

By-laws of the Hillside Public Library Board of Trustees

ARTICLE I: GENERAL PROVISIONS

Section 1. This unit of local government shall be called the "Hillside Public Library." The Board of Library Trustees of the Hillside Public Library shall exercise the powers and authority delegated under the provisions of the Illinois Local Library Act, 75 ILCS 5/1-1, et seq. The Library is located at 405 N. Hillside Ave., Hillside, IL 60162. The library was established on March 17, 1962.

Section 2. These By-Laws shall be enforced consistently with the provisions of the statutes of the State of Illinois as they relate to procedures of Boards of Library Trustees and as specifically set forth in 75 ILCS 5/1-1, et seq.

ARTICLE II: TRUSTEES

Section 1. Trustees shall be elected as provided by law except that vacancies may be filled by appointment.

Section 2. The Board of Library Trustees shall consist of seven members elected by the voters of the Village of Hillside at the regular elections scheduled for trustees of a public library under the general elections law. Newly elected trustees shall take office at the first regular meeting of the Board of Library Trustees following the canvass of the biennial election, but in no event later than sixty (60) days after their election, and shall take the oath at that board meeting.

Section 3. Trustees' duties and responsibilities include, but are not limited to the following:

- A. Being aware of trends, developments, and community needs which affect the Library.
- B. Setting Library policies, board and committee meetings.
- C. Ensuring the Library's funds serve the community's needs, conducting its financial dealings in a legal, prudent, and responsible manner.
- D. Keeping accurate and complete minutes of all official meetings, regularly reviewing meeting minutes and pertinent reports.
- E. Avoiding participation in any decision making which constitutes a conflict of interest in the administration or operational aspects of the Library.
- F. Employing a competent and qualified library director.
- G. Attending state or national trustee meetings and workshops and being affiliated with the appropriate professional organizations as the budget allows.

Section 4. Any board vacancies shall be filled by appointment by a majority vote of the remaining Trustees. Any appointed Trustee shall serve until the next library election, provided the vacancy occurs sufficiently in advance of the election to satisfy statutory requirements with respect to the nomination procedure.

Section 5. Members of the Board of Trustees of the Hillside Public Library shall avoid any conflict of interest or any appearance of impropriety and shall not use the library board membership for personal gain or publicity.

Section 6. A Trustee must attend meetings to maintain governance continuity, to be fully informed about the issues on which they will vote and to meet their responsibility to contribute to the decisions the board is required to make.

ARTICLE IV: OFFICERS

Section 1. The officers shall be a President, a Vice-President, a Secretary, and a Treasurer, elected from among the trustees at the May meeting of the board following the library trustee elections. Officers serve a term of two years.

Section 2. The President shall preside at all meetings of the board, authorize calls for special meetings, appoint all committees, execute all documents authorized by the board, serve as ex-officio voting member of all committees, and generally perform all duties associated with that office.

Section 3. The Vice-President shall preside at board meetings in the absence of the President. The Vice-President shall assume presidential duties as acting President when the President is unable to attend consecutive meetings.

Section 4. The Secretary is responsible for keeping a true and accurate record of all meetings, for board correspondence, and such other duties as are generally associated with that office. In the absence of the President and the Vice-President, the Secretary shall call the meeting to order. The Secretary shall preside until the board elects a temporary chairman. The Secretary shall keep and maintain an appropriate record of the minutes of all meetings, the names of those in attendance, the ordinances enacted, resolutions, rules and regulations adopted reflecting the vote by individual Trustee and all other pertinent written matter affecting the operation of the district.

Section 5. The Treasurer shall be the disbursing officer of the board and shall perform all other such duties as are generally associated with the financial business of the district. The Treasurer shall make available monthly financial reports to the board and any other financial reports as requested by the board. The Treasurer shall, with the approval of the Board, invest funds pursuant to the Public Funds Investment Act.

