

BELLWOOD PUBLIC LIBRARY

BY-LAWS OF THE BOARD OF LIBRARY TRUSTEES

ARTICLE I—OFFICIAL NAME

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

ARTICLE II—PURPOSE

These By-Laws have been established to govern and help guide the activities of the Board of Library Trustees of the Bellwood Public Library (“Board of Trustees”, “Board”, or “Library Board”) and its officers and are supplementary to the provisions of applicable statutes of Illinois as they relate to the procedures of Boards of Library Trustees.

ARTICLE III—BOARD OF LIBRARY TRUSTEES

Section 1. Government

The property, business and policies of the Library shall be directed by the Board of Library Trustees. The Board of Library Trustees is charged with responsibility of the governance of the Library, and is vested with and exercises the powers and authority and assumes the responsibilities delegated to it under the Illinois Local Library Act, 75 ILCS 5.1.01, *et. seq.*, applicable Illinois state statutes, and such reasonable policies prescribing rules and regulations as the Library Board may adopt that are consistent with said Act and state statutes.

Section 2. Membership

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

Section 3. Term

A trustee’s term is six (6) years or until a successor is duly elected and qualified. Trustees are elected biennially. All trustees must be eligible electors of the Village of Bellwood, Cook County, Illinois and otherwise duly qualified for office and eligible to vote as prescribed by all applicable law. All terms shall begin at the annual Organizational meeting held in May following the month of election.

Section 4. Oath of Office

Each member of the governing Board of Library Trustees, before entering upon the duties of their office, shall 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

Whenever 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 Illinois Local Library 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 the election of the first board of library trustees or 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 and the Board, by the affirmative vote of not less than four (4) members duly qualified for office and eligible to vote, shall appoint a new trustee forthwith at a regular Board meeting held in accordance with all applicable Illinois law and any such reasonable policies prescribing rules and regulations as the Library Board may adopt for the filling of Board vacancies that are consistent with all applicable Illinois law.

Prior to filling any Board vacancy, the Board of Trustees 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 Responsibilities of the Board Generally

The Board shall have all powers and authorities as are conferred by, and duties as are set forth in the Illinois Local Library Act, other applicable Illinois law, and such reasonable policies prescribing rules and regulations as the Library Board may adopt that are consistent with said Act and all other applicable Illinois law. The Board shall carry out the spirit and intent of the Illinois Local Library Act 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 Library 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 authority and in assuming the duties and responsibilities delegated to it under the Illinois Local Library Act and other applicable Illinois law, the Board, as a whole, shall act collectively and not as individual members or committees unless such power or authority is specifically authorized or delegated by official Board action.

Section 7. Compensation

In accordance with the Illinois Local Library 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 Trustee Expenses

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

Actual expenses, *other than travel expenses as defined and set forth in the Illinois Local Government Travel Expense Control Act*, are eligible for reimbursement if such expense is a necessary and reasonable expense incurred while on or conducting official and/or authorized Library business with submission of proper and sufficient documentation of such expenses in accordance with the policies prescribing rules and procedures adopted by the Library Board 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 Library 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 annual Organizational meeting in May. Nomination of officers shall be from the floor. Elected officers shall take office at the May meeting and serve for two (2) years or 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 filling any vacancies that may arise on such committees, serve as ex-officio non-voting member of all committees, authorize calls for Special Meetings, sign official documents authorized by the Board, prepare agendas for regular and special meetings in conjunction with the Library Director, and perform all other such duties as may be assigned by the Board. The President shall serve as the official spokesperson for the Board of Library Trustees, including in all advisory or disciplinary action directed to staff.

Section 4. Vice President

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

Section 5. Secretary

The Secretary shall call roll at all meetings of the Library Board, attest to all minutes and other documents requiring such action and authorized by the Board, record the proceedings and votes of the Library Board meetings, oversee the keeping and maintaining of appropriate records for his/her term of office which shall include a record of minutes of all Board meetings, ordinances enacted, resolutions and regulations adopted and all other pertinent written matter affecting the operation of the Library. The Secretary shall also ensure that the custody of official records and documents are being securely maintained on Library premises, cause all ordinances, resolutions or other actions of the Board requiring filing or publication to be duly filed or published, and perform all other such duties as may be assigned by the Board. The Secretary shall also have power to administer oaths and affirmations for purposes of the Local Library 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 funds, and shall draw up checks. 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 present at every regular meeting an account of the status of the treasury at the date of such accounting and the balance of money in the treasury. 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 the requirements of statute, and perform all duties incident to the office of a treasurer and such other duties as may be assigned by the Board.

Section 7. Vacancies of Officers

Should an office become vacant prior to the expiration of the term of that Officer, the Library Board shall, at the first regular meeting held after such vacancy occurs, elect from its members an officer to fill the unexpired term by a voice vote.

Section 8. Removal

Any officer duly elected or appointed may be removed by the affirmative vote of not less than four (4) Board members duly qualified for office and eligible to vote whenever in the Board's judgment the best interests of the Library would be served thereby.

