The Board of Library Trustees of the Itasca Community Library” (the Board) exercising the powers and authority and assuming the responsibilities delegated to it under Illinois Local Library Act, 75 ILCS 5/1-0.1 (the Act).

**ARTICLE II**

**TRUSTEES**

Section 1.

**Election**

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

Section 2.

**Terms of Office**

Trustees serve four year terms which terms are staggered according to the Act (75 ILCS 5/4-3.1).

Section 3.

**Duties and Powers**

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

Section 4.

**Vacancies**

All vacancies shall be declared and filled by the Board pursuant to the Act.

Section 5.

**Removal from Office**

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

Section 6.

**Indemnification**

Trustees and Officers acting in good faith 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 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 pursuant to applicable statutes (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**  
Trustees shall be reimbursed for 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**  
Trustees are required to notify the Library Director if unable to attend a Board meeting.

Section 12.               **Orientation Packet**  
Each new Trustee of the board shall receive copies of the following documents 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-laws ~~and other procedural documents.~~
- C. List of Trustees with addresses and terms.
- ~~D. Illinois Library Laws~~
- E. Serving Our Public: Standards for Illinois Public Libraries

**ARTICLE III               OFFICERS**

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

Section 2.               **Election**

Officers shall serve a term of one year 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 voice and 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~~ the Vice President.

**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 Board meetings shall be held each month, with 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 the President, or by any two (2) Trustees, for the transaction of business as stated in the call for the special meeting. Notice of special meetings shall be given to Trustees 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, pursuant to the Open Meetings Act.
- Section 7.           **Rules**  
Robert’s Rules of Order shall govern questions of procedure unless such Rules are waived or suspended.
- Section 8.           **Agenda**  
The order of business for regular Board meetings shall include, but not be limited to, the following items, which generally will be covered in the sequence:
- a. Roll call
  - b. Public Comment
  - c. Secretary’s report.
  - d. Financial report.
  - e. Reports of committees of officers.
  - f. Librarian’s report.
  - g. Old business.
  - h. New business.
  - i. Executive Session (if applicable)
  - j. 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)].

A Trustee desiring to attend the meeting by video or audio conference must notify the Library Director and/or Board President before the meeting, unless advance notice is impractical.

A Trustee may attend by video or audio conference if the Trustee is prevented from physically attending the meeting because:

- Personal illness or disability
- Employment purposes
- Business of the Library
- Unexpected childcare obligation
- Family emergency
- Other emergency

A trustee attending by video or audio conference 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~~ is appropriate.

Section 10.

#### **Public Comment**

The Board shall participate in Public Comment consistent with the Illinois Open Meetings Act and the Library's [Public Comment Policy](#).

### **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 is responsible for the proper direction and supervision of the staff, for the care and maintenance of Library property, for an adequate and proper selection of Library materials in keeping with Board Policy, 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~~ four 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 may appoint committees of one or more Trustees 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 the committee 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 Board at each Board meeting.
- 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 a competitive bid process. 75 IL CS 5/5-5.
- Section 2.           **Financial Liability**  
 No Trustee, Officer or employee is authorized to create any financial liability on behalf of the Board unless such liability is first approved 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 expenses of individual amounts under \$2,500 each, which shall be ratified by the Board after-the-fact.
- 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 Trustees present is necessary to approve any action. The President may vote upon and may move or second any motion or proposal.

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

The by-laws may be amended by the majority vote of all Trustees present.

Section 3. **Suspension of Rules ~~of~~ or the By-Laws**

Any rule or resolution of the Board, whether contained in these by-laws or otherwise, may be suspended or waived by a majority vote of all Trustees present.

**ARTICLE IX ADOPTION OF BY-LAWS**

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ pursuant to a roll call vote as follows:

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

ABSTAINING: \_\_\_\_\_

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Sharon Laughlin  
President, Board of Library Trustees  
Itasca Community Library

ATTEST:

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Anne Boehne  
Secretary, Board of Library Trustees  
Itasca Community Library