

BELLWOOD PUBLIC LIBRARY
BY-LAWS OF THE BOARD OF LIBRARY TRUSTEES

ARTICLE I—OFFICIAL NAME

The name of this organization shall be the Board of Library Trustees of the Bellwood Public Library, located in Bellwood, Cook County, Illinois (*hereinafter, the “Board”*), and established and organized under the provisions of the Illinois Local Library Act, 75 ILCS 5/1.01, *et. seq.* (*hereinafter, “the Act”*).

ARTICLE II—PURPOSE

These By-Laws have been established to govern and help guide the activities of the Board and its officers and are supplementary to the provisions of applicable statutes of Illinois as they relate to the procedures of Boards.

ARTICLE III—BOARD OF LIBRARY TRUSTEES

Section 1. Government

The property, business and policies of the Library shall be directed by the Board. The Board is charged with responsibility of the governance of the Library, and is vested with and exercises all powers and authorities as are conferred by the Act and other applicable law.

Section 2. Membership

The Board shall be comprised of seven (7) members, or such lesser number as shall from time to time be serving, as provided by applicable Illinois law.

Section 3. Term

Board trustees serve six (6) year terms until their successors are duly elected and qualified in accordance with the provisions of the Act. Trustees are elected biennially at the consolidated election on the first Tuesday in April in odd-numbered years. All trustees must be residents of the Village of Bellwood, Cook County, Illinois and otherwise duly qualified and eligible to hold the public office of library trustee as prescribed by the Act and all other applicable Illinois law. Trustee-elects will be sworn in at the Organizational Meeting held in May following the month of election.

Section 4. Oath of Office

Each member of the Board, before entering upon the duties of their office, shall, within 60 days after their election or appointment, take and subscribe to the following oath or affirmation as prescribed by law (*IL Const., Art. XIII, Sec. 3*):

“I [NAME] do solemnly swear (affirm) that I will support the Constitution of the United States, and the Constitution of the State of Illinois, and that I will faithfully discharge the duties of the office of Library Trustee of the Bellwood Public Library, Cook County, Illinois, to the best of my ability.”

Section 5. Vacancies

When an elected or appointed Library Trustee declines or is unable to serve, or is absent without cause from all regular board meetings for a period of one (1) year, or is convicted of a misdemeanor for failing, neglecting, or refusing to discharge any duty imposed upon a trustee by the Act, or becomes a nonresident of the Village of Bellwood, or who fails to pay the library taxes levied by the corporate authorities, or when, at any subsequent election, there are not sufficient trustees elected to fill an entire board of seven (7) trustees, a vacancy shall be declared by the remaining Board members. If a vacancy occurs in the Board, the vacancy may be filled by the remaining Board members by the affirmative vote of not less than four (4) members in accordance with the procedure prescribed in Section 4-4 of the Act (75 ILCS 5/4-4), any Library policies or procedures as the Board may adopt for the filling of Board vacancies that are consistent Section 4-4 of the Act and all applicable Illinois law. Vacancies shall be filled within 90 days after the vacancy has been declared.

Prior to filling any Board vacancy, the Board shall forthwith give sufficient and proper public announcement of the existence of a vacancy (or election) in an effort to secure the most qualified pool of applicants and candidates.

Section 6. Duties and Functions of the Board Generally

The Board shall carry out the spirit and intent of the Act and all other applicable law in establishing, supporting and maintaining a public library for the use of the residents and taxpayers of the Village of Bellwood, Cook County, Illinois, subject to such reasonable policies prescribing rules and regulations as the Board may adopt in order to render the use of the Library of the greatest benefit to the greatest number of its residents and taxpayers. In exercising its powers and authorities and in performing the duties and functions imposed upon each of its members under the Act and other applicable law, the Board, as a whole, shall act collectively and not as individual members. No individual board member can speak or act for the Board, or for the Library, unless specifically authorized to do so by official Board action or these By-Laws.

