

**Thornton Public Library Board of Trustees By-laws**

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## **2.0 Governance/By-Laws of the Library Board**

These rules are supplementary to the provisions of the IL Compiled Statutes as they relate to the procedures of Boards of Library Trustees, including but not limited to 75ILCS 5/1 (hereafter referred to as the Statutes) *et seq.*

Thornton Public Library is established by the Village of Thornton and is governed by a seven (7) member Library Board of Trustees. Trustees are elected and serve in accordance with these Statutes. The Village Clerk will swear in newly-elected or appointed Trustees.

### **2.1 Election to the Library Board**

Trustees must be residents of the incorporated Village of Thornton and are elected at a village biennial election for a six-year term. Their election and appointment for filling vacancies is held in accordance with the Statutes. Board members serve without pay, but will be reimbursed for necessary and related expenses as Trustees. All Trustees are required to annually file a Statement of Economic Interest with the Cook County Clerk's Office.

### **2.2 Duties of the Library Board**

1. Employ a competent and qualified Library Director.
2. Determine and adopt written policies to govern the operation of the Library.
3. Determine the purposes of the Library and secure adequate funding.
4. Establish, support and participate in a planned public relations program and keep the public informed of new programs, materials and current events at the Library.
5. Participate in the preparation of the annual budget; approve figures for the Library budget and forward them to the Village for inclusion in the Budget and Appropriations and Levy Ordinances.

## 2.3 Duties and Responsibilities of the Library Trustee

1. Know relevant laws regarding the Library.
2. Attend all Board meetings and see that accurate records are kept on file and are reported to appropriate authorities in a timely fashion.
3. Be cognizant of regional, state and national trustee meetings and workshops, and attend as allowed by the Library budget.
4. Be aware of the services of the Illinois State Library, the Reaching Across Illinois Library System (RAILS), and other regional cooperatives.
5. Support the decisions of the Library Board to the public

## 2.4 Officers

The Officers of the Board shall consist of the following positions: President, Vice-President, Treasurer and Secretary. Officers and the Library Director serve as signers for official Library business.

Two signatures are required on each check. Approved signatories for checks are the President and Treasurer.

All Officers of the Library Board of Trustees shall be elected at the first regular meeting following the biennial election. Terms of each office shall be two (2) years. Officers shall serve no more than two (2) consecutive terms, unless by unanimous consent of the Library Board. No Trustee shall hold more than one (1) office simultaneously.

### President

The President shall preside at all Board meetings, appoint all Special Committees, certify all bills approved by the Board, authorize calls for any Special Meeting, serve as *ex-officio* member of all committees and perform all other duties as may be assigned by law. The President shall be authorized to fulfill the Treasurer's responsibilities when the Treasurer is unavailable for that purpose.

### Vice-President

The Vice-President shall fulfill the duties of the President when the President is not available for that purpose.

## Treasurer

The Treasurer shall oversee the receipt of income and the payment of expenses. As dictated by Illinois Freedom of Information Act guidelines all financial records of the Library are stored in the Library and are readily available for public inspection. The Treasurer shall present bills for payment to the Board, and report at each monthly meeting the balance of all Library accounts.

## Secretary

The Secretary shall record votes and maintain a file of signed minutes of all Board meetings and other records of the Board not specifically assigned to other officers. The Secretary will maintain an accurate account of all proceedings of the Board Meetings and Special Meetings. As dictated by Illinois Freedom of Information Act (FOIA) guidelines, these files are stored in the Library for public inspection. The Secretary shall perform other duties as directed by the Board. In the Secretary's absence, the recording of the minutes shall be assigned by the Board President.

## 2.5 Committees

Special Committees may be appointed by the President to present reports or recommendations to the Board and shall serve until the completion of the work for which they were appointed. Special Committees shall have a statement of purpose and a date by which the work is to be completed in the call for the committee.

## 2.6 Meetings

Regular meetings of the Library Board of Trustees are set annually and posted for the public. A quorum shall consist of four (4) members of the Board and is required to conduct business at both Regular and Special Meetings of the Board. The Library Director shall ensure that notice and agenda are posted for meetings. All Board members shall be given notice of the meeting. The Library Director shall distribute the agenda and/or information packet for the meetings to the Library Board 72 hours prior to meetings. Any Board member or member of the public wishing to have an item placed on the agenda must notify the Library Director on or before the Thursday preceding the meeting. Items will be included if there is sufficient administrative time to prepare documentation for a discussion.

