

HELEN M. PLUM MEMORIAL PUBLIC LIBRARY DISTRICT

Bylaws. Adopted by the Board of Trustees, June 9, 2015, Amended August 9, 2016

ARTICLE I. ORGANIZATION

Section 1. The Helen M. Plum Memorial Public Library District is a district library organized and established under the provisions of the "Illinois Public Library District Act of 1991," Chapter 75, Act 16 of the Illinois Compiled Statutes, and exercising the powers and authority and assuming the responsibilities delegated to it under the said statute.

Section 2. All actions of the Board of Trustees are governed by the laws of the State of Illinois relating to libraries and the pertinent ordinances of the Village of Lombard and federal laws where applicable. These rules are supplementary to the provisions of the statutes of the State of Illinois as they relate to the procedures of Boards of Library Trustees.

ARTICLE II. FULL BOARD MEETINGS

Section 1. Regular meetings shall be held each month at the Library, the date and hour to be set by the Board at its biannual organizational meeting. Each Trustee shall be notified of all meetings. Public notice and conduct of meetings shall be pursuant to the requirements of the Illinois Open Meetings Act, Chapter 5, Act 120 of the Illinois Compiled Statutes. Any Trustee who is unable to attend a meeting, or expects to be late, will contact the Board President or the Library Director.

Section 2. Meeting dates shall not be changed or canceled unless there is a lack of a quorum. A quorum shall be required to convene a meeting. A quorum shall consist of four Trustees. The Board President has sole discretion to cancel the meeting.

Section 3. Special meetings may be called by the President or at the request of any two Trustees for the transaction of business stated in the call. Each Trustee shall be notified before the meeting date and no other business shall be conducted at such special meeting. Public notice of such special meetings shall be given pursuant to the requirements of the Illinois Open Meetings Act, Chapter 5, Act 120 of the Illinois Compiled Statutes.

Section 4. An agenda for each meeting shall be prepared by the Library Director and reviewed by the Board President. The agenda shall serve as notification of the meeting and be made available at least 48 hours in advance of said meeting.

The Library District's agenda may include items on a Consent Agenda. Items on the Consent Agenda are intended to be routine and may be approved by general consent of Trustees. The Board President will ask for objections. If there are no objections all

items on the consent agenda are approved. Any item on the Consent Agenda may be removed from the Consent Agenda at the request of any Library Trustee in which case the item shall be considered separately.

Trustees may request action items for inclusion on the agenda but should notify the President at least one week in advance of the meeting. The President may include on the agenda such items if s/he sees fit. If the President chooses not to include such item on the agenda, the requesting Trustee shall be notified in advance of the meeting. If a majority of Trustees request an agenda item, the President shall include it on the agenda.

Section 5. Unless otherwise determined by the Board, the order of business shall be as follows:

- Call to order
- Pledge of Allegiance
- Roll call, recording both present and absent members
- Public presentation to, or discussion with, the Board
- Adoption of the Agenda
- Consent agenda, *e.g.*, approval of minutes and financial reports
- Committee reports, including action items
- Unfinished business
- New business
- Communications
- Director's report
- Departmental reports
- Adjournment

Section 6. At each regular and special open meeting, the members of the public and Library employees may comment on or ask questions of the Board, subject to reasonable constraints, during the "Public presentation" section of the meeting. There shall be a maximum of thirty (30) minutes near the beginning of each meeting to allow for public comments. The Board President may extend this time limit if deemed necessary. The individuals appearing before the Board are expected to follow these guidelines:

1. Each person who wishes to speak must place his or her name on a speaker's list prior to the start of the meeting, and complete the Public Comment Request Form. Speakers will be called to speak in the order on the list and may address the Board only at the appropriate times as indicated on the agenda and when recognized by the Board President. Speakers must identify themselves by full name and group affiliation, if any. Comments are limited to 5 minutes. The Board President may lengthen a person's opportunity to speak. Copies of speakers' comments, questions and/or other written materials for distribution to the Board of Trustees will be accepted and added to the Library's files but will not be added to the meeting minutes.

