

BOARD OF TRUSTEES BYLAWS

ARTICLE I COMPLIANCE WITH THE LAW

The following Bylaws are directed specifically toward governing the operation of the Plainfield Public Library District. These rules are supplementary to the provisions of the statutes of the State of Illinois as they relate to the governance of Boards of Library Trustees. For questions not addressed within these bylaws, the current Illinois statutes (Illinois Public Library District Act 75 ILCS 16/1-16/50-20) shall apply. The Plainfield Public Library District shall comply with all provisions of the Illinois Revised Statutes pertaining to library districts and trustees.

ARTICLE II NAME

This organization shall be called the "Plainfield Public Library District, Will and Kendall Counties, Illinois" existing by virtue of the provisions of Chapter 75 of the Illinois Compiled Statutes of the State of Illinois (known as the Illinois Public Library District Act (75 ILCS 16/1-16/50-20) and exercising the powers and authority and assuming the responsibilities delegated to it under said statute. The Plainfield Public Library District, Will and Kendall Counties, Illinois is also known as the "Plainfield Area Public Library" and hereafter called "the Library" throughout these bylaws.

ARTICLE III BOARD OF TRUSTEES, TERM OF OFFICE, VACANCIES

SECTION 1. BOARD OF LIBRARY TRUSTEES

The Board of Library Trustees (hereafter called the Board) shall consist of seven members elected by the voters of the Library.

Within 74 days after their election or appointment, the incumbent and new trustees shall take their oath of office as prescribed by law and meet to organize the board [75 ILCS 16/30-40 (a)].

SECTION 2. TERM OF OFFICE

Trustees shall serve a 4-year term of office as confirmed by Resolution 1999 R-1 [75 ILCS 16/30-10(d)].

SECTION 3. RESIGNATIONS

The resignation of any Trustee must be submitted in writing to the President of the Board. The President will accept the resignation at the next Board meeting, unless the resignation is withdrawn prior to that meeting.

SECTION 4. VACANCIES

The Board shall declare a vacancy when an elected or appointed Trustee meets one of the following conditions [75 ILCS 16/30-25 (a)]:

- A. Resigns, declines or is unable to serve
- B. Becomes a non-resident of the District

- C. Is convicted of a misdemeanor by failing, neglecting or refusing to discharge any duty imposed upon him by this Act
- D. Fails to pay the library tax levied by the District

The Board shall fill a vacancy by appointment by the remaining Trustees, by vote, requiring a majority of quorum for approval at any regular or special meeting [75 ILCS 16/30-25 (b)].

Candidate Selection Options:

- A. Appoint an individual who previously served the office of Library Trustee.
- B. Appoint an individual who previously interviewed for the office of Library Trustee.
- C. Interview individuals who previously ran for the office of Library Trustee. Appoint a viable candidate.

If there are no viable candidates to appoint, the Board will publicize the vacancy, interview candidates in executive session, and appoint selected candidate at a regular meeting.

SECTION 5. DUTIES

The Board of Library Trustees of the Library is responsible for the governance of the Library.

Trustees will:

- A. Hire a Library Director who will be responsible for the day-to-day operations of the library.
- B. File a Statement of Economic Interest in the primary county they are located in by the due date each year.
- C. Adhere to Library Policies, including the Library's Preventing Harassment Policy and its required annual training.
- D. Endorse and serve under the ethics statement developed and approved by the American Library Trustee Association division of the American Library Association.
- E. Contact the President and Library Director in sufficient time preceding the meeting to have an item placed on the agenda
- F. Contact the library to indicate that he or she will be absent; and, take onus of material and information provided at missed meetings.
- G. Attend meetings regularly and be prepared to discuss agenda items.
- H. Attend library related seminars, workshops, or meetings.
- I. Attend Library sponsored events and community events on behalf of the Library.
- J. Serve on at least one standing committee.

SECTION 6. COMPENSATION

Board members are not compensated pursuant to statute, but are reimbursed for approved and actual expenses incurred in the performance of their duties as trustees [75 ILCS 16/30-30]. Board members using their own vehicle will be reimbursed at the rate allowed by the IRS for travel to and from any approved library related workshop, seminar, or meeting.

