



BYLAWS OF THE LIBRARY BOARD OF TRUSTEES

ARTICLE I: NAME

The name of this organization shall be the Glencoe Public Library Board of Trustees of the Village of Glencoe, Illinois (Board).

ARTICLE II: PURPOSE

The purpose of the Board shall be to provide general administration and financial oversight, to formulate policy, to guide the direction of library operations, and to uphold the mission statement of the Glencoe Public Library (Library).

ARTICLE III: TRUSTEES

- 3.01 The Board shall consist of seven (7) members elected at consolidated elections for a term of four (4) years.
- 3.02 The Board may declare a vacancy when an elected or appointed Trustee declines or is unable to serve, or becomes a non-resident of the Village of Glencoe. Any vacancy on the Board shall be filled within a reasonable period by an individual recommended by the Village Nominating Committee if in session or otherwise as selected by the Trustees, in either case by a majority vote of the remaining Trustees. An unexpired term of fewer than 180 days may continue until the next consolidated election at which time a Trustee shall be elected to fill the vacancy.
- 3.03 Newly elected Trustees shall be sworn into office at the Annual Board Meeting in May. The Trustees shall take the Oath of Office within 60 days after their election.
- 3.04 The officers of the Board shall be a President, Vice-President, Treasurer, and Secretary. From among its members, the Board shall select the officers of the Board at the Annual Board Meeting in May of each year.
- 3.05 Each officer shall hold his, her, or their office for a period of one year. If an officer is unable or unwilling to perform his, her or their duties, a successor shall be selected at the next Regular Board Meeting to fill the unexpired term. No Trustee shall hold more than one office. Officers may succeed themselves.
- 3.06 Trustees shall strive to attend all board meetings.
- 3.07 Trustees shall be knowledgeable of the current issue of Illinois Library Law and with the provisions of the Open Meetings Act (5 ILCS, 120).

- 3.08 Each Trustee shall file a Statement of Economic Interest with the County Clerk each year by April 30.
- 3.09 Trustees shall serve without compensation. Memberships for select library associations will be paid for Trustees. Actual and necessary expenses incurred in the performance of their duties shall be reimbursed.

ARTICLE IV: OFFICERS

- 4.01 The President shall:
- Preside at all meetings of the Board
 - Appoint a Nominating Committee each March for the selection of new officers
 - Appoint all standing and special committees as well as board members to serve and represent the Library in official functions, all with the advice and consent of the Board
 - Serve as Chairperson of the Personnel Committee
 - Assist in the general enforcement of the rules
 - Perform such other duties as the Board directs
 - Conduct and manage the annual performance review of the Executive Director
 - With the Board Secretary, sign all ordinances and resolutions approved by the Board
- 4.02 The Vice-President shall:
- Perform all duties of the President in the absence of the President
 - Perform other duties as assigned by the President
- 4.03 The Treasurer shall:
- Be the financial officer of the Board
 - Serve as Chairperson of the Finance Committee
 - Under the authority of the Treasurer, the Executive Director shall keep and maintain accounts and records indicating a record of all receipts, disbursements, and balances in any funds
 - Assist and counsel the Board with regard to financial matters generally
- 4.04 The Secretary shall:
- Record closed sessions, and produce written session minutes for board review in a subsequent closed session

ARTICLE V: COMMITTEES AND BOARD LIAISONS

Each Trustee shall be an ex officio member of any standing committee, and meetings shall be called on an ad hoc basis to be conducted as Committees of the Whole. Each committee shall have a chairperson.

The majority of the Board shall approve the establishment of any special committee appointed to serve until completion of the work for which the special committee was appointed and a final report is made to the Board. A special committee may consist of one or more board members.

