

II. LIBRARY BOARD OF TRUSTEES BYLAWS

Article I. Organization

Section 1 Pursuant to the requirements of the Statutes of the State of Illinois, the Board of Trustees of the Glen Ellyn Public Library of the Village of Glen Ellyn, Illinois, shall consist of seven members elected as provided in said Statutes.

Article II. Meetings

Section 1 All meetings shall be held in conformance with the Illinois Open Meetings Act (5 ILCS [Illinois Compiled Statutes] 120/1-120/6.

Section 2 Regular meetings shall be held on the third Monday of each month at 7:00 P.M. in the library or at such other time and place as the Board may determine.

Section 3 Special meetings may be called by the President or the Secretary or by any four Board Trustees. A notice of a special meeting should be posted at not less than one public place and not less than 48 hours in advance thereof. Local newspapers should also be advised. The notice shall state time, place and purpose. The purpose or purposes shall be fully detailed in a written Agenda, and said Agenda to be distributed to all Board members not less than 48 hours in advance of the special meeting and no other business shall be brought before said meeting. The time of the meeting shall, whenever possible, be consistent with time, place and day of regularly scheduled board meetings, i.e., any Monday at 7:00 P.M. in the Library boardroom.

Section 4 A quorum at any meeting shall consist of four or more Trustees.

Section 5 A trustee may participate electronically, rather than physically, in regular or special board meetings. There must first be a quorum physically present at the meeting in order for another member of the body to participate electronically. A person seeking to participate electronically may only do so as a result of personal illness or disability, employment purposes, library board business or family or other emergency. All Board members attending meetings by electronic conferencing shall be entitled to vote as if they were personally and physically present at the meeting site so long as a physical quorum is present, but their votes shall be recorded by the Secretary as done by electronic attendance. At all meetings where a trustee participates via electronic means, all votes should be taken by roll call votes. The meeting minutes shall include the members of the Board who were either present or absent from the meeting and whether those members in attendance were physically present or present by audio conference, video conference or by other electronic means.

Section 6 Robert's Rules of Order shall govern in the parliamentary procedure of the Board for all matters of procedure not specifically covered by these by-laws.

Section 7 The order of business at all regular meetings of the Board of Trustees shall be as follows unless otherwise determined by the Board:

Roll Call
Audience Participation

Minutes of the Previous Meetings
Communications
Officers' Reports
Financial Report
Librarian's Report
Committee Reports
Unfinished Business
New Business
Other Business

Section 8 Public participation is welcome at all Library board meetings. Members of the audience who wish to address the Board will be required to submit a form stating their name, address, and the subject on which they wish to speak. Under the Board's normal rules of procedure, speakers will be asked to limit their remarks to three minutes.

Section 9 Audiotapes of executive meetings and sessions of the Library Board of Trustees will be retained in a locked repository at the Library, with exclusive access provided to the current Library Board President and Secretary

Article III. Trustees and Officers

Section 1 The Officers of the Board shall be a President, a Vice President, a Secretary, and a Treasurer. Their term of office shall be for two years, commencing with an election of officers to be held at the regularly scheduled May Library Board meeting in odd-numbered years or not later than 60 days after the Library Trustee elections, held the first Tuesday of April in odd-numbered years. Officers shall remain in office until their successors are elected and qualified.

A. A vacancy on the Board of Trustees shall be filled according to procedures set forth in 75 ILCS 5/4-4.

B. A vacancy in an office of the Board shall be filled by an election among the Board of Trustees at the first regular meeting following the vacancy.

Section 2 The duties of all Officers shall be those that are customary and in accordance with laws and the rules of the Board of Library Trustees.

The President shall preside at all meetings, serve as executive officer of the Board, be an ex-officio member of all committees, and serve as official spokesman for the Board. The President shall have the right to vote on all questions before the Board.

The Vice President shall preside in the absence of the President.

The Secretary shall record and prepare the minutes of each Board meeting.

The Treasurer shall present monthly and annual financial reports. The Treasurer shall also serve as Chairman of the Budget Committee.

