

HILLSIDE PUBLIC LIBRARY

BY-LAWS BOARD OF TRUSTEES

NAME:

An organization established on March 17, 1962 and made a municipal corporation of Hillside, Illinois at a special election on Saturday, February 16, 1963. This organization shall be known as the Board of Trustees of the Hillside Public Library.

PURPOSE:

The purpose of this organization is the development of effective library service for the Village of Hillside. To this end the Board shall:

1. Determine Library policies.
2. Employ a capable library administrator and provide for appropriate staff.
3. Secure adequate funds for library operations.
4. Approve expenditure of library funds.
5. Provide and maintain adequate facilities.
6. Insure a representative selection of library materials.
7. Promote use of the Library within the community.
8. Perform other duties as outlined in Illinois Compiled Statutes.

Trustees serve without compensation. In their position of public trust, Trustees shall avoid conflicts between private interests and official responsibilities. Prior to May 1st of each calendar year, all Trustees shall file a Statement of Economic Interest with the County Clerk, pursuant to the Illinois Governmental Ethics Act.

MISSION & VISIONS STATEMENTS:

The Hillside Public Library

- Supports an environment that encourages community interaction and the opportunity to benefit from cultural diversity
- Offers services that address the need to read and to perform other essential daily tasks
- Helps satisfy patrons' appetite for general information and recreational materials
- Helps address the individual's desire for personal growth throughout life.

The patrons of the Hillside Public Library, regardless of age, ethnic background or educational experience will:

Have access to resources and technology that enhance their educational success and ultimately their quality of life;

Discover that the library is an inviting, welcoming place that appreciates and celebrates the diverse cultural richness of the community;

Have access to materials and programs that expand their horizons, enhance their self-esteem and support the family unit

MEMBERSHIP:

The Board of Trustees of the Hillside Public Library shall consist of seven (7) members who are elected for a term of six years by the public in accordance with the ordinances of the Village of Hillside and the statutes of the State of Illinois.

Any vacancy on the Board may be filled by a majority vote of the remaining members. The appointee shall hold office until the next Village election. (See Illinois Library Laws: Chapter 75 5/4-4 Vacancies)

Present Trustees and past Trustees living in Hillside shall have certain library fees and fines waived. A list of fees to be waived will be reviewed by the Board annually at the January meeting.

Currently these fees would include no charge for faxing, copies or printouts and no charge for overdue materials.

OFFICERS:

Officers of the Board shall be President, Vice-President, Secretary, and Treasurer.

Officers shall be elected in the following manner:

A nominating committee, consisting of a minimum of three members of the Board of Trustees, shall be appointed if needed by the President at the April meeting.

A slate of officers, presented by the nominating committee, will be presented at the May meeting. Additional nominations may be made from the floor.

Only those members who have consented to serve shall be eligible for nominations.

Election of officers shall be at the regular annual meeting in the month of May, following the election of Library Trustees at the April Consolidated Election.

Officers shall assume their official duties at the close of the annual May meeting

and shall serve for a term of two years and/or until re-elected or until their successors are elected.

DUTIES OF OFFICERS:

The President shall preside at all meetings of the Board; shall be a member ex-officio of all committees except the nominating committee; shall appoint and notify all special committees and generally perform the duties of a presiding officer.

The Vice-President shall act as aide to the President and shall perform the duties of the President in his/her absence or inability to serve; shall serve as the Chair of the Administration Committee.

The Secretary shall be responsible for the record keeping of all proceedings of the Board; shall have charge of such correspondence as is delegated by the President of the Board of Trustees; shall give due notice of all regular meetings with agenda when necessary; and at the request of the President, or of two Trustees, shall give due notice of the time, place and purpose of any special meeting.

The Treasurer shall oversee the funds of the Hillside Public Library. All bills of the Hillside Public Library shall be validated by the Library Director. Authorization for payment of bills submitted shall be in resolution form requiring a minimum of four (4) Library Trustees signatures after approval with roll call vote. The Treasurer shall notify the Board of Trustees of any depletion of funds in a budgeted item. Transfer of line items of appropriation may be requested, but must have Board approval. The Treasurer shall make monthly reports to the Board of Trustees and shall serve as the Chair of the Business/Finance Committee.