In their position of public trust, Board members shall conduct themselves in such a manner as to avoid, where possible, any conflict of interest in the performance of their duties and functions as members of the Board and shall adhere to the highest standards of ethical behavior. Board members shall conduct themselves in accord with the Illinois State Officials and Employees Ethics Act, *5 ILCS 403/1-1 et. seq.*, and each member shall file a Statement of Economic Interests in compliance with the Illinois Governmental Ethics Act, *5 ILCS 420/Article 4A* with the County Clerk of Cook County, Illinois by May 1 of each year.

Section 7. Compensation

In accordance with the Act, all Board members serve without compensation but may be reimbursed for actual and necessary expenses incurred in the performance of their duties as Trustees.

Section 8. Reimbursement of Board Member Expenses

In accordance with the Illinois Local Government Travel Expense Control Act, *50 ILCS 150/1, et. seq.*, and other applicable law, travel, meal and lodging expenses will be reimbursed for Board Members only for purposes of performing or completing official Library business, for a Board Member's education, certification or training, or to obtain information for the betterment of the Library in some capacity with submission of proper and sufficient documentation of such expenses. Travel, meal and lodging expenses incurred by any Board Member must be approved by roll call vote at an open meeting of the Board in

accordance with the Illinois Local Government Travel Expense Control Act and Library policies prescribing rules and procedures for reimbursement of such expenses.

Actual expenses, *other than those travel expenses prescribed in the Illinois Local Government Travel Expense Control Act*, are eligible for reimbursement if such expense is a necessary and reasonable expense incurred by a Board Member while on or conducting official and/or authorized Library business with submission of proper and sufficient documentation of such expense(s) in accordance with Library policies prescribing rules and procedures for reimbursement of such expenses.

Section 9. Late Fees, Fines or Other User Fees

Board members are not exempt from late fees, fines or other user fees.

ARTICLE IV—BOARD OFFICERS

Section 1. Officers

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

Section 2. Election and Term of Office

Officers shall be elected by the Board every two (2) years by a voice vote at the Organizational Meeting. All nominations of officers shall be made from the floor. Elected officers shall take office at the Organizational Meeting and serve for two (2) years and until their successors are duly elected. The election shall be presided over by the outgoing President.

Section 3. President

The President shall preside at all Board meetings; appoint all standing and any special or ad hoc committees including the chairpersons of such committees and fill any vacancies that may occur on such committees; serve as ex-officio voting member of all committees; authorize calls for Special Meetings; sign official documents authorized by the Board; prepare, in conjunction with the Library Director, agendas for all Board meetings; and perform all other such duties as may be assigned by the Board or as prescribed in Library policies. The President shall serve as the official spokesperson for the Board, including in all advisory or disciplinary action directed to the staff.

Section 4. Vice President

The Vice-President shall assume and perform the duties and functions of the President in the event of the absence or disability of the President, or a vacancy in that office.

Section 5. Secretary

The Secretary shall attest to minutes of all Board meetings and official documents requiring secretary certification; record a roll call on all votes taken at Board meetings (except when a ballot vote is taken); oversee the keeping and maintaining of appropriate records, which shall include a record of minutes of all Board meetings and ordinances and resolutions adopted or passed by the Board. The Secretary shall also ensure that the custody of official records and documents is properly and securely maintained on Library premises; cause all ordinances, resolutions or other documents of Board action(s) requiring filing or

publication to be duly filed or published; and perform all other such clerical duties as may be assigned by the Board or as prescribed in Library policies. The Secretary shall also preside at Board meetings in the absence of both the President and Vice-President and have power to administer oaths and affirmations for purposes of the Act.