SECTION 7. TRUSTEE EMERITUS

The Board may recognize extraordinary and significant contributions by bestowing Emeritus status to former Board of Trustee members who have advanced the Library's mission and strategic agenda. This status is given as an honor and has no regular Trustee duties or rights attached.

To be considered, the following criteria must be met:

- A. Served a minimum of 3 full terms or 12 years
- B. Demonstrated exceptional leadership on the Board of Trustees
- C. Exhibited active involvement in the events and activities of the Library
- D. Provided support for the mission and services of the Library
- E. Exemplified active involvement in the community the Library serves
- F. Nominated by a member of the current Board or Library Director
- G. Approved by the Board by a majority vote

ARTICLE IV MEETINGS

The Board shall comply with the Open Meetings Act. The rules contained in the Robert's Rules of Order shall govern the business of the Board in all matters not covered by the bylaws.

SECTION 1. REGULAR MEETINGS

- A. The Board shall meet monthly on a regular basis, and shall call not less than five regular meetings each fiscal year.
- B. The time, day, date and place of all regular meetings shall be established by ordinance prior to the beginning of each fiscal year [75 ILCS 16/30-50 (a)].
- C. A copy of the ordinance shall be posted in the library for no less than 30 days and supplied to any medium that has filed an annual request for such notices.
- D. Any changes to the ordinance will be posted in the Library and published in a local paper.

SECTION 2. SPECIAL MEETINGS

- A. Special meetings shall be called by the President or the Vice-President, or by a quorum of the Trustees of the Board.
- B. Written notice of the time and place thereof shall be given at least 48 hours in advance of the said special meeting.
- C. Public notice of an emergency meeting will be given as soon as practical [5 ILCS 120/2.02, (a)].

SECTION 4. QUORUM

A quorum shall consist of four Trustees and a majority of those present shall determine the vote taken on any question, unless law specifies a larger majority [75 ILCS 16/30-50 (b)].

SECTION 5. VOTING

- A. Each Trustee, including the President of the Board of Library Trustees, shall be entitled to one vote upon each matter submitted to vote at a meeting of the Board of Library Trustees.
- B. All votes in any question shall be ayes, nays and abstains and the spread of record recorded by the Secretary [75 ILCS 16/30-50 (c)].
- C. Roll call votes shall be required for all ordinances, resolutions and expenditures from all funds.

SECTION 6. ORDER OF BUSINESS

The order of business for regular meetings shall include, but not be limited to, the following items, when applicable, in the sequence shown, unless voted upon by voice vote by majority of quorum.

1. Call to Order, Pledge, Roll Call

2. Public Comment
3. Other Comments
 - a) Employee Recognition
 - b) Trustee Attendance at Community Events
 - c) Friends of the Library
4. Consent Agenda
 - a) Minutes of Previous
5. Approval of Bills Paid and Payable
6. Committee Reports
7. Library Director's Report
8. Action Items
 - a) Unfinished Business
 - b) New Business
9. Executive Session
10. Action for Items Discussed in Executive Session
11. Adjournment

SECTION 7. EXECUTIVE SESSION

Executive session is used when deemed necessary by the Board and in accordance with the Open Meetings Act. A roll call vote shall be required to convene an executive session.

SECTION 8. PUBLIC COMMENT

- A. Members of the public must sign in on the sign-in sheet provided if they wish to address the Board during the Public Comment portion of a regular board meeting.
- B. Each member of the public shall have a maximum of five (5) minutes to address the Board.
- C. A maximum of thirty minutes per regular Board meeting is allotted to Public Comment.
- D. The Board will not enter into two-way communication with members of the public.
- E. Copies of written materials will be accepted and added to the Library's records; but, will not be added to the meeting minutes.
- F. Trustees will take public comments under advisement.
- G. Trustees will seek recognition from the President if wishing to ask clarifying questions.

SECTION 9. MEETING ATTENDANCE BY MEANS OTHER THAN PHYSICAL PRESENCE

The Board may allow a trustee to attend a meeting by means other than physical presence as described in 5 ILCS 120; generally:

- A. The location of the meeting included on the notice shall be equipped with a suitable speakerphone system in order that the public audience, the Board members in attendance and any staff or guests will be able to hear any input, vote or discussion of the teleconference.
- B. If a quorum of the board is physically present, a majority of the board may allow a board member to attend the meeting by other means (video or audio conference). The board member must be prevented from physically attending because of (1) personal illness or disability, (2) employment purposes or the business of the public body or (3) a family or other emergency [5 ILCS 120/7 (a)].
- C. Board members shall give advance notice of their meeting attendance by telephone conferencing when practical [5 ILCS 120/7 (b)]. The Library may not be able to accommodate remote access without proper notice.