The standing committees of the Board shall be:

- 5.01 Building & Grounds – this committee is responsible for reporting, recommending, and directing maintenance, repairs, improvements, and alterations to the library building and grounds.
- 5.02 Finance – this committee is responsible for the supervision of all financial matters relating to the Library including but not limited to the preparation of the annual tax levy and annual budget.
- 5.03 Marketing – this committee seeks to provide focus in the development of public relation strategies, initiatives, and special events.
- 5.04 Planning – this committee is charged with the Executive Director to regularly evaluate the Library’s progress with strategic planning.
- 5.05 Policy & Bylaws – this committee is responsible for dealing with all matters relating to library policies including reviewing all policies on an ongoing basis according to the schedule determined by the Executive Director.
- 5.06 Technology – this committee is charged with reporting information pertaining to the Library’s technology and network infrastructure.
- 5.07 The Board shall select trustee liaisons to the following Village committees and commissions: Plan Commission and the Sustainability Task Force.

ARTICLE VI: MEETINGS

All meetings will be held in compliance with the rules of the Open Meetings Act (5 ILCS, 120)

- 6.01 Regular meetings of the Board shall be held at the Library at 7:00 p.m. on the third Wednesday of each month. An agenda must be made public at least 48 hours in advance of the meeting.
- 6.02 The Annual Board Meeting shall be held at the regularly scheduled meeting in May of each year at the Library, at which time there shall be an election of officers. In election years, the meeting agenda will also include recognition of retiring Trustees and installation of newly-elected Trustees.
- 6.03 Special meetings may be called by the Secretary at the request of the President or at least two (2) board members.

- 6.04 Notice of all regular meetings shall be mailed or emailed by the Secretary or the Executive Director on behalf of the Secretary to all board members at least five (5) days prior to the date of such meetings, or be made by a standing resolution of the Board. Notice of all special meetings shall be given by telephone, written notice, or email notice at least two (2) days prior to the meeting.
- 6.05 Unless overruled by a majority of board members present, the President shall decide all questions of order as prescribed by “Robert’s Rules of Order” as revised.

ARTICLE VII: MEETING REGULATIONS

Quorum

- 7.01 A quorum at regular and special meetings of a fully-seated Board shall consist of four (4) Trustees, and a simple majority of those present shall determine the vote taken on any question, unless a larger majority is specified by law. In such instances that there are vacancies on the Board, a quorum shall consist of a majority of seated members.

Remote Participation

- 7.02 Trustees participating in meetings via communication devices shall not be counted towards establishing a quorum.
- 7.03 For the purposes of conducting library business, participation in board meetings via communication devices may be utilized provided the following requirements are met:
- A. Advance notice is given to the Executive Director that the Trustee wishes to attend remotely
 - B. The absence is a result of personal illness or disability; employment purposes or the business of the public body; family or other emergency
 - C. The circumstances supporting use of communication devices shall be announced at the start of a meeting and such circumstances shall be noted in the minutes of the meeting
- 7.04 Communication devices include any audio and/or video equipment which enable Trustees not physically present in a meeting room to participate in meeting discussions, votes, and to interact with those present on all motions, discussions, and votes.
- 7.05 At meetings where a board member participates via a communication device, all votes will be taken by roll call vote.
- 7.07 As with all meetings, meetings involving communication devices shall be conducted in accordance with the provisions of the Illinois Open Meetings Act.
- 7.08 A meeting room shall be equipped with communication devices which allow Trustees, library staff, and other meeting participants physically present and

Trustees who wish to participate that are not physically present, to interact on all motions, discussions, and votes.

7.09 The recording secretary will note in the minutes of any meeting which utilizes communication devices that the meeting was conducted with one or more Trustees (identified by name) not physically present in the meeting room and that such Trustee's participation in the meeting was via a communication device.

