

**BYLAWS OF THE  
BOARD OF LIBRARY TRUSTEES  
HOMEWOOD PUBLIC LIBRARY DISTRICT**

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## Article 1. Objectives and Vision

### Section 1.01 Objectives

The objective of the Homewood Public Library District is to provide services and materials in many varieties to meet the informational, educational and recreational needs of all members of the community whether in their capacities as individuals, as professional or business people, or as responsible citizens.

The Library recognizes that its purpose is to provide information that contributes toward an individual's social and intellectual development and the removal of ignorance, intolerance, and indifference. Service is provided on a fair and equitable basis to all individuals and groups within the district.

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### Section 1.02 Vision Statement

*The Library aspires to enrich and enhance the lives of our patrons and community.*

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### Section 1.03 Vision Directives

- Provide continued evolving service that responds to patron's changing needs.
- Provide access to information, literature and the arts that supports life-long learning, discovery and cultural enjoyment.
- Provide quality customer service with a well-trained, friendly competent staff.
- Provide a stimulating, pleasing and welcoming space in which patrons can greet one another, discuss and debate.
- Provide cultural, education and recreational programs that inspire and entertain.
- Contribute to the library community by supporting area schools and organizations and participating in village events.

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## **Article 2. Organization and Authority**

### **Section 2.01 Name of Organization**

This organization shall be called "The Board of Library Trustees of the Homewood Public Library District, Cook County, Illinois" ("Board of Trustees," "Library Board," or "Board") [75 ILCS 16/30-35], existing by virtue of the provisions of the laws of the State of Illinois, and exercising the powers and authority and assuming the responsibilities delegated to it under applicable state statutes.

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### **Section 2.02 Statutory Authority**

All matters of membership, election, duties, powers, etc., of the Board are governed by the Illinois *Public Library District Act of 1991* ("Act") [75 ILCS 16/1-1 et. seq.]. The Board of Trustees is vested with the powers and duties set forth in the statutes and these Bylaws. The Board of Trustees shall carry out the spirit and intent of the Act in establishing, supporting, and maintaining a public library or libraries within the district and for providing library service [75 ILCS 16/30-55].

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### **Section 2.03 Purpose of Bylaws**

These Bylaws have been established to govern and help guide the activities of the Board and its officers.

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## **Article 3. Board of Library Trustees**

### **Section 3.01      Election and Terms of Trustees**

Elections of Trustees shall comply with all statutory requirements. Trustees elected to succeed those whose terms have expired shall hold office for a six-year term. Within 74 days after their election or appointment, new trustees shall take their oath of office as prescribed by law and assume their duties as Trustees. Trustees shall serve until their respective successors are elected and **qualified**.

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### **Section 3.02      Nomination of Candidates**

Nomination of candidates for election as Trustees shall comply with all statutory requirements.

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### **Section 3.03      Eligibility**

A Trustee and/or candidate for Trustee must be a resident of the Library District.

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### **Section 3.04      Vacancies**

Vacancies shall be declared in the office of Trustee by the Board when an elected or appointed Trustee (i) declines, fails, or is unable to serve, (ii) becomes a nonresident of the district, (iii) is convicted of a misdemeanor by failing, neglecting, or refusing to discharge any duty imposed upon him or her by the Act, or (iv) has failed to pay the library taxes levied by the district. Absence without cause from all regular board meetings for a period of one year shall be a basis for declaring a vacancy [75 ILCS 16/30-25]. Frequent absence of a Library trustee from regular monthly meetings shall require contact from the President of the Board with the absent trustee. Upon the recommendation of the President, the Library Board may request a letter of resignation.

Any vacancy occurring on the Board, other than by expiration of the term of office, for which a Trustee is elected, shall be filled by action of the remaining Trustees as prescribed in the Act. The Board of Trustees shall give appropriate publicity to the existence of a vacancy (or an election) in an effort to secure the most highly qualified pool of applicants and candidates.

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### **Section 3.05      Compensation and Expenses**

Trustees shall serve without compensation but shall be reimbursed from District funds for their actual and necessary expenses incurred in the performance of their duties [75 ILCS 16/30-30].