2. Electronic communication to the Board during the meeting is not permitted.
3. The Board President shall have the authority to determine procedural matters regarding public participation not otherwise defined in Board policy. The President may grant a request to address the Board during other portions of the meeting. An immediate response from the Board is not required.
4. No person shall be prevented from speaking on the basis of any prior speech.
5. Each speaker must maintain civility and cannot disrupt an orderly meeting by using obscene or threatening language or gestures. Any person who poses a threat to public safety will be removed from the meeting.
6. Any person shall be permitted to address the Board of Trustees or any Trustee at any time via mail or email.

Section 7. Parliamentary procedure of the Board shall be governed by *Robert's Rules of Order* in all cases to which they are applicable assuming they do not conflict with these Bylaws.

Section 8. A majority of the votes of all Trustees present and voting, provided those present constitute a quorum, shall be required for the passage or adoption of any motion or resolution. No absentee voting shall be permitted.

The President may vote upon and may move or second a proposal before the Board.

Section 9. Teleconferencing / Electronic Participation at Meetings.

- a. For the purpose of conducting Library business under abnormal/unusual circumstances as defined in the Open Meetings Act participation in meetings via communication devices may be utilized.
- b. Communication devices include, without limitation, audio and/or video equipment which enable Trustees not physically present in a meeting room to participate in discussions and votes and interact with those present on all motions, discussions, and votes.
- c. As with all meetings, meetings where communication devices are used shall be conducted in accordance with the provisions of the Illinois Open Meetings Act.
- d. All Trustees attending Meetings in person or participating in Meetings via communication devices shall be counted toward establishing a quorum and may vote on all issues presented.

e. At such times as necessary, a meeting room will be equipped with communication devices which allow Trustees physically present and Trustees who wish to participate who are not physically present to interact with those present on all motions, discussions, and votes.

f. In the event Library Staff and/or members of the public are asked by Trustees for input or the participation in discussions, communication devices will be set up to allow such input/participation.

g. The circumstances supporting use of communication devices shall be announced at the start of a meeting. The Secretary of the Board will note in the minutes of any meeting which utilizes communication devices that the meeting was conducted with one or more Trustees (identified by name) not physically present in the meeting room and that such Trustee's participation in the meeting was via a communication device.

h. The use of communication devices shall be used sparingly and only under extraordinary circumstances.

Section 10. A biannual organizational meeting will be held to swear in new Trustees, adopt the policies and bylaws of the previous Board of Trustees, and to elect officers.

Section 11. An annual meeting shall be held in June for the purposes of hearing the annual reports of the Director and Committees Chairs, to take a tour of the building and facilities and to approve the working budget

Section 12. Any rule or resolution of the Board, whether contained in these Bylaws 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 at least two thirds (five) of all members of the Board shall be present and at least two-thirds of those present (four) shall so approve.

ARTICLE III. TRUSTEES AND OFFICERS

Section 1. The Board of Trustees of the Helen M. Plum Memorial Public Library District shall consist of seven members elected at the municipal election held in the odd-numbered years.

The term of office shall be four years.

Section 2. The Powers and Duties of the Board of Trustees shall be those defined by the Illinois Public Library District Act of 1991 (75 ILCS 16/30-55) including but not limited to the following:

- A. To appoint a professionally qualified, competent Library Director and determine his or her salary.
- B. To adopt written personnel policies that determine the conditions of employment for the staff.
- C. To adopt written policies to govern the operation of the Library and assign their execution to the Library Director.
- D. To secure adequate funds to carry out programs of the Library and to provide for improvement of materials and services.
- E. To exercise exclusive control over all monies collected for the Library.
- F. To exercise exclusive control over all Library property.
- G. To provide for building and space needs and maintain Library property.
- H. To study the present and future role of the Library with respect to community needs, trends and interests.
- I. To advocate for the Library at the community, state and federal level.