*Roberts Rules of Order, Revised* shall govern the parliamentary procedures of the Board unless otherwise specified in the Bylaws. Meeting minutes shall be maintained reflecting the attendance at meetings and all actions taken.

The Order of Business at all regular meetings shall be as follows:

1. Call to Order
2. Roll call
3. Public Comments (Limited to three (3) minutes per person)
4. Approval of the Minutes – Action item
5. Correspondence
6. Treasurer’s Report / Approval of the Bills – Action item
7. Reports by Committees
8. Board President’s Report
9. Library Director’s Report
10. Unfinished Business
11. New Business
12. Executive Session (if necessary)
13. Items for next agenda
14. Announcements
15. Adjournment

A Board member who is unable to attend a meeting will notify the Library Director to indicate their absence. Because a quorum is required for each meeting, the notification should be as far in advance as possible. Electronic conferencing for meeting attendance is possible so long as the conduct of the meeting is in accordance with the Open Meetings Act (OMA). Any Board members attending the meeting through electronic conferencing are not counted as part of a physical quorum and by law cannot vote. Executive Sessions prohibit call-ins.

### **2.6.1 Special Meetings**

Special Meetings may be called by the President, or upon written request of three (3) Board members. Notice, with the agenda of the Special Meeting, must be posted at least 48 hours in advance, except in the case of a bona fide emergency, and notice must be given to Board members and to anyone that has filed an annual request for notice under the Open Meetings Act (OMA). No business except that stated in the notice and agenda shall be transacted.

## **2.6.2 Closed Meetings / Executive Session**

Executive session may be used when deemed necessary by the Board in accordance with the Open Meetings Act (OMA) 5 ILCS 120.

## **2.6.3 Semi-Annual Review of Executive Session**

Semi-Annual review of executive session for the purpose of reviewing Executive Session tapes and minutes will be held in the months of March and September. These reviews are conducted in closed session and may be held during regular Board meetings.

## **2.7 Ethics / Conflicts of Interest**

The Board subscribes to the Code of Ethics endorsed by the American Library Association (ALA).

Trustees must promote the highest level of Library service while observing ethical standards.

Trustees must avoid situations in which person interests might be served or financial benefits gained at the expense of library user, colleagues, or the institution.

It is incumbent upon Trustees to disqualify themselves immediately whenever the appearance of a conflict of interest exists.

Trustees must distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of the institution.

Trustees must respect the confidential nature of Library business while being aware of, and in compliance with, the Freedom of Information Act (FOIA).

Trustees must be prepared to support to the fullest the efforts of librarians in resisting censorship of library materials by group or individuals.

Trustees who accept appointments to the Library Board are expected to perform the duties and responsibilities of a Library Trustee.

#### Conflict of Interest

No member of the Board of Trustees, or his or her family member by law or in-law, shall benefit financially from the Trustee's membership on the Board. Neither shall a Trustee create an appearance of a conflict of interest or commitment, or of impropriety. If a Trustee, or his or her family member by law or in-law, is considered for a contract or other financial relationship with the Library, that Trustee must disclose to the full Board that he or she has a conflict of interest. A Trustee with a conflict of interest can participate in limited discussion, but not in lobbying or voting in any matters concerning the conflict of interest.

## **2.8 Vacancies and Appointments**

Any vacancy occurring on the Board, other than by expiration of the term of office, for which a Trustee is elected, shall be filled by action of the remaining Trustees as prescribed in the Statutes. The Board of Trustees shall give appropriate publicity to the existence of a vacancy (or an election) in an effort to secure the most highly qualified pool of applicants and candidates.

Board members appointed to fill a vacancy serve until the next Consolidated Election. At that time, a Trustee is elected for the remainder of the term. The Village Clerk will swear in newly-elected or appointed Trustees.

## **2.9 By-Laws Amendments**

These by-laws may be amended at any regular meeting of the Board of Trustees by a two-thirds vote. Written notice with the text of the proposed changes must be distributed to all Trustees a minimum of one regular board meeting prior to a vote.