Section 6. Treasurer

The Treasurer shall serve as the Chairperson of the Finance Committee and oversee the keeping and maintaining of all accounts and financial records of the Library indicating a record of receipts, disbursements, and balances in all Library accounts. The normal depository of all financial records shall be the Library. The Treasurer shall have charge of the library funds and income, sign checks on the authorization of the Board and report at every regular meeting the state of Library funds and accounts. The Treasurer is authorized to oversee the payment of salaries and insurance bills as they become due. The Treasurer shall be bonded in the amount approved by the Board and according to statute requirements, and perform all duties incident to the office of a treasurer and other such duties as may be assigned by the Board or as prescribed in Library policies.

Section 7. Vacancies of Officers

In the event an office becomes vacant prior to the expiration of its term, the Board shall, at the first regular meeting held after such vacancy occurs, elect from its members an officer to fill the unexpired term of that office by a voice vote. All nominations shall be made from the floor.

Section 8. Removal

Any officer may be removed by the affirmative vote of not less than four (4) Board members whenever in the Board's judgment, the best interests of the Library would be served thereby.

ARTICLE V—BOARD MEETINGS

Section 1. Regular Meetings

All regular meetings are held at the principal office of the Bellwood Public Library on the second Tuesday of each calendar month, except for the months of July and August, unless otherwise changed or canceled by the Board in accordance with the requirements of the Illinois Open Meetings Act, *5 ILCS 120/1, et. seq.* A schedule of regular meetings setting forth the dates and times shall be established annually by the Board at the beginning of each fiscal or calendar year in accordance with the Illinois Open Meetings Act.

Section 2. Special Meetings

Special meetings may be held at any time when called by the President or at the written request of any two (2) trustees of the Board, which request sets forth sufficient cause for the meeting and has been filed with, and delivered to, the Secretary, with a copy to the Library Director. Notice with agenda of any special meeting shall be given at least forty-eight (48) hours in advance of such meeting, except in the case of a bona fide emergency, to all board members and to any news medium which has filed an annual request for notice under the Illinois Open Meetings Act. No business except that stated in the notice and agenda shall be transacted.

Section 3. Organizational Meeting

The Organizational Meeting shall be held annually in the month of May of each calendar year. In election years, this shall be the organizational meeting of the Board where the first order of business shall be the election of Board officers. Other Library business may be transacted at this meeting.

Section 4. Committee Meetings

Committee meetings are held as necessary. Public notice of all committee meetings shall be given as required under the Illinois Open Meetings Act and in accordance with such Library policies that are consistent with the Illinois Open Meetings Act other such applicable law.

Section 5. Open Meetings

All meetings, including regular, special, and organizational Board meetings, and all committee meetings, shall be open to the public and held in accordance with all requirements of the Illinois Open Meetings Act and such Library policies prescribing rules and procedures that are consistent with the Illinois Open Meetings Act, unless otherwise excepted in, and closed in accordance with, said Act.

Section 6. Quorum, Voting

A quorum at any Board meeting shall consist of four (4) Board members in order to convene and conduct any public business. A majority of those present, provided they represent a quorum, shall determine the vote taken on any question or to adopt any motion, resolution or ordinance, unless a larger majority is required by law or by these By-Laws.

Section 7. Rules of Order

The most recent edition of Robert's Rules of Order shall govern the parliamentary procedure of the Board, unless otherwise specified in these By-Laws or in any Library policies prescribing the Board's parliamentary procedure.

ARTICLE VI—COMMITTEES

Section 1. Standing Committees

All Standing Committees shall be appointed by the President annually at the Organizational Meeting of the Board or at the next regular meeting following the Organizational Meeting and shall consist of at least (2) Board members. The President's power to appoint Board members to a standing committee shall carry with it the power to appoint the Chairperson for each standing committee, except chairperson of the Finance Committee, and to fill any vacancy that may occur in any such committee. The term of all standing committees shall be until the next Organizational Meeting of the Board following the appointment and until a successor is duly appointed.