Section 3. The Board shall determine the financial requirements of the Library and shall prepare an appropriation budget and tax levy request pursuant to the requirements of Illinois statutes.

Section 4. The Trustees shall attend Board meetings regularly, perform such duties as are assigned, and serve as liaison between the Library and the community. In the event of a vacancy of a Trustee seat, the Board shall appoint a member as soon as possible to serve the remainder of that term until the next regularly scheduled election as described in the Public Library District Act of 1991, Section 16/30-25. At this time the vacancy shall be filled by a Trustee duly elected for the unexpired portion of the term left vacant.

Section 5. The officers of the Board shall be President, Vice-President, Secretary and Treasurer.

Section 6. Officers shall be elected at the biannual organizational meeting held in the odd-numbered years for a term of two years. The president shall not serve more than three consecutive terms.

Section 7. A vacancy in an office shall be filled by a ballot vote of the Board, and the Trustee elected shall serve in that office until the next biannual organization meeting. No name shall be placed in nomination without the consent of the nominee.

Section 8. The duties of all officers (including the customary duties that usually fall to such officers) shall be:

- A. The President shall pre-approve Board meeting agendas, preside at all meetings of the Board, authorize calls for any special meetings, appoint all committees, execute all documents authorized by the Board, serve as executive officer of the Board, be an ex-officio member of all committees, and serve as official spokesman for the Board.
- B. In the absence or disability of the President, or a vacancy in that office, the Vice-President shall assume and perform the duties and functions of the President. In the absence of both, the Secretary shall assume the duties of President. In the absence of the President, Vice President and Secretary, the Treasurer shall assume the duties of President.
- C. The Secretary shall arrange to issue notice of all regular and special meetings, see that legal minutes of all Board meetings are taken and shall recommend and sign official Library correspondence. The Secretary acts as the Library's election official, and certifies ordinances and other legal documents as required.
- D. The Treasurer shall have custody of all funds of the Board, including income and special funds, and shall arrange to keep a separate record thereof and shall arrange for a deposit of all such funds in a financial institution approved by the Board.

The Treasurer shall be bonded in an amount as is required by the provisions of the Public Library District Act of 1991, Section 16/30-45 (e) of the Illinois Compiled Statutes.

The Treasurer shall present monthly and annual financial reports to the Board.

In the absence of the Treasurer or when he or she is unable to serve, the President or Vice-President may perform the duties of the Treasurer.

Section 9. Trustees must attend most Board meetings and are expected to read materials presented for review in advance. Each Trustee is strongly encouraged to attend a minimum of one continuing education workshop, seminar, or meeting during each calendar year. The Library Director will make the dates of these workshops known to the Board in a timely manner. Trustees are not to be compensated

pursuant to statute, but will be reimbursed for necessary and related expenses as Trustees.

Section 10. Trustees are reimbursed for expenses incurred in attending meetings away from the Library, including, but not limited to, registration, meals, lodging and travel, but not fines or penalties. Travel by car is reimbursed at the rate allowed by the IRS. Trustees are not exempt from late fees, fines, or other user fees.

Section 11. The Library Director shall meet with new Trustees to examine the property and review services, and shall present to new Trustees a packet which includes Library policies and other material, a list of Trustees and committees, minutes and financial reports for the previous 3 months, and other pertinent information.

ARTICLE IV. COMMITTEES

Section 1. The standing advisory committees to the Board shall be:

1. The Audit Committee
2. The Building and Grounds Committee
3. The Community Relations Committee
4. The Director Relations Committee
5. The Policy and Bylaws Committee

The Audit Committee and the Director Relations Committee, each consist of three Trustees appointed by the Board President. The Audit Committee cannot include the Board Secretary.