The Treasurer shall, with the approval of the Board, invest funds pursuant to the Public Funds Investment Act. (See Illinois Library Laws: Chapter 75 5/4-7)

The Board of Trustees shall require the Treasurer of the Board to give a bond to be approved by such Board and in such amount, not less than 50% of the total funds received by the Library in the last fiscal year, conditioned that he/she will safely keep and pay over upon the order of such Board all funds received and held by him/her for such Board of Trustees. The cost of any surety bond shall be borne by the library. (See Illinois Library Laws: Chapter 75 5/4-9)

COMMITTEES:

Committees shall be appointed by the President.

Standing committees shall be Administration, Business/Finance and Long Range Planning.

Special committees may be appointed by the President as the need arises and shall serve until a final report is made by the committee to the Board of Trustees or upon expiration of the President's term of office. The Nominating Committee, the Goals & Objectives Committee, the Policies & By-Laws Committee, and the Budget Committee shall be special committees.

All committees shall make a report at each meeting; an annual report shall be given in May.

The Administration Committee serves as the liaison between the Library Board of Trustees and the Library Director, staff, and patrons. It will bring to the Board's attention for action recommendations that will help improve the function of the Library, its staff, and administration. It is responsible for the annual evaluation of the Library Director on the anniversary of employment.

The Business/Finance Committee shall determine, in conjunction with the Library Director, and bring to the Board of Trustees any findings concerning the systems, equipment, and personnel that will insure that the records, reports, and financial disbursements and receipts for the Library can be prepared and maintained in an orderly, timely, and accurate manner consistent with the needs and legal requirements of the Library. With regard to the financial aspects of the Library, the Committee shall, as needed, and in conjunction with the Library Director shall prepare and submit for Board approval an annual appropriations and tax levy as well as an expense budget.

The Long Range Planning Committee shall determine goals and objectives for the library's improved collection and programs and services that should be implemented to benefit the community within the constraints of the current revenues. The Long Range Planning Committee shall study options and opportunities for the library to grow beyond its current capacity as part of its mission as it attempts to identify ways to improve funding sources.

MEETINGS:

Regular meetings shall be held each month at a time and date to be set by the Board of Trustees at the May meeting. This schedule of monthly meetings shall be permanently posted in the Library and on the Library's web site.

A quorum for the transaction of Library Board business shall consist of four (4) members of the Board.

Special meetings of the Board of Trustees may be called by the President or upon the request of two Trustees for the transaction of such business as may be stated in the notice provided that notice thereof be given to all Trustees at least 48 hours in advance of the special meeting and an announcement shall be posted in the library.

All meetings (regular, special, committee) must be open to the public and publicized in accordance with the guidelines established by the Open Meetings Act found in Chapter 5, of the Illinois Compiled Statutes 2006.

An annual letter shall be sent to the local press informing them of the schedule of monthly meetings and that committee meetings are held as posted in the Library.

ORDER OF BUSINESS:

Unless otherwise provided, meetings shall be conducted in accordance with New Robert's Rules of Order.

In the absence of a quorum, the Trustees present may adjourn a meeting to a day that they shall fix, notice of which shall be given by the Secretary.

An agenda for Board meetings shall be prepared by the Library Director in cooperation with the President of the Board and the Board Secretary.

The agenda of all regular Board meetings will be posted for public review not later than 48 hours before the time established for the meeting.

All meetings of the Board of Trustees are open to members of the public who wish to observe.

Non-Board members who wish to address the Board should present a written request for a place on the agenda not later than 24 hours before the time established for the meeting.

Requests from non-Board members to be placed on the agenda must pertain to item (s) on the posted agenda for the meeting

Written requests may be directed to the President or the Secretary of the Library Board, or to the Library Director.

The Introduction of Visitors and Questions and Answers portion of the meeting will allow up to ten minutes total time for brief questions from the public.