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### **Section 3.06      Conflicts of Interest**

No Trustee or employee of the Library shall engage in any business or transaction, or have a financial or personal interest, whether directly or indirectly, that is incompatible with the proper discharge of his or her official duties in the public interest, or that may tend to impair his or her independence of judgment or action in the performance of such official duties. All Library District Trustees must file the Disclosure of Economic Interests Statement as required by the *Illinois Governmental Ethics Act* [5 ILCS 420/4A-101].

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### **Section 3.07      Powers and Duties**

The Board shall have all the powers conferred by and duties set forth in the *Illinois Public Library District Act of 1991* [75 ILCS 16/30-5 et. seq.].

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### **Section 3.08      Ethics Statement for Public Library Trustees**

- Trustees shall observe ethical standards with absolute truth, integrity and honor.
- Trustees shall avoid situations in which personal interests might be served or financial benefits gained at the expense of library users, colleagues, or the Library.
- It is incumbent on any trustee to disqualify himself or herself immediately whenever the appearance of a conflict of interest exists.

- Trustees must distinguish clearly in their actions and statements between their personal philosophy and attitudes and those of the Library, acknowledging the formal position of the Board even if they personally disagree.
- Trustees must respect the confidential nature of Library business while being aware of and in compliance with applicable laws governing freedom of information.
- Trustees shall resist 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.

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**Section 3.09 Trustee Attendance at Conferences**

Library Trustees are encouraged to attend meetings, conferences and other library-related functions, either locally or nationally, budget permitting. Library staff has first priority if budget constraints are an issue.

Trustee(s) will make every effort to attend the meeting or conference that they have requested to attend. In the event that a Trustee is not able to attend, enough notice of non-attendance is requested so that a replacement attendee can be found and/or a request for a refund can be made. In the event that a Trustee signs up for a meetings or conferences and repeatedly fails to attend, they will not be given first opportunity to attend in the future.

Entry fees, lodging, meals and mileage will be paid for, or reimbursed by the library. All arrangements will be made through the Administrative Librarian, unless there are special or extenuating circumstances. All reimbursement requests must be accompanied by receipts for payment, and submitted to the Administrative Librarian within one month of attendance of the function.

**Article 4. Officers**

**Section 4.01 Officers**

- (a) The Officers shall consist of a President, a Vice President, a Treasurer and a Secretary. Each office shall be held by a different Trustee.
- (b) A slate of officers shall be elected by the Board annually at the May Board meeting. A nominating committee, consisting of three board members, shall be appointed by the President and will present a proposed slate of officers at the May Board meeting. Additional nominations may be made from the floor.
- (c) In the event of a resignation from an office or a vacancy in an office, an election to fill the unexpired term of that office will be conducted by a ballot vote at the next regular meeting.

Terms of office shall be for one year. A vacancy in any office shall be filled by the Board for the unexpired term. An Officer shall not serve more than two consecutive terms in the same office unless by unanimous Board consent.

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#### **Section 4.02     President**

The President shall preside at all meetings of the Board and shall appoint the Chairman and membership of all standing committees, except the Chairman of the Finance Committee. The President shall have general supervision of all matters pertaining to the Library, except as are otherwise provided by law, or by these Bylaws, or by action of the Board. The President and the Administrative Librarian shall jointly prepare an agenda for every regular meeting of the Board. The President shall be an ex-officio voting member of all committees. The President shall execute all documents authorized by the Board and shall also perform all other duties provided for by law or assigned by the Board. The President shall not have and may not exercise veto powers [75 ILCS 16/30-45(b)].

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#### **Section 4.03     Vice-President**

When the President is absent or incapacitated, the Vice-President shall perform all the duties of the President, in accordance with the state statutes and these Bylaws [75 ILCS 16/30-45(c)].

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#### **Section 4.04     Treasurer**

The Treasurer shall supervise all fiscal and accounting activities of the District, present the monthly financial statements to the Board, and serve as Chairman of the Finance Committee. The Treasurer shall keep and maintain accounts and records of the District during the Treasurer's term in office, indicating in those accounts and records a record of all receipts, disbursements, and balances in any funds [75 ILCS 16/30-45(d)]. The Treasurer shall be responsible for the Annual audit and financial report requirements, which shall conform to the Governmental Account Audit Act [50 ILCS 310/0.01 et. seq.].