All other standing advisory committees shall be comprised of one Trustee as Chairperson, one Trustee as alternate Chairperson (who must attend the meetings in the absence of the Chairperson) and between three and eight voting members who are residents of the district.

Committee Chairs and alternates are appointed by the Board President at the regular Board meeting following the biannual organizational meeting.

District Residents may apply by completing the Advisory Committee application form which is submitted to the Committee Chair. Selection of committee members is then ratified by the full Board of Trustees. District residents may only serve on one committee at a time.

The Board President serves as an ex-officio member of each standing advisory committee. The Library Director shall attend all committee meetings unless specifically requested not to attend.

Duties of the Chairperson include:

1. Receiving Advisory applications and interviewing prospective Committee members
2. Recommending prospective Committee members to the Board of Trustees
3. Establishing a schedule of proposed meeting dates.
4. Presiding over committee meetings
5. Making a verbal report on Committee meetings during monthly Board meetings
6. Bringing recommendations from the Committee to the full Board regarding matters of policy and Board actions at regularly scheduled Board meetings
7. Affirms membership for current Committee members before the annual Board meeting
8. Writing the required Committee report for the annual Board meeting

An agenda for each Committee meeting shall be prepared by the Library Director and reviewed by the Committee Chair at least four days in advance of the Committee meeting, and shall serve as notification of the meeting, and be made available at least 48 hours in advance of said meeting.

Committee meeting minutes are approved by committee members within 30 days after that meeting or at the committee's second subsequent regular meeting, whichever is later. The Board as a whole need not approve committee meeting minutes. In cases where the committee will not meet within the time frame described above, members will vote by e-mail to approve meeting minutes. The committee members will "Reply All" with an email response to approve or not approve. Once a majority of a quorum of the committee members responds with approval, the minutes will be approved. The Chairperson of each committee shall only vote in case of a tie.

Except for the Audit Committee and the Director Relations Committee a quorum shall consist of a simple majority of the committee, not including the Chairperson.

Each advisory committee shall discuss recommendations to the full Board regarding matters of policy and Board actions, and shall not become involved in the day-to-day administration of the Library. Besides the committee charges listed below, each committee shall consider other matters which are referred to it by the Board of Trustees. The Library shall be the depository of all committee reports. In the event there are no topics of concern, meetings need not be held.

Section 2. Committee charges are:

- Audit Committee shall review all Secretary's records, legal notices, ordinances and written minutes for completeness and accuracy. The Committee shall review all minutes of closed session meetings twice a year to consider opening them to the public.
- The Building and Grounds Committee shall review the general condition of the building and grounds, recommend steps for maintenance and major repairs, and investigate costs and plans for alterations, remodeling or additions.
- The Community Relations Committee promotes community partnerships through a variety of initiatives, works to increase Trustee and Library visibility in the community and encourages advocacy.
- The Director Relations Committee shall serve as a liaison between the Board and the Director in matters relative to his/her employment throughout the year. It shall discuss with the Director his/her annual performance evaluation and job description. It manages the Board self-evaluation process.
- The Policy and Bylaws Committee shall discuss and review all policies and bylaws before presentation to the Board. The Committee shall review existing policies in a systematic fashion, considering additions, changes and deletions. All policies are to be reviewed every 2 years. The bylaws will be reviewed every year. All policies, after Board approval, will be made readily available to the public.

Section 3 The Board may from time to time, by motion, create ad hoc committees to advise the Board in a particular area. In doing so, the Board shall consider:

- Who are the members
- Number of voting members
- Chairperson and alternate chairperson

Each ad hoc committee shall cease to exist upon acceptance of the committee's final report to the Board.

ARTICLE V. ETHICS, BEHAVIOR AND CONFLICT OF INTEREST

Section 1. Trustees who accept Board responsibilities are expected to perform all of the functions of Library Trustees.

Section 2. Trustees shall observe ethical standards with truth, integrity and honor.