7.10 The use of communication devices shall be used sparingly.

Order of Business

7.11 The President shall proceed with the order of business as follows unless Trustees agree to a temporary change:

- Call to Order
- Roll Call
- Additions to the Agenda
- Consent Agenda
- Public Comment
- Communications
- Representative of the Friends of the Library
- Committee Reports
- Report of the Executive Director
- Unfinished Business
- New Business
- Closed Session
- Adjournment

Closed Session

7.12 All meetings of the Board shall be open to the public except closed sessions as authorized by the Open Meetings Act (5 ILCS 120/2 (c) 21). The closed session must be approved in the open meeting by a majority vote citing the specific exemption. Only topics specified in the vote to close may be considered in the closed session. If desired, the President may formally request the participation of a staff member or other party in a closed session.

7.13 All proceedings of a closed session shall be kept in strict confidence by all those in attendance.

7.14 The Secretary shall record the closed session, and produce written minutes for the Board's review in a subsequent closed session. The verbatim recordings of a closed session shall be preserved for at least eighteen (18) months, after which the Board may vote to destroy the recording if the Board has approved written minutes of the closed session to which it pertains. The President shall provide secure housing for all verbatim recordings and minutes of closed sessions.

- 7.15 The minutes of prior closed sessions will be reviewed by the Board at a closed session after the Regular Board Meetings in July and January, and the Board shall determine after such review whether the minutes should remain closed or any should be made public.
- 7.16 No final action may be taken in a closed session.

ARTICLE VIII: DISBURSEMENTS

- 8.01 The fiscal year for the Library shall be from January 1 to December 31 of the same year.
- 8.02 No expenditure, except for routine payments within the limits of the annual budget, shall be made without previous board authorization. Discretionary expenditures in any one fiscal year shall not exceed \$5,000.00 to any one payee without prior board approval or unanimous consent of an ad hoc action committee established for special projects, where action is required prior to the next Regular Board Meeting.
- 8.03 For expenses in excess of \$200.00, the expenses for trustee membership in library associations, educational activities, and trustee attendance at meetings shall not be paid without prior board approval.
- 8.04 Except for incidental library costs, expenditures shall only be made upon properly authenticating vouchers. Two (2) signatures are required on library checks drawn on the regular checking account; namely one (1) of the four (4) board officers and the Executive Director. One (1) signature is required on library checks drawn on the petty cash account.

ARTICLE IX: EXECUTIVE DIRECTOR

The Executive Director is the sole employee of the Board and shall implement the policies adopted by this Board.

- 9.01 The Board shall recruit, employ, and retain the Executive Director. The Board shall maintain an ongoing performance evaluation for the Executive Director.
- 9.02 The Board shall establish the Executive Director's salary. The Board shall be responsible for all management policies and governance standards of the Library. The Board may delegate its responsibilities to the Executive Director under these bylaws or by subsequent board decision.
- 9.03 The Executive Director shall maintain records in which all financial transactions of the Library are accurately reflected; shall receive all bills, review their correctness, prepare checks for payments; shall be responsible for day-to-day direction of the staff and for the hiring, discharge, promotions or demotion of staff members and, subject to approval of the Board, the increase and decrease in the

staff salaries; shall be responsible for the care of the building and equipment; shall be responsible for ordering library materials and supplies. The Executive Director shall attend the meetings of the Board and shall submit a written report of the operations of the Library. The Executive Director shall submit an annual report within 60 days of the close of the fiscal year.

ARTICLE X: AMENDMENT

These bylaws may be changed or amended upon one month’s notice in writing of the proposed amendment, at any Regular Board Meeting, upon the affirmative vote of not less than four (4) Trustees.

Adopted	October 19, 1988
Reviewed	November 20, 2018
Revised	February 21, 1990; November 18, 1992; October 20, 1993; April 17, 1996; February 21, 2001; November 20, 2002; June 18, 2003; February 21, 2007; March 19, 2008; June 16, 2010; February 15, 2011; May 18, 2011; April 17, 2013; May 21, 2014; March 18, 2015; May 20, 2016; April 19, 2017; November 15, 2017; July 17, 2019; September 18, 2019; September 16, 2020; September 14, 2021