

# **BY-LAWS OF THE BOARD OF TRUSTEES BARTLETT PUBLIC LIBRARY DISTRICT**

## ARTICLE I

### **BY-LAWS**

These By-Laws constitute the By-Laws of the Board of Library Trustees (the “Board”) of the Bartlett Public Library District (the “District”) and supercede all other By-Laws of the Board. In the event these By-Laws conflict with Illinois Compiled Statutes, said Statutes control.

## ARTICLE II

### **OFFICERS**

#### Section 1: Officers

The Officers of the Board shall be a President, Vice President, Treasurer, and Secretary. Officers shall be elected from among the Trustees and shall serve until the next ensuing election of Trustees and thereafter for two year terms until their successors are duly elected by the Board. A vacancy in any office shall be filled by the Board for the unexpired term.

#### Section 2: President

The President presides over all meetings. In the President’s absence, the Vice President presides. The President appoints members of committees authorized by the District’s regulations, ordinances, or other appropriate action.

#### Section 3: Vice-President

The Vice President, in absence of the President, shall perform all the duties of the President.

#### Section 4: Treasurer

The Treasurer shall keep and maintain accounts and records of the District. The normal depository of all financial records shall be the Library. An audit shall be conducted each fiscal year and a report filed with the Board according to statutory requirements. The Treasurer shall give bond to the District to faithfully discharge the duties of the office and to account to the District for all District funds. The bond shall be in an amount and with sureties approved by the Board. The cost of a surety bond shall be borne by the District. Any person or entity or public body or agency having District funds, property or records in their possession shall, upon demand by any Trustee, transfer and release all such to the

Treasurer. In the absence of the Treasurer or when the Treasurer is unable to serve, the President or Vice-President may perform the duties of the Treasurer.

#### Section 5: Secretary

The Secretary shall keep accurate records during the Secretary's term of office. The records shall include a record of the minutes of the all meetings, the names of those in attendance, the ordinances enacted, the resolutions and regulations adopted, and all other pertinent matters affecting the operation of the District.

### ARTICLE III

#### **ETHICS ADVISOR**

The President, with the advice and consent of the Board, shall designate a Trustee to serve as Ethics Advisor for the Library District. The Ethics Advisor shall provide guidance to the trustees of the Library District when a complaint is directed at a Trustee of the Library District.

If a complaint is directed at the Ethic's Advisor, then the Board President will provide the guidance to the Trustees of the Library District.

### ARTICLE IV

#### **MEETINGS AND PROCEDURES**

##### Section 1: Regular Meetings

Regular meetings of the Board shall be held at the Library on the third Monday of each month at 7:00 p.m.

##### Section 2: Agenda

An agenda for each meeting shall be prepared by the Library Director and reviewed by the Board's presiding officer and shall be included with notification of the meeting.

Trustees who request items to be included on the agenda should notify the Library Director or the Board's presiding officer at least one week in advance of the meeting.

##### Section 3: Special Meetings

Special Meetings of the Board may be called by the President or Secretary or by any four Trustees.

##### Section 4: Quorum

A quorum consists of four Trustees. A majority of Trustees present shall determine the vote taken on any question unless a larger majority is specified by statute or ordinance.

#### Section 5: Manner of Vote

All votes on any question shall be ayes (yes) or nays (no) recorded by the Secretary. Absentees and abstentions from votes shall be noted but shall not be counted for or against a question.

#### Section 6: Rules of Order.

Robert's Rules of Order govern all questions of procedures not addressed herein or not stated in applicable Statutes.

#### Section 7: Attendance at Meetings by Electronic Means

A Trustee shall be considered present at a public meeting if attendance at the meeting is via any electronic means which allows a Trustee to hear the proceedings of the meeting and be heard by those physically present at the meeting. Attendance at a public meeting through electronic means is allowed at board meetings and committee meetings, following the provisions of the Illinois Compiled Statutes (5 ILCS 120/7). The absent Trustee should state publicly via electronic means the reason for not being present at the time of roll call. The absent Trustee should notify the Board Secretary of the expected absence and the reasons for the absence at least 48 hours before the start of the meeting. Only one Trustee may attend a meeting via electronic means. If the absent Trustee is the President, the Vice President will preside. A Trustee present through electronic means should clearly identify himself or herself each time he or she speaks.

#### Section 8: Electronic Devices at Meetings

Trustees may not be in communication electronically during a meeting. This is because such communications may be in violation of the Illinois Open Meetings Act. Trustees may, however, place electronic devices on the table in order to be notified of emergencies.

### ARTICLE V

#### **COMMITTEES**

Standing and special committees shall be appointed by the President. Standing committees shall serve for serve for Two-Fiscal Years. Special committees shall serve until completion of the work for which they were appointed.

All committees shall be comprised of the Board President, and either one or two trustees, the Library Director and/or designated staff and/or contracted vendors.

The standing committees of the Board and their duties are as follows:

### **Building Committee**

- With assistance of staff, inspect the Library facility and property annually to determine necessary improvements;
- Submit to the Board a prioritized list of building projects that need to be addressed;
- Submit recommendations to the Finance Committee regarding funds needed for building improvements.

### **Finance Committee**

- Review financial procedures and policies and make recommendations to the Board as needed;
- Assist Library Director with preparing an annual budget;
- Make recommendations to the board for any adjustments that need to be made to the budget within the fiscal year;
- Review the annual audit report and address any comments made by auditors;
- Create and implement a plan that will help to eliminate any outstanding deficits.

### **Policy Committee**

- Review all public policies on a rotating three-year basis;
- Make recommendations regarding additions or changes to existing policy;
- Create and implement any new policies as needed;
- Eliminate any policies that are no longer in effect;
- Review personnel handbook every three years.

## **ARTICLE VI**

### **FINANCIAL SUPPORT**

Financial support may be provided to Trustees for membership in library associations and for expenses for attending at appropriate meetings and events.

## **ARTICLE VII**

### **LIBRARY DIRECTOR**

The Board shall appoint the Library Director. The Library Director is responsible for administration of the policies adopted by the Board and supervision of the Library's operations.

## **ARTICLE VIII**

### **AMENDMENTS**

Amendments to these By-Laws may be proposed at any regular meeting of the Board and shall be effective at the next Board meeting.