The Treasurer shall be bonded. 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. As an alternative to a personal bond on the treasurer or custodian of funds, the board of trustees may require the treasurer or custodian to secure for the library an insurance policy or other insurance

instrument that provides the library with coverage for negligent or intentional acts by library officials and employees that could result in the loss of library funds. The coverage shall be in an amount at least equal to 50% of the average amount of the library's operating fund from the prior 3 fiscal years.

Section 6. A vacancy in any office shall be filled by the board for the unexpired term.

Section 7: The Hillside Public Library shall defend and indemnify its officials and employees in compliance with Article II, Part 3 of the Local Governmental and Governmental Employees Tort Immunity Act, as amended, 745 ILCS 10/1-101, et seq., or such successor law.

ARTICLE V: MEETINGS

Section 1. The regular meetings shall be held each month, the date and hour to be set by the board at its May meeting.

Section 2. The date, place, and time of a particular meeting may be changed by the affirmative vote of a majority of the Trustees present and voting at the regular meeting prior to the meeting affected.

Section 3. Special meetings may be called by the President or by any three Trustees. Public notice and notice to all Trustees shall be given at least 48 hours in advance of the special meeting and in accordance with the Open Meetings Act.

Section 4. If a quorum of the members of the public body is physically present a majority of the public body may allow a member of that body to attend the meeting by other means (video or audio conference) if the member is prevented from physically attending because of: (i) personal illness or disability; (ii) employment purposes or the business of the public body; or (iii) a family or other emergency. (5 ILCS 120/7) and as detailed in the Board policy on attending meeting by other means.

Section 5. A quorum shall consist of four Trustees who must be physically present at the meeting location. A majority of those present, either physically or electronically, shall determine the vote taken on any question unless a larger majority is specified by these bylaws, state, or federal law.

Section 6. The order of business for regular meetings shall include, but not be limited to, the following terms: 1) Call to order; 2) Public Comment (See Appendix 1: Rules for Public Comment); 3) Approval of Minutes; 4) Financial Reports; 5) Librarian's Reports; 6) Committee Report(s) (A consent Agenda may be used in lieu of items 3, 4 & 6); 7) Unfinished Business; 9) New Business; 10) Announcements; 11) Executive Session; 12) Action of Items Discussed in Executive Session; 13) Adjournment.

Section 7. A written agenda shall be prepared for each meeting by the library director with the assistance of the board president and then be posted. The agenda may have a consent agenda category that includes a list of routine, uncontroversial items that are approved with one motion and one vote equal to the greatest majority required for any item on such consent agenda. Trustees may add items to the agenda according to the time limitations set forth in the Open Meetings Act and Board policy.

Section 8. Proceedings of all meetings shall be governed by the current edition of the Roberts Rules of Order.

ARTICLE VI: COMMITTEES

Section 1. The following shall be the standing committees of the board: Finance and Facilities.

Section 2. Ad hoc and special committees of the board may be created from time to time as the board may decide and direct.

Section 3. All standing committees shall be appointed by the President unless the board shall otherwise direct.

Section 4. Members of standing committees shall be appointed at the May meeting to serve a term of two years.

Section 5. No committee shall have other than advisory powers unless granted specific power to act by Board resolution.

Section 6. Committee meetings shall comply with the Open Meetings Act.

ARTICLE VII: LIBRARY DIRECTOR

The Board shall appoint a qualified Library Director who shall be the executive and administrative officer of the Library on behalf of the Board and under its review and direction. The Library Director shall have full professional responsibility for administration of Library policy, personnel selection and management, monthly and annual reports as required by the Board and recommending such policy and procedure as will promote the efficiency and service of the Library. The Library Director shall attend all Board meetings.

ARTICLE VIII: AMENDMENT OF BYLAWS

Section 1. Amendments to these bylaws may be proposed in writing at any regular meeting, but must be approved by a two thirds majority of Trustees present and voting at a subsequent regular meeting.

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

Revision adopted this eighteenth day of April 15, 2015 pursuant to a roll call vote as follows:

AYES_____

NAYS_____

ABSENT_____

Approved 2/11/80

Revision 1 – Approved

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 3/18/2013

Revision 9 – Approved 4/15/2015