The Standing Committees, and the business of each, shall be as follows:

- (1) **Finance Committee**—duties shall be to review the bills and salary payment schedule as certified to it by the Library Director; to monitor the investment of funds not needed for current expenses in accordance with applicable Illinois statute and the Library’s investment of funds policy; to formulate, review and oversee, in conjunction with the Library Director, the preparation of the annual budget/appropriation and tax levy request presented to the Board for final adoption; and to monitor all Library finances and its financial condition and insurance coverage. The Treasurer shall serve as the Chairperson of the Finance Committee.
- (2) **Administration Committee**—duties shall be to review, in conjunction with the Library Director, current Library personnel and employment policies and job descriptions as well as any new or revised personnel or employment policies and to make recommendations to the Board regarding additions or changes to such existing policies or job descriptions as needed, and the adoption of new or revised policies; in the event the Library Director position has or will become vacant, to make recommendations to the Board for the appointment of an acting librarian for the interim to the extent it becomes necessary and to coordinate a search for a new qualified Library Director; and to assume a leadership role in the resolution of any personnel conflict that cannot be resolved by the Library Director in accordance with the Library’s personnel and employment policies and to recommend resolution of any grievances from the Library Director or staff when referred to the Board in accordance with said policies.
- (3) **Building and Grounds Committee**—duties shall be to develop a program of operation, maintenance, and remodeling of the grounds and physical facilities of the Library, including equipment, machines, furniture and fixtures for the Library’s grounds and physical facilities; to oversee an annual inspection of the Library’s grounds and physical facilities to identify areas which are in need of repair and to make recommendations to the Board regarding any repairs which are deemed necessary either as a result of an annual inspection or throughout the year as the need arises.
- (4) **Legislation Committee**—duties shall be to review legislation affecting the Library’s services or business and to keep the Board informed and up-to-date of such legislation as well as to keep the Board informed and up-to-date of the activities and developments of Reaching Across Illinois Rails System (RAILS); to review, in conjunction with the Library Director, current Library policies as well as any new or revised Library policies (except for the Library’s personnel and employment policies) and to make recommendations to the Board regarding additions or changes to such existing policy as needed, and the adoption of new or revised Library policies; and to review, as needed, these By-Laws and to make recommendations to the Board regarding additions or changes thereto. All policy shall include the division of responsibility between the Board, Library Director and staff and shall adhere to the “Library Bill of Rights” and the “Freedom to Read” statements of the American Library Association and applicable state and federal statutes.
- (5) **Planning, Development and Public Relations Committee**—duties shall be to make, in conjunction with the Library Director, recommendations to the Board regarding the setting of goals and objectives and development of long-range Library plans and to develop community outreach to promote community awareness of Library services and its public events; and to make recommendations to the Board regarding the feasibility of future expansion of the Library’s grounds and physical facilities; and to oversee, in conjunction with the Library Director, renovation, remodeling or other construction projects in process to the Library’s grounds or physical facilities and to recommend to the Board appropriate action as needed.

Section 2. Special or Ad Hoc Committees

Special or ad hoc committees for a specific purpose(s) or task(s) as the business of the Board or Library may require from time to time to present reports or recommendations to the Board, may be appointed by the President, as the Board may deem to be necessary, desirable or advisable. The President's power of appointment shall carry with it the power to appoint the chairperson for, and to fill any vacancy that occurs in, any such special or ad hoc committee. Any such special or ad hoc committees shall serve until the completion of the specific work or task for which it was established and appointed.

Section 3. Powers of Committees; Committee Records

All committees are advisory bodies that only make reports and present non-binding recommendations to the Board, with any and all final action being taken by the Board at an open meeting held in compliance with all requirements of the Illinois Open Meetings Act.

Notwithstanding any provision in these By-Laws concerning committees, the Board, as the Board of Library Trustees, may perform any business, work or task assigned to any of the various committees as deemed expedient by a majority of those Board members present at any properly convened meeting of the Board, provided they represent a quorum.

The principal office of the Library shall be the depository of all committee records.

