

## **210 / Board of Trustees**

### ***Bylaws***

#### ***Name***

The name of this unit of local government, the name by which contracts shall be entered into and the name by which title to property shall be held, shall be the Board of Library Trustees of the Village of Villa Park, DuPage County, Illinois.

#### ***Purpose***

The Board of Library Trustees shall carry out the spirit and intent of the Illinois Local Library Act ([75 ILCS 5/1-0.1, et seq.](#)) in establishing, supporting and maintaining the Village of Villa Park Public Library for the purpose of providing library service.

#### ***Powers and Duties***

The Board of Library Trustees shall have those powers and duties enumerated in Section 4-7 of the Illinois Local Library Act ([75 ILCS 5/4-7](#)).

#### ***Regular Meetings***

The regular monthly meetings of the Board of Library Trustees and the Committee of the Whole shall be held at the Villa Park Public Library on the dates and times designated by the Board at the first meeting of each fiscal year.

#### ***Annual Meeting***

The annual meeting shall be held in January of each year immediately preceding the regular monthly meeting following the end of the fiscal year ( December 31).

#### ***Special Meetings***

Special meetings of the Board of Library Trustees may be called by the President, the Secretary or by four Library Trustees by written notice delivered to all Library Trustees at least 72 hours immediately preceding the date and time of the special meeting.

#### ***Emergency Meetings***

An emergency special meeting may be called by the President, the Secretary or by four Library Trustees by oral or written notice at any time in the event of a bona fide emergency.

#### ***Notices***

Written notice including the Agenda of special meetings, rescheduled regular meetings, or reconvened meetings, shall be given to all news media having filed an annual request for such notice at least 48 hours before the meeting is scheduled to take place.

In the event of an emergency special meeting, notice shall be given to such news media as soon as practicable.

If a change is made in the schedule of regular meeting dates, at least ten (10) days

notice of the change must be published in a newspaper of general circulation in the Village.

Notice of all meetings, including the Agenda, shall also be posted in the library and at one other public place within the Village at least one day in advance of the meeting.

If the full-time staff of the library maintains a Web site for the library, all meeting notices and meeting agendas shall be posted on the Web site.

### ***Starting Time***

The starting time for all meetings of the Library Board and the Committee of the Whole shall be 7:00 p.m. unless otherwise designated.

### ***Annual Report***

The annual report of the Library Director and Trustees shall be approved and submitted to the Village Board within 60 days after the end of the fiscal year, on or before February 28 of each year in accordance with Section 4-10 of the Local Library Act ([75 ILCS 5/4-10](#)).

A copy of the report shall also be filed with the Illinois State Library in accordance with Section 4-10 of the Local Library Act ([75 ILCS 5/4-10](#)).

The report shall comply in form and substance with the provisions of Section 4-10 of the Local Library Act ([75 ILCS 5/4-10](#)).

### ***Quorum***

In order to hold a meeting and transact business, a quorum of the Library Board must be present. A quorum consists of four Library Board members.

### ***Majority Vote***

A vote shall be determined by a majority of those Library Board members present and voting unless the vote legally requires more than a majority vote.

### ***Two-Thirds Vote***

The following motions shall require the affirmative vote of four (4) Trustees for their adoption: to amend or suspend rules, or bylaws, to make a special order, to take up a question out of its proper order or to close or limit debate.

### ***Parliamentary Procedure and Legal Questions***

Where any question of parliamentary procedure arises, the final authority will be the most recent edition of ROBERT'S RULES OF ORDER. When any question of law arises, the final authority will be the ILLINOIS COMPILED STATUTES.

### ***Officers***

Officers of the Library Board shall consist of a President, Vice President, Secretary, and Treasurer whose terms of office shall be one year, each to be elected at the annual meeting held in January of each year.

***President***

The President of the Board shall preside at all Library Board meetings, sign Bill Listings for all bills approved by the Board, authorize calls for special meetings and generally perform the duties of presiding officer.

***Vice President***

The Vice President, in the event of absence or disability of the President, or of a vacancy in that office, shall assume and perform the duties and functions of the President.

***Secretary***

The Secretary or a Board-appointed delegate shall keep a true and accurate account of all Board meetings, regular, special and emergency, as well as a verbatim record of all closed meetings, and shall have custody of the minutes and other records of the Board of Library Trustees. The Secretary shall sign any documents as required by law and shall handle correspondence as required by the Board of Library Trustees.

***Treasurer***

The Treasurer shall report on the state of the library funds at each Library Board meeting. The Treasurer shall sign all Bill Listings for bills approved by the Library Board, and shall keep records pertaining to all financial matters.

***Vacancies***

Vacancies in an office of the Board of Library Trustees may be filled at any regular or special meeting of the Board in accordance with the provisions of the Illinois Local Library Act. In the case of the temporary absence or inability of any Officer to act as such, the Library Board may fill the office pro tempore.

***Number***

The Board of Library Trustees shall consist of seven (7) Trustees.

***Election***

Each Trustee shall be duly elected to serve a four-year term at the election for Library Trustees as established by the Illinois Election Code.

***Petitions***

Before each Library Trