

**BY-LAWS OF THE
BOARD OF LIBRARY TRUSTEES
WESTCHESTER PUBLIC LIBRARY**

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ARTICLE I

NAME

The official name of the governing organization shall be the Board of Trustees of the Westchester Public Library.

ARTICLE II

MISSION OF THE LIBRARY

The Westchester Public Library promotes lifelong learning and enrichment through access to information, services and a knowledgeable staff in an open environment. We bring people together to stimulate the free exchange of ideas and a sense of community.

ARTICLE III

RESPONSIBILITIES OF TRUSTEES

It shall be the duty of the library board to adopt bylaws, rules, policies and regulations for its own guidance and for the governance of the library.

It shall be the duty of each trustee to attend all regular and special meetings within reasonable excuse for absence. He/she shall serve on committees as appointed by the President.

It shall be the duty of each trustee to report any existing or potential conflict of interest. He/she shall file an annual ethics statement with the Cook County Clerk.

It shall be the duty of each trustee to be familiar with Illinois library laws and any other Illinois or federal laws which affect library operations, such as minimum wage, unemployment compensation, criminal theft of library materials, open meetings act, etc.

It shall be the duty of each trustee to actively participate in the legislative process to effect change that will benefit libraries.

Annually, the Library Board will review and update the Strategic plan and evaluate the library's performance on the basis of the stated objectives and of *Serving Our Public: Standards for Illinois Libraries*, or subsequent documents.

REVISED 11/26/01
REVISED 9-22-03
REVISED 10-24-05
REVISED 2-23-09
REVISED 5-24-10
REVISED 8-23-10

REVISED 11-28-11

Each October, the Library Board will review the performance of the Library Director for that year as a portion of the board meeting.

Westchester Library trustees will schedule orientation for all new trustees, to examine the property and services, to present copies of the library policy and procedural materials, and other pertinent information as detailed in the Westchester Public Library Trustee Handbook.

Board members are not compensated pursuant to Illinois Statute, but will be reimbursed for necessary and related expenses as trustees. All library board members are encouraged to participate in professional organizations and to attend appropriate meetings, workshops and seminars.

Each trustee shall confine his/her public statements to approved actions of the Board. If he/she wishes to make public statements, other than those approved by the majority action of the Board, the trustee should preface his/her statement as a private citizen.

ARTICLE IV

OFFICERS

Section 1 Officers

The officers of the Board shall consist of the following:

- President
- Vice President
- Secretary
- Treasurer

Section 2 Elections

Officers shall be elected for a one year term from among the trustees at the organizational meeting of each new fiscal year, which is the May meeting. The election sequence will be President followed by Vice President, Secretary, and Treasurer.

Section 3 Duties of the Officers

- a. President – The President shall preside at all regular and special meetings. In case of absence, the Vice President shall preside and perform the official duties of the President. In case of absence of both the President and Vice President, the Secretary shall preside.

The President shall vote on all questions as a trustee.

The President shall sign all authorization of expenditures subject to the approval of the Board.

The President shall be consulted before any trustee gives public statements other than matters approved in the minutes.

The President shall appoint special committees, as need arises. He/She shall be a member ex-officio of all committees.

In case of inability of the President, Vice President and Secretary to act officially, they may either, as the need requires, give a written appointment of some other trustee to act as President for a definite period of time, or the Board may approve an acting President to fill emergencies.

- b. Vice President – The Vice President shall assume the duties of the President in his/her absence. In the case of a permanent absence, the Vice President shall serve as President until an election of a new president by the Board, within 90 days.

The Vice President shall assume the duties of the Secretary in his/her absence.

- c. Secretary – The Secretary shall record, or supervise the recording of the minutes of all regular and special meetings of the Board. The Secretary shall request that the Recording Secretary be present at all regular meetings, and, at the Secretary's option, at any special meetings of the Board. These minutes shall be distributed to members of the Board at least two days prior to the next regular meeting for approval. The Recording Secretary shall have the minutes available for and delivered to the Secretary at home or the library within seven days of the regular or special meeting.

The Secretary shall serve as the liaison between the Board and the Illinois Legislative Network. The Secretary shall also be responsible for the correspondence that shall convey the official action of the Board to outside individuals or agencies.

The Secretary shall act for the Vice President in his/her absence and shall retain the responsibilities of the Secretary.

The Secretary shall be co-signer of all legal contractual expenditures.

- d. Treasurer—The Treasurer shall be bonded in the amount as provided by the Statutes of the State of Illinois.

The Treasurer will make a full financial report annually to the Board and report at each meeting the state of the library funds.

The Treasurer shall invest funds pursuant to the Public Funds Investment Act. All tax funds are deposited subject to withdrawal by orders initiated and approved by the Library Board of Trustees.

Checks authorized by the Board must be issued over signatures of two trustees or the library director as authorized Board representatives currently on file with the library's financial institution

ARTICLE V

COMMITTEES

Section 1 Committee of the Whole

The Library Board shall meet as a Committee of the Whole. Regular monthly meetings of the Committee of the Whole shall be held at the Library generally on the second Monday of each month and shall be open to the public. Notice of such meetings shall appear in a prominent place in the Library.

The Library Board President shall act as chair of the committee of the whole.

Section 2 Special Committees

Special committees may be established by the President and/or Board, for whatever reasons the President or Board deems such action advisable. Members of such committees need not be members of the Board.

Section 3 Ad Hoc Review Committee

An ad hoc review committee shall be appointed in November to review and evaluate the Illinois document, *Serving Our Public*, and the Westchester Public Library long-range plans. It is preferable that the review committee be comprised of 4 members. This committee will present recommendations and comments at the January Board meeting.

Section 4 Terms of Office – Committees

Special Committees may be appointed for whatever term the Board wishes, but not past the next Annual Meeting.

Section 5 Committee Reports

The chairmen of all committees are responsible for completion and filing of a report on all committee meetings, and shall present such report to the President within three (3) days after the meeting. All reports are to be in the Library and shall be available to the general public upon request.

Section 6 Committee Planning and Budget Requests

The Library Board, in conjunction with the staff, shall develop an overall plan for the coming fiscal year prior to the February meeting. All committees shall prepare operating plans that conform to the approved board plan. The committee chairman shall submit budget requests to fund the committee objectives to the Finance Committee at least thirty days prior to the budget meeting.

ARTICLE VI

REGULAR, SPECIAL, ANNUAL MEETINGS

Section 1 Monthly Meetings

Regular monthly meetings of the Library Board shall be held at the Library generally on the fourth Monday of each month and shall be open to the public. Notice of such regular meetings shall appear in a prominent place in the Library.

Section 2 Special Meetings

Special meetings of the Board may be held on call, either by the President or by the concurrence of at least three trustees, provided all members of the Board can be notified by telephone or in writing, in sufficient time to give quorum agreement to the meeting.

A forty-eight hour notice, with a copy of the agenda of such special meetings, shall be posted as required by law, and be given to all board members and to any news medium which has filed an annual request for notice under the Open Meetings Act. No business except that stated in the notice and agenda may be transacted.

Special meetings covering such topics as litigation, land acquisition or personnel shall be closed, pursuant to the Illinois Open Meetings Act. No recording shall be made of a closed meeting of the Board except the recording made by the Board's secretary as required by the Illinois Open Meetings Act 5 ILCS 120/2.06.

All Library Board meetings will be in compliance with the Illinois Open Meetings Act. (5 ILCS 120)

Section 3 Annual Meeting

The Annual Meeting of the Library Board shall be held on the regular meeting night in the month of May.

Section 4 Quorum

A quorum for a board meeting shall consist of four members of the Board. Unless otherwise noted, passage of motions requires a simple majority.