ARTICLE VII—ADMINISTRATION

Section 1. Library Director

The Board shall hire a skilled Library Director who will be responsible for the day-to-day operations of the Library and who shall be the executive and administrative officer of the Library on behalf of the Board in accordance with the policies prescribed by the Board and under its review and direction.

Section 2. Duties of Library Director

The Library Director shall administer the Library policies adopted by the Board both as to their instruction and intent. Among the duties and responsibilities of the Library Director shall be that of hiring personnel, directing, supervising and disciplining of all staff members in accordance with the policies prescribed by the Board, administering the activities and business affairs of the Library under the direction and supervision of the Board, presenting monthly and annual reports as required by the Board, recommending such policy and procedure as will promote the efficiency and service of the Library, operating of the Library within the budget established by the Board, and performing all other such duties as may be assigned by the Board, or as prescribed in Library policies, the library director job description, or in applicable law.

ARTICLE VIII—RECORDS

All records of the Library shall be kept in the principal office of the Library consistent with Illinois record retention requirements and shall be available to the general public upon request, unless otherwise specifically prohibited, restricted or exempted by law. These records shall include, without limitation, the monthly and annual reports of the Library, all financial reports, minutes of all public Board or committee meetings, and actions and other such items as the Board or Library Director shall file there.

Staff personnel records are confidential and shall be kept in a secure place in the principal office of the Library, and only the Library Director or authorized persons shall have access to these records. Confidential records of the Board, such as personnel records concerning the Library Director, shall be kept in the principal office of the Library, and only members of the Board shall have access to these records.

The Library will comply with the Illinois Library Records Confidentiality Act, 75 ILCS 70/1, *et. seq.* and all other applicable federal, state, and local laws.

ARTICLE IX—DEPOSITORIES & CHECKS

The Board has the exclusive control of the expenditure of all monies collected for the Library and deposited to the credit of the Library fund. All monies and funds of the Library not otherwise employed shall be deposited from time to time to the credit of the Library in such banks, trust companies or other depositories as the Board may designate. All withdrawals from checking accounts, savings accounts, and other financial accounts of the Library shall require the signature of two (2) Board Officers or any one (1) Board Officer and the Library Director.

In the event any regular meeting of the Board is canceled and not rescheduled or reconvened within thirty (30) days of the original date of that regular meeting, or a regular meeting is not scheduled for any calendar month as part of the annual schedule of regular meetings established by the Board pursuant to the requirements of the Illinois Open Meetings Act, the Treasurer, working in conjunction with the Finance Committee, shall be authorized to approve the payment of ordinary and necessary recurring monthly bills that have been certified to the Finance Committee by the Library Director. A report and account of all bills so approved for payment shall be provided by the Treasurer to the Board at the first regular meeting held following any such canceled or unscheduled regular meeting.

ARTICLE X—FISCAL YEAR

The Fiscal Year of the Library shall be the same as that established for the Village of Bellwood, Cook County, Illinois.

ARTICLE XI—FUTURE AMENDMENT TO CITED STATUTE

Any reference to a state or federal statute in these By-Laws shall mean and include such statute as it may be amended from time to time.

ARTICLE XII—SEVERABILITY

If any provision(s) of these By-Laws is held or becomes invalid or conflicts with any existing and applicable state or federal statutes and/or any future amendments thereto, such statutes shall control over any invalid or conflicting provision(s) of these By-Laws, and all provisions that are severable from such invalid or conflicting provision(s) shall remain in full force and effect.

ARTICLE XII—AMENDMENTS

Amendments to these By-Laws may be proposed and presented in writing at any properly convened meeting of the Board except an emergency meeting, and will become effective if and as adopted by the affirmative vote of not less than four (4) Board members, unless a larger majority is required by law.

Amendments to the Library Policy or any other policy or procedural document may be proposed and presented in writing at any properly convened meeting of the Board except an emergency meeting, and will become effective if and as adopted by a majority of those Board members present, provided they represent a quorum, unless a larger majority is specified therein, or is required by law.

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