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 coming into the Treasurer's hands. Any bond shall be in an amount and with sureties approved by the Board. The amount of the bond shall be based upon a minimum of 50% of the total funds received by the District in the last previous fiscal year. The cost of any surety bond shall be borne by the District. As an alternative to a personal bond on a treasurer, the treasurer may secure for the district an insurance policy or other insurance instrument that provides the district with coverage for negligent or intentional acts by district officials and employees that could result in the loss of district funds. The coverage shall be in an amount at least equal to 50% of the average amount of the district's operating fund from the prior 3 fiscal years. The coverage shall be placed with an insurer approved by the board. The cost of any such coverage shall be borne by the district. The system shall provide the Illinois State Library a copy of the district's certificate of insurance at the time that the district's annual report is filed. [75 ILCS 16/30-45(e)].

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#### **Section 4.05      Secretary**

The secretary shall record the membership of the Board. The secretary shall keep and maintain appropriate records for his or her term in office and shall include in those records a record of the minutes of all meetings, the names of those in attendance, the ordinances enacted, the resolutions and regulations adopted, and all other pertinent written matter affecting the operation of the district. The secretary may administer oaths and affirmations for the purposes of the Act. The Secretary shall keep an accurate account of the proceedings of the Board. The Secretary shall perform all other duties provided for by law or assigned by the Board [75 ILCS 16/30-45(g)].

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#### **Section 4.06      Signatories**

The Board has the exclusive control of the expenditure of all moneys collected for the Library and deposited to the credit of the appropriate funds [75 ILCS 16/30-55.10]. Purchases made by the District shall be made in compliance with the Local Government Prompt Payment Act [75 ILCS 16/30-55.12]. Withdrawals from all checking accounts, savings accounts, and other financial accounts shall require the signature of two Board Officers. Any safety deposit box shall have the signature of the Administrative Librarian, the Business Manager, and two Board Officers.

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## Article 5. Meetings

### Section 5.01 Regular Meetings

Regular meetings of the Library Board shall be held each month at the Library and shall be open to the public. The day shall be determined by the Board at the first regular meeting of the fiscal year. Each year, the board, by ordinance, shall specify the time, place, and date of the regular meetings. All meetings shall comply with the Open Meetings Act.

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### Section 5.02 Special Meetings

Special meetings may be called by the President or the Secretary or by any four trustees. All special meetings shall comply with the Open Meetings Act [5 ILCS 120/1]. Special Meetings will be called to address time sensitive issues.

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### Section 5.03 Closed Meetings

The Board can move into Closed Meetings for the occasions enumerated in the Open Meetings Act [5 ILCS 120/1(2)(c)].

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### Section 5.04 Committee Meetings

Committees shall meet as necessary, and public notice of all committee meetings shall be given as required by law.

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**Section 5.05      Quorum**

A quorum for full Board Meetings shall consist of four trustees. A majority of those present shall determine the vote taken on any question, unless a larger majority is specified in the Act or these Bylaws. All votes on any question shall be by ayes and nays and recorded by the Secretary. Absentees and abstentions from voting shall be noted but shall not be counted for or against the question being voted on [75 ILCS 16/30-50].

A quorum for Committee Meetings shall be more than half of the committee members.

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**Section 5.06      Public Comment**

At meetings other than a closed meeting public comment will be permitted during the “public comment” period of the agenda, subject to guidelines specified by the President or meeting chair. An immediate response from the board or committee is not required.

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**Article 6. Committees**

The standing committees shall be appointed annually in the month of June and shall consist of at least four members. Unless otherwise stated in the Bylaws, the chairperson of each standing committees shall be appointed by the President. The standing committees are: Facilities, Finance, Policy, and Personnel Policy. Any Trustee may participate in any committee meeting, but only committee members are allowed to vote on items being deliberated by the committee.

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**Section 6.01      Facilities Committee**

The Facilities Committee shall identify, initiate, review and make recommendations to the Board on all matters relating to landscaping, furnishings, décor, heating/air conditioning, lighting, cleaning, maintenance, alteration and improvement of the building and grounds of the Library. It shall conduct semi-annual inspections of the Library’s building and grounds and report its findings and recommendations to the Board [75 ILCS 16/30.5515].

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**Section 6.02      Finance Committee**

The Finance Committee’s responsibilities include, but are not limited to, drafting a preliminary Budget or Budget and Appropriations Ordinance for full board approval, drafting a Levy for full board approval, drafting a working budget for full board approval, monitoring library investments, and implementing the library’s investment policy. The Chairperson of the Finance Committee shall be the Treasurer. The Finance Committee shall review and recommend sources of tax revenue available to the Library.