Article IV. Committees

- Section 1 The President or the Board of Trustees shall appoint the standing committees and other committees, as they deem necessary or appropriate, with such duties as specified by the Board.
- Section 2 Standing Committees
- A. The **Budget Committee** formulates, in conjunction with the Library Director, the annual budget and tax levy request, and presents them to the Board for approval. It monitors monthly financial progress of the library and reviews insurance coverage at time of renewal.
- The **Personnel Committee** reviews job descriptions, personnel policy and salary administration and proposes changes as needed.
- The **Policy Committee** reviews and proposes general library policies and proposes changes as needed.
- The **Facilities Committee** reports on the status of existing building and grounds in meeting the needs of the community. It reviews building related projects and recommends appropriate action and reviews annual maintenance and service contracts relating to the building

Article V. Administration

- Section 1 It is the responsibility of the Board of Trustees to appoint and to fix the compensation of a qualified librarian, who shall have the authority to hire such other employees as may be necessary, to fix their compensation, and to remove such appointee, subject to the approval of the Board, but these powers are subject to Division 1 of Article 10 of the Illinois Municipal Code 2 in municipalities in which that Division is in force. The Board may also retain counsel and professional consultants, as needed (75 ILCS 5/4-7)
- Section 2 Expenditures from all Library funds in excess of Two Thousand Dollars (\$2,000) must be authorized by the Library Board of Trustees prior to commitment or expenditure of funds. The Library Director is specifically authorized to expend funds from the Operating Fund when the amount is less than \$2,000 and a sufficient line item budget exists. Specifically excluded from this regulation is the expenditure of recurring amounts (e.g. maintenance, payroll, books, insurance, etc.) from accounts that have previously approved budgets. Also excluded from this regulation are expenditures of less than \$25,000 for items that were specifically set out in a previously approved budget if the purchase price is within the amount budgeted for the item. Emergency expenditures in excess of \$2,000 and up to \$25,000 may be approved (subject to ratification by the Board) by the President or Treasurer.
- Section 3 Competitive bids and/or quotations should be secured on all major expenditures. Trustees shall avoid conflicts of interest in conformance with the Public Officer Prohibited Activities Act (50 ILCS 105/3 – 105/3.2).

Section 4 The Library Board abides by an established investment policy for all funds in its custody. The current investment policy of the Glen Ellyn Public Library Board of Trustees is detailed in **Appendix O**.

Article VI. Indemnification

Section 1 Pursuant to the provisions of Section 2-302 of the Local Governmental and Governmental Employees Tort Immunity Act (75 ILCS 10/1-101 et seq.), the Glen Ellyn Public Library shall indemnify its trustees, officers and employees for claims based on an injury allegedly arising out of a negligent act or omission occurring within the scope of his/her employment as such trustee, officer or employee, by the Board of Trustees which may elect to do any one or more of the following:

Appear and defend against the claim or action;

Indemnify the trustee, officer and employee or former trustee, officer and employee for his/her court costs incurred in the defense of such claim or action;

Pay, or indemnify the trustee, officer and employee or former trustee, officer and employee for, a judgment based on such claim or action; or

Pay, or indemnify the trustee, officer and employee or former trustee, officer and employee for, a compromise or settlement or such a claim or action.

Based upon an investigation of the claims for an alleged injury to neither pay nor indemnify the trustee, officer or employee or former trustee, officer or employee for defense against such claim or action; court costs in defense of such claim or action; any judgment based on such claim or action; or any settlement of such claim or action.

Article VII. Code of Ethics

Section I The Board of Trustees subscribes to the American Library Trustee Association Ethics Statement for Library Trustees:

ETHICS STATEMENT FOR PUBLIC LIBRARY TRUSTEES

Trustees, in the capacity of trust granted them, shall observe ethical standards with absolute truth, integrity and honor.

Trustees must avoid situations in which personal interests might be served or financial benefits gained at the expense of library users, colleagues or the situation.

It is incumbent upon any trustee to disqualify himself/herself immediately whenever the appearance of a conflict of interest exists.

Trustees must distinguish clearly in their actions and statement between their personal philosophies and attitudes and those of the institution, acknowledging the formal position of the board even if they personally disagree.

A trustee must respect the confidential nature of library business while being aware of and in compliance with applicable laws governing freedom of information.

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

Trustees who accept library board responsibilities are expected to perform all of the functions of library trustees.

Article VIII. Amendments

Section 1 Amendments to these bylaws may be proposed at any regular meeting, but may become effective only after a favorable vote at a subsequent meeting. Any of the foregoing by-laws may be temporarily suspended by unanimous vote of all the Trustees present at any meeting, and vote on such suspensions shall be taken by yeas and nays and entered into the official record.

ADOPTED FEBRUARY 17, 1997
REVISED AUGUST 16, 2004
REVISED MAY 16, 2005
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REVISED September 14, 2009
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