- D. All Board members attending meetings by telephone conference are entitled to vote as if they were physically present at the meeting site.
- E. The meeting minutes shall indicate those Board members who attend by telephone connection [5 ILCS 120/2.06 (a)].

ARTICLE V OFFICERS

SECTION 1. OFFICERS

The officers of the Board shall be President, Vice-President, Secretary and Treasurer, elected from among the Board members.

SECTION 2. NOMINATIONS

Following each election, the Board shall timely form a nominating committee composed of two Trustees. The Committee will present a slate of officers at the new Board's first organizational meeting. Additional nominations may be made from the floor.

SECTION 3. TERM OF OFFICE

Officers shall serve a term of two years ending the first Monday of the month following each regular election or until their successors are duly elected by the Board. If an officer other than President can no longer serve, the Board will fill a vacancy for the unexpired term at the next regular meeting [75 ILCS 16/30-40(e)].

SECTION 4. PRESIDENT

The President of the Board shall preside at all meetings of the Board. In the President's absence, the Vice-President, or in the Vice-President's absence, the Secretary, and in the Secretary's absence, the Treasurer, shall preside [75 ILCS 16/30-45 (b)].

The President will:

- A. Appoint committees as may be necessary to carry out the purposes of the Board, except for the Nominating Committee.
- B. Appoint members of committees [75 ILCS 16/30-45 (b)].
- C. Sign the ordinances, resolutions and contracts of the Board.
- D. Act as spokesperson on behalf of the Board.
- E. Appoint a trustee to act as pro tem in the absence of an officer at a meeting.
- F. Vote upon motions and move or second a proposal as necessary.
- G. Oversee the setting of the agenda for all meetings of the Board.
- H. Ensure the bylaws and other policies of the Board are reviewed every two years.
- I. Acts as ex-officio member of all committees, except the Nominating Committee.
- J. Not have nor exercise veto power [75 ILCS 16/30-45 (b)].

SECTION 5. VICE-PRESIDENT

The Vice-President, in the temporary absence of the President, shall preside over meetings. In the event of a vacancy in the office of President, the Vice-President shall assume that office until the next scheduled election of officers [75 ILCS 16/30-45 (c)].

The Vice-President will:

- A. Perform the duties of Secretary of Treasurer in their temporary absence.
- B. Acts as backup Auditor as described in the Library's Whistleblower Policy.

SECTION 6. SECRETARY

The Secretary shall be the custodian of the files of the Board and the records of the District. At the end of each fiscal year, two Trustees other than the Secretary, shall audit the Secretary's minutes.

Under the guidance of the Library Director, the Secretary will:

- A. Maintain the records of the meetings, the names of those in attendance, the ordinances enacted, resolutions, rules and regulations adopted and all other pertinent written matters as affect the operation of the District [75 ILCS 16/30-45 (g)].
- B. The Secretary shall have the power to administer oaths and affirmations.
- C. The Secretary will attest to the President's signature as required on official documents.

SECTION 7. TREASURER

The Treasurer shall keep and maintain accounts and records of the District, indicating therein, a record of all receipts and disbursements and balances in any fund which shall be reported monthly to the Board [75 ILCS 16/30-45 (d)].

Under the guidance of the Library Director, the Treasurer will:

- A. Disburse library funds only upon authority of the Board.
- B. Ensure a professional audit is completed, presented to the Board, and filed with the Illinois Comptroller, County Clerks, and State Librarian for each fiscal year [75 ILCS 16/30-45 (d)].
- C. Complete a sworn Report of Receipts and Disbursements to be filed with County Clerks [75 ILCS 16/30-45 (d)].
- D. Will be bonded with approval of the Board for faithful discharge of the duties of the office and for all District funds coming into the Treasurer's hands [75 ILCS 16/30-45 (e)].
- E. Will be responsible for the investment of library funds with Board approval and subject to the limitations of the Illinois statutes.
- F. Chair the Finance Committee.