Section 5 Agenda

Citizens wishing to address the Board may do so in the Public Comment portion of the meeting agenda. They are limited to 5 minutes, and should not anticipate the Board can respond to their presentations at the meeting. No advance notice is required.

Citizens wishing to present items for discussion at the next regularly scheduled board meeting must submit such items in writing to the President or Library Director at least seven days for approval prior to the meeting. Trustees wishing to present items for discussion at the next regularly scheduled board meeting should contact the President or Library Director at least four days prior to the meeting.

Section 6 Parliamentary Procedure

The Library Board follows the Parliamentary procedures as laid out in *Robert's Rules of Order*.

ARTICLE VII

ORDER OF BUSINESS

The Order of Business at all meetings of the Board shall include:

- Roll Call
- Pledge of Allegiance
- Public Comment
- Reading and Approval of Minutes
- Reports
- Correspondence
- Board Member' Comments
- Executive Session
- Future Agenda Items
- Adjournment

ARTICLE VIII

ADMINISTRATIVE RECORDS

Administrative records of the library shall be kept in the Library and shall be available to the general public upon request. These shall include the monthly and annual reports of the library, all financial reports, minutes of the public board and 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, and only the Librarian or a person authorized by the Librarian shall have access to these records.

Confidential records of the Board, such as personnel records concerning the Library Director, shall be kept in the library, and only members of the Board shall have access to these records.

Circulation records and other records identifying the names of library users with specific materials are recognized as confidential in nature, and access is restricted to library staff and those members of the public with a legitimate interest therein, as here provided for.

1. All library staff and employees are advised that such records shall not be made available to casual members of the public, the press, or to any agency of state, federal, or local government, except pursuant to such process, order, or subpoena as may be authorized under the authority of and pursuant to federal or state law relating to civil, criminal, or administrative discover procedures or legislative power.
2. Library staff shall observe the following procedures: On receipt of court issued subpoena or a search warrant from a judge, the library staff member in charge will immediately consult with the Library Director. The Library Director shall request a brief delay and immediately seek legal counsel from the Library Attorney, to insure that the document is in proper legal form, and there has been a proper showing of good cause for its issuance in a court or administrative body of competent jurisdiction. Until the legality of such process, order, or subpoena has been affirmatively shown to the satisfaction of the Library Attorney, the Library will resist its issuance or enforcement until any such defects have been cured. The Library Director may or may not be able to inform the Board of this action as stated in the U.S.A. Patriot Act of 2001 (H.R. 3162)

ARTICLE IX

LIBRARIAN

There shall be a professional librarian hired and designated as Library Director. Other professional librarians may be hired as need arises upon the recommendation of the Library Director and approval of the Board. The Library Director shall have full responsibility for hiring and firing of all professional and nonprofessional personnel within rules established by the Board. He/She shall supervise all personnel, and all such personnel are subject to the direction of the Library Director.

The Library Director may write orders for the expenditure within the provisions of the budget for matters of books, supplies and maintenance subject to approval of the Board for payment. Expenditures for single items other than books, supplies and maintenance over \$3,000.00 and all capital outlays shall be authorized by the Board.

The Library Director shall attend all regular meetings and committee meetings, except as excused when discussion of his/her own appointment, tenure and salary is an item of business.

The Library Director shall present at each monthly meeting and at other times as requested by the Board, written and oral reports of the operation of the library. He/she shall assist the Library Treasurer in the preparation of the financial statement showing the condition of the budget by items and present vouchers or a voucher listing all bills payable at the end of each month, and shall distribute the financial statement to the Board at least three days prior to their regular meeting.

The Library Director and Library Treasurer shall prepare the preliminary proposed annual budget for the approval of the Committee of the Whole.

The Library Director shall be responsible for submitting a written report of conventions that he/she attends.

ARTICLE X

AMENDMENTS

These bylaws may be amended by a two-thirds vote of the entire Board. Any conflicting bylaws previously adopted by the Board of Library Trustees are hereby repealed.