ARTICLE V—BOARD MEETINGS

Section 1. Regular Meetings

Regular meetings of the Board shall be held in not less than ten (10) months per calendar year. All regular meetings shall be held at the principal business office of the Bellwood Public Library on the second Tuesday of the calendar month for which a regular meeting is scheduled, 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 year in accordance with the Illinois Open Meetings Act.

Section 2. Special Meetings

Special meetings shall be held at any time when called by the President or at and upon the written request of any two (2) trustees of the Board setting forth sufficient cause for the meeting and which 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. Annual Organizational Meeting

The annual Organizational meeting shall be held on the second Tuesday 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 new Board officers. Other Library business may be transacted at this meeting.

Section 4. Committee Meetings

Committee meetings shall be held as necessary. Public notice of all committee meetings shall be given as required by law and in accordance with such reasonable policies prescribing rules and procedures as the Board may adopt that are consistent with all required law.

Section 5. Open Meetings

All meetings, including regular, special, organizational, and committee meetings of the Board, shall be open to the public and held in accordance with all requirements of the Illinois Open Meetings Act, 5 ILCS 120/1, et. seq., and such reasonable policies prescribing rules and procedures as the Board may adopt that are consistent with said Act, unless excepted in and closed in accordance with the Illinois Open Meetings Act.

Section 6. Quorum

A quorum at any meeting shall consist of four (4) Board members duly qualified for office and eligible to vote in order to convene and conduct any public business. A majority of those trustees present and duly qualified for office and eligible to vote shall determine the vote taken on any question or to adopt any motion, resolution, or ordinance, unless a greater number is otherwise required by law or these By-Laws.

Section 7. Rules of Order

The most recent edition of Robert's Rules of Order shall govern all questions and procedures not otherwise provided for in these By-Laws, provided such Rules of Order are not contrary to law.

ARTICLE VI—COMMITTEES

The standing committees shall be appointed by the President annually at the Organizational Meeting of the Board and shall consist of at least (2) Board members, one of whom may include the President. The President's power to appoint a committee shall carry with it the power to appoint the Chairperson for each standing committee and to fill any vacancy that may arise in any such committee. The term of all standing committees shall be until the next Organizational Meeting of the Board following the appointment. The business of each committee shall be such as associated with its name, or as shall be assigned to it pursuant to written policies prescribing each committee's business as the Library Board may adopt.

The standing committees shall be:

- (1) the Finance Committee,
- (2) the Administration Committee,
- (3) the Building and Grounds Committee,
- (4) the Public Relations and Legislation Committee,
- (5) the Planning and Development Committee, and
- (6) the Reaching Across Illinois Rails System (RAILS) Committee.

The Principal Business office of the Library shall be the depository of all committee reports.

Special or ad hoc committees may be appointed by the President, including appointment of the Chairperson, to present reports or recommendations to the Board, as the Board may from time to time deem to be necessary, desirable or advisable. Such special or ad hoc committees shall serve until the completion of the work or task for which they were established and appointed.

Notwithstanding any provision in these By-Laws concerning committees to the contrary, the Board of Trustees, as a Committee of the Whole, may perform any business, work or task assigned to the various committees as deemed appropriate and expedient by the affirmative vote of a majority of the Board members duly qualified for office and eligible to vote. Committee of the Whole shall be used as a deliberative body of which every Trustee shall be a member.

ARTICLE VII—ADMINISTRATION

Section 1. Library Director

The Board will 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 of Library Trustees 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 policies adopted by the Board both as to their instruction and intent. Among 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 Library 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 such other duties as may be prescribed within Board policies or the job description, including all such other duties as may be assigned by the Board or required by applicable law.

ARTICLE VIII—RECORDS

All records of the Library shall be kept in the Principal Business Office of the Library consistent with State 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 the monthly and annual reports of the Library, all financial reports, minutes of all public Board 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 Business 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 Business 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 of Trustees 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 of Trustees 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 notice of schedule of regular meetings given by the Library 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

Unless specifically provided otherwise, 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 of these By-Laws enacted after their effective date 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 provisions of these By-Laws, and all parts that severable from such invalid or conflicting parts shall remain in full force and effect.

ARTICLE XIII—AMENDMENTS

Amendments to these By-Laws may be proposed and presented in writing at any regular meeting of the Board and will become effective if and as adopted or passed by the affirmative vote of not less than four (4) Board members duly qualified for office and eligible to vote, unless a greater vote is required by law, and provided that the regular meeting is held in accordance with all requirements of the Illinois Open Meetings Act, including notice and agenda.

Unless a greater number is required by law or these By-Laws, amendments to the Library Policy or any other policy or procedural document may be proposed and presented in writing at any regular meeting of the Board and will become effective if and as adopted or passed by a majority of those Board members present, provided they represent a quorum of members duly qualified for office and eligible to vote, and the regular meeting is held in accordance with all other requirements of the Illinois Open Meetings Act, including notice and agenda.

Approved and adopted by the Board of Library Trustees of the Bellwood Public Library at its rescheduled January Regular Meeting held on 1/30/18.