The individuals appearing before the Board are expected to follow these guidelines:

1. The Board President may shorten or lengthen a person's opportunity to speak. The President may also deny the opportunity to speak to a person who has previously addressed the Board on the same subject within the past 2 months
2. Address the Board only at the appropriate times as indicated on the agenda and when recognized by the Board President.

3. Identify oneself by full name and address, and be brief. Ordinarily, such comments shall be limited to 5 minutes. In unusual circumstances, and when the person has given advance notice of the need to speak for a longer period of time, such person may be allowed to speak for more than 5 minutes.
4. The Board President may shorten or lengthen a person's opportunity to speak. The President may also deny the opportunity to speak to a person who has previously addressed the Board on the same subject within the past 2 months.
5. No more than 20 minutes shall be allowed to each subject under discussion, except with unanimous consent of the Board.
6. The Board President shall have the authority to determine procedural matters regarding public participation not otherwise defined in Board policy.
7. There is an absolute prohibition on personal attacks on Board members or others, comments considered profane, frivolous, harassing, and are repetitive or are not appropriate for comment.
8. If more than one member of the public from a particular group has requested to speak, the group must select one representative of the group to present the group's view. In such a case the groups' representative will be allowed (5 minutes) to speak.

Petitions or written correspondence to the Board shall be presented to the Board at the next regularly scheduled Board meeting.

INDEMNIFICATION OF OFFICERS AND EMPLOYEES:

If any claim or action not covered by insurance is instituted against a trustee, officer, employee, or volunteer of the Hillside Public Library allegedly arising out of an act or omission occurring within the scope of his or her duties as such trustee, officer, employee, or volunteer, the Hillside Public Library shall at the request of the trustee, officer, employee, or volunteer:

- a. appear and defend against the claim or action;
- b. pay or indemnify the trustee, officer, employee, or volunteer for a judgment and court costs based on such claim or action, provided there shall be no indemnification for any portion of a judgment representing an award of punitive or exemplary damages;
- c. pay or indemnify the trustee, officer, employee, or volunteer for a compromise or settlement of such claim or action providing the settlement is approved by the Board of Trustees of the Library.

For the purpose of this section, the term officer shall include both elected and appointed officers. The term trustee, officer, employee, and volunteer shall include former trustees, officers, employees, and volunteers. This indemnification resolution shall not apply if the Board of Trustees finds that the claim or action is based on malicious, willful, or criminal misconduct. In such case the action to be taken by the Board of Trustees will be

determined after an investigation of the facts. Decision as to whether the Hillside Public Library shall retain its own attorney or reimburse the trustee, officer, employee, or volunteer expenses for their own legal counsel shall rest with the Board of Trustees and shall be determined by the nature of the claim or action.

REVIEW OF THE BY-LAWS:

A review of the By-Laws shall be made by a special committee in February of every odd year beginning February, 1983.

AMENDMENTS:

Amendments to these By-Laws may be proposed at any regular meeting of the Board and become effective as and if adopted by a majority vote of the Board at a subsequent meeting.

These By-Laws shall take effect upon passage and shall supercede previous By-Laws or amendments passed by the Board of Trustees.

Revision adopted this seventeenth day of October, 2007 pursuant to a roll call vote as follows:

AYES _____
 NAYS _____
 ABSENT _____

Approved 2/11/80
 Revision 1 – Approved 2/21/83
 Revision 2 – Approved 4/15/87
 Revision 3 – Approved 6/14/89
 Revision 4 – Approved 9/11/91
 Revision 5 – Approved 2/16/94
 Revision 6 – Approved 6/99
 Revision 7 – Approved 10/17/07
 Revision 8- Approved 3/16/2011

ETHICS STATEMENT FOR PUBLIC LIBRARY TRUSTEES

Trustees, in the capacity of trust upon 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 statements 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.

Adopted by the Board of Directors of the American library Trustee Association, July, 1985.

Adopted by the Board of Directors of the Public Library Association, July, 1985.

Amended by the Board of Directors of the American Library Trustee Association, July, 1988.

Approval of the amendment of the Board of Directors of the public Library Association, January, 1989.