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**Section 6.03      Policy Committee**

The primary responsibility of the Policy Committee is to develop the Library Policy. The committee shall determine the library regulations governing the use of the Library and review sections of existing policy in a systematic fashion to insure that all policy is periodically reviewed. The Policy Committee will make recommendations regarding additions or changes to existing policy as well as deleting policies which are no longer appropriate or of value. The Advocacy Committee, Library Resources Committee, Policy Committee, and Staffing and Personnel Committee will coordinate with each other in formulating policy for submission to the Board. All Library policy must be approved by the Board and be made available to the public.

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#### **Section 6.04      Personnel Policy Committee**

The Personnel Policy Committee shall be responsible for developing, reviewing, and proposing policies regarding Library personnel and for making recommendations to the Board regarding their implementation. It shall review and make recommendations regarding general salary schedules and employee benefits and shall coordinate and conduct annual performance reviews of the Administrative Librarian.

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#### **Section 6.05      Special Committees**

Special Committees may be established by the Board or the President for whatever reasons the Board deems such action advisable. Members of such committees need not be members of the Board. Special committees shall present their reports or recommendations to the Board and shall serve until the completion of the work for which they were appointed.

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#### **Section 6.06      Terms**

All members of Standing Committees shall be appointed for a one-year term. Special Committees may be created and members appointed for whatever term the Board wishes, but not to exceed one year.

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### **Article 7. Personnel**

#### **Section 7.01      Administrative Librarian**

The Board shall employ a qualified librarian to be the Administrative Librarian. The Administrative Librarian shall be selected, employed, supervised, and evaluated by the Board. The Administrative Librarian, subject to the authority of the Board, shall be the chief administrative officer of the Library; shall be responsible for carrying out the policies established by the Board; and shall be responsible for the day-to-day operation of the Library.

The Administrative Librarian shall be responsible (1) for the care and use of the quarters occupied by the Library, equipment, books, and other related library materials; (2) for the selection of persons for employment and for the direction of the work of the staff; (3) for the selection and purchase of books and other related library materials; (4) for the operation of the Library within the budget established by the Board; and (5) for such other duties as the Board may establish.

The Administrative Librarian shall attend all Board meetings unless previously excused by the President and shall be a non-voting member of all standing committees. The Administrative Librarian shall present a report of all the activities of the Library to the Board each month, shall approve all disbursements, and shall furnish the Treasurer with the details needed in the conduct of the Treasurer's duties. The Administrative Librarian shall present an Annual Report to the Board on or before September 1 of each year, and shall send copies of this report to the State Librarian and to the System Headquarters. If the Administrative Librarian is unable to attend a given meeting due to illness or excused absence, the Administrative Librarian may delegate any Department Head to represent the Administrative Librarian.

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### **Section 7.02     Employees and Salaries**

The terms and conditions of employment and the salaries of the Administrative Librarian and all employees of the Library shall be subject to the control of the Board.

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## **Article 8.   Parliamentary Procedure**

Robert's Rules of Order Revised shall govern in the parliamentary procedure of the Board.

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## **Article 9.   Library Records**

### **Section 9.01     General**

The Library will comply with the *Library Records Confidentiality Act* [75 ILCS 70/1 et seq.] and all other applicable federal, state, and local laws..

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### **Section 9.02     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 meetings, and actions and other such items as the Board or Administrative Librarian shall file there.

Staff personnel records are confidential and shall be kept in a secure place. Only persons authorized by the Administrative Librarian or Board shall have access to Staff personnel records.

Confidential records of the Board, such as personnel records concerning the Administrative Librarian and unreleased transcripts of closed meetings, shall be kept in the library, and only members of the Board shall have access to these records.

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### **Article 10. Amendments**

Amendments to these Bylaws, the Library Policy Manual, and/or the Personnel Policy Manual may be proposed at any regular meeting of the Board and will become effective if and as adopted by the affirmative vote of four (4) or more members of the Board, provided the amendment is proposed at a regular meeting of the Board of Library Trustees and adopted at the next succeeding regular meeting. The requirement for adoption of the amendment at the next succeeding regular meeting may be waived and the amendment adopted at the regular meeting at which the amendment is proposed if six (6) or more members of the Board vote in favor of the amendment.

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