

HIGHLAND PARK PUBLIC LIBRARY

BY-LAWS OF THE BOARD OF LIBRARY TRUSTEES

ARTICLE I – ORGANIZATION

Section I NAME

The name of this library shall be "Highland Park Public Library."

Section II BOARD OF LIBRARY TRUSTEES

This Library shall be governed by a Board of seven (7) Trustees (the Board) appointed by the Mayor of the City of Highland Park with the approval of the City Council. Trustees shall hold office for a term of four years and until their successors are appointed. Highland Park, Illinois, Municipal Code § 33.001.

Trustees shall serve without compensation but shall be reimbursed for their actual and necessary expenses incurred in the performance of their duties from library funds.

Section III OFFICERS

The officers of the Board shall be President, Vice-President, Secretary, and Treasurer, elected at the annual meeting each year by a majority vote of the Trustees present. Their terms of office shall be one year or until their successors have been elected. No Trustee shall serve as President of the Board for more than two consecutive years.

ARTICLE II–DUTIES OF OFFICERS

Section I PRESIDENT

It shall be the duty of the President to preside at meetings of the Board, to appoint all standing committees, to sign orders or warrants on the Library Fund approved by the Board, and to have prepared for the consideration of the Board an annual report as required by the Illinois Local Library Act; 5 ILCS 5/. The President shall be ex-officio member of all committees.

Section II VICE-PRESIDENT

In the absence or inability of the President to act, the duties of the President shall be performed by the Vice-President. In the absence of the President and Vice-President, the Board shall elect a President pro-tem.

Section III SECRETARY

It shall be the duty of the Secretary to be present at all meetings of the Board and to perform or assign the following: keep minutes of transactions; countersign orders; audit all bills for payment in any month when the Treasurer is not available to do so; and notify members of the meetings of the Board.

Section IV TREASURER

It shall be the duty of the Treasurer to exercise general supervision of all finances, to audit all bills for payment including the Executive Director's monthly report of cash disbursements, to make a report monthly to the Board on all library funds, and, on the authorization of the Board, to have audited annually the financial records of the Library.

ARTICLE III–BUSINESS MEETINGS

Section I REGULAR

The regular meeting of the Board shall be held at the Library on the second Tuesday of each month. The annual meeting shall be held immediately following the regular meeting in December.

Section II SPECIAL

Special meetings of the Board may be called by the Secretary by order of the President, or upon written request of three Trustees. Notice shall be given as required by the Open Meetings Act and no business shall be transacted other than stated in the notice.

Section III REMOTE ATTENDANCE

As stated in the Illinois Open Meetings Act 5 ILCS 120/7, Trustees may attend a meeting electronically if the following conditions are met:

1. A quorum is physically present;
2. A majority of the physically present approve the electronic attendance to the meeting for one (1) of the following reasons:
 - a. Personal illness or disability; or
 - b. Employment purposes or the business of the public body; or
 - c. A family or other emergency

Section IV QUORUM

Four Trustees shall constitute a quorum, but fewer may meet for discussion and adjourn from time to time until a quorum shall be present.

Section V ORDER OF BUSINESS

Robert's Rules of Order shall be followed in the conduct of all meetings. (See Chapter XVI, Conduct of Business in Boards)

Section VI EXECUTIVE SESSION

The Board may go into executive session upon a majority vote of those present to discuss acquisition of real estate, pending or probable litigation, the employment or dismissal of a staff member, and other matters set forth in the Open Meetings Act.

ARTICLE IV–COMMITTEES

The President shall appoint such standing and special committees as deemed advisable or as the Board may direct.

ARTICLE V–FINANCIAL

Section I BUDGET AND FINANCE COMMITTEE

The President shall appoint a standing committee of at least three Trustees. This committee shall prepare the annual budget of the financial needs of the Library for each ensuing year and shall see that the proper amount to be raised by taxation is included in the City's appropriation and tax levy ordinances. The Treasurer shall be a member of this committee.

Section II CASH DISBURSEMENTS

All expenditures of the funds of the Library except petty cash disbursements shall be upon order of the Board. Orders for the payment of indebtedness exceeding \$1,500 shall be signed by any two Trustees or by a Trustee and the Executive Director. Orders for the payment of indebtedness of \$1,500 or less shall be signed by one Trustee or the Executive Director.

ARTICLE VI–EXECUTIVE DIRECTOR

It shall be the duty of Board to hire a professional librarian as Executive Director who will supervise all departments and employees of the Library. The Board shall annually review the performance of the Executive Director and approve a salary amount for the coming year. The Executive Director shall make a report on the current status of the Library at each monthly meeting and shall prepare the annual report under the direction of the President of the Board, and, whenever required, shall be present at the meetings of the Board and its committees.

ARTICLE VII–AMENDMENT OF BY-LAWS

These By-laws may be changed or amended at any regular meeting of the Board by a majority vote.

ARTICLE VIII–AUTHORITY TO ADOPT BY-LAWS

These By-laws are adopted for the Board's guidance and for the government of the Library pursuant to 75 ILCS 5/4-7(1).

Revised October 9, 2007

Revised June 15, 2010

Revised December 14, 2010

Revised January 10, 2017

Revised June 8, 2021

Revised December 14, 2021