SECTION 9. SIGNATORIES

The designees with signatory powers shall be the Director and three Trustees designated by the Board.

- A. All signatories may also be bonded.
- B. Withdrawals from the regular checking and saving accounts shall require two signatures.
- C. Withdrawals from all other special funds shall require two signatures.

SECTION 10. LEGAL COUNSEL

The Board shall retain legal counsel and other professional consultants as needed. The Vice-President and Personnel Chair will have access to the Board's attorney as needed or required by the duties of their positions.

ARTICLE VI COMMITTEES

In general, the committees make reports and recommendations to the full Board, which are subject to full Board approval. Committee meetings will comply with the Open Meetings Act.

SECTION 1. APPOINTMENTS

The President shall appoint committees of two Trustees. The President is ex-officio on all committees, except the Nominating Committee.

SECTION 2. STANDING COMMITTEES

Appointments to standing committees will be made biennially following the reorganization of the Board. These committees will remain in effect for a period of two years and meet as needed.

Building and Grounds

This committee is responsible for the oversight of the maintenance of the library facility and its grounds. The chair is appointed by the President when the committee is appointed.

Finance

This committee's responsibilities include, but are not limited to, drafting a preliminary Budget and Appropriations Ordinance, drafting a Levy, drafting a working budget, monitoring the library's investments and implementing the library's investment policy. This committee is chaired by the Treasurer.

Personnel

This committee's responsibilities include, but are not limited to, preparation of the annual review of the Library Director and assuming a leadership role in the resolution of any personnel conflict that cannot be resolved by the Library Director. The Personnel Committee Chair serves as point of contact for Library staff as outlined in the following Library policies: Procedure for Reporting and Investigation of Harassment, Discrimination, and Retaliation; Internal Complaint Procedure.

SECTION 3. AD HOC COMMITTEES

The President may appoint Ad Hoc Committees for specific purposes as the business of the Board may require from time to time. Each 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 4. REPORTS

Committee reports shall be presented to the Board at the next regular board meeting and filed with the regular board minutes.

ARTICLE VII

CONTINUING EDUCATION & REPRESENTATION

SECTION 1. CONTINUING EDUCATION

A healthy Board understands their role and responsibilities, is well informed, and participates in timely and relevant continuing education opportunities. Trustees are expected to participate in at least one development opportunity each year. The director will inform the Board of training seminars and workshops and provide Trustees will resources online for independent and proactive learning and information-gathering.

SECTION 2. REPRESENTATION

A strong board shares a common purpose and is responsible for the interpretation of Library goals and objectives to the community and positively represents the Library whenever and wherever possible.

ARTICLE VIII LIBRARY DIRECTOR

The Board shall appoint a 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 have full professional responsibility for administration of library policy, personnel selection and management, monthly and annual reports as required by the Board and recommending such policy and procedure as will promote the efficiency and service of the library. The Library Director, or designee(s), shall attend all Board meetings.

ARTICLE IX AMENDMENTS

These bylaws may be amended by a two-thirds roll call vote at any regular meeting of the Board of Trustees. Amendments must be an agenda action item and considered for no less than 30 days.

ARTICLE X INDEMNIFICATION OF TRUSTEES, EMPLOYEES AND VOLUNTEERS

If any claim or action not covered by insurance is instituted against a Trustee of the Library, out of an act or omission by a Trustee acting in good faith for a purpose believed to be in the best interest of the Library; or if any claim or action not covered by insurance is instituted against an employee or volunteer of the Library allegedly arising out of an act or omission occurring within the scope of his or her duties as employee or volunteer; the Library shall, at the request of the Trustee, employee or volunteer:

- A. Appear and defend against the claim of action; and
- B. Pay or indemnify the Trustee for a judgment and court costs, based on such claim or action; and
- C. Pay or indemnify the Trustee for a compromise or settlement of such claim or action, providing the settlement is approved by the Board of Trustees.

For the purpose of this Section, the term Trustee, employee and volunteer shall include a former Trustee, employee and volunteer of the Library District. Article X shall not apply if the Board of Trustees finds that the claim or action is based on malicious, willful or criminal misconduct. In such cases, indemnification will be determined after an investigation of the facts.