Section 3. Library Trustees shall abide by all terms of the Village of Lombard, State of Illinois, and United States government laws governing ethical behavior of public officials.

Section 4. Trustees will not solicit, accept, or agree to accept, gifts, loans, gratuities, discounts, favors, hospitality, or services that are being offered with intent to influence official action.

Section 5. Trustees will not accept economic, advancement, or honorary opportunities under circumstances when it may be reasonably inferred that the opportunity is being offered with intent to influence official action.

Section 6. Trustees and officers who must take an official action that may be construed as conflicting with personal, family, monetary, or employment interests should abstain from official action if there is no reasonable way to eliminate the conflict.

Section 7. Trustees and officers will not engage in economic activity that involves the use or sale of information gained in the course of official duties.

Section 8. When discussing Library matters, Trustees must distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of the Library, acknowledging the formal position of the Board even if they personally disagree.

Section 9. A Trustee must respect the confidential nature of Library business while being aware of and in compliance with applicable laws governing freedom of information.

Section 10. Trustees should support the principles of intellectual freedom.

Section 11. Trustees are expected to conduct themselves with courtesy and mutual respect during Board meetings.

ARTICLE VI. ADMINISTRATION AND OPERATION

Section 1. The Library Director shall be responsible for the administration of the Library under the direction and review of the Board. The Library Director's duties and responsibilities are included in the Board-approved job description.

The Library Director's performance shall be evaluated by the entire Board once a year.

Section 2. At least three quotations must be secured in advance on individual expenditures over \$10,000. The formal bid process must be used for expenditures of \$20,000 or more.

Section 3. All residents of the Library District shall be entitled to a Library card without charge. Other persons who are issued cards shall pay a fee in an amount determined by the Board of Trustees, in accordance with the requirements of the Illinois State Library.

Section 4. Signature documents for Library funds shall be signed by the persons designated to do so at the biannual meeting.

Section 5. The Board conducts a self-evaluation once a year.

ARTICLE VII. LIBRARY RECORDS

Section 1. Administrative records of the Library shall be kept in the Library and shall be available to the general public upon request, in accordance with provisions of the Freedom of Information Act. These shall include the monthly and annual reports of the Library, all financial reports, minutes of the public Board meetings, and actions and other such items as the Board or Library Director shall file there.

Section 2. Staff personnel records are confidential and shall be kept in a secure place, and only the Library Director or any person authorized by the Library Director shall have access to these records.

Section 3. Confidential records of the Board, such as personnel records concerning the Library Director, shall be kept in the Library, and only members of the Board and the Director shall have access to these records.

Section 4. Circulation records and other records identifying the names of Library users with specific materials are recognized as confidential in nature, and access is restricted to Library staff and those members of the public with a legitimate interest, as hereafter provided for.

Section 5. All Library staff and employees are advised that such records shall not be made available to members of the public, the press, or to any agency of State, Federal, or Local government, except pursuant to such process, order, or subpoena as may be authorized under the authority of and pursuant to Federal or State law relating to civil, criminal, or administrative discover procedures or legislative investigative power.

Section 6. Library staff shall observe the following procedures: On receipt of any legal process, order, or subpoena, the Library Director or Person in Charge will immediately inform the President of the Board and consult with the Library Attorney to insure that (a) the document is in proper legal form, and (b) there has been a proper

showing of good cause for its issuance in a court or administrative body of competent jurisdiction. Until the legality of such process, order, or subpoena has been affirmatively shown to the satisfaction of the Library Attorney, the Library will resist its issuance or enforcement until any such defects have been cured.

ARTICLE VIII. AMENDMENTS

Section 1. Amendments to the Bylaws may be proposed at any regular meeting and become effective after approval by at least four Trustees at the next regular meeting. Written notice of the proposed amendments shall be provided to all Trustees at least one week before the meeting at which the vote will be taken.

Section 2. These Bylaws may not be suspended by the Board for any one meeting unless by a majority vote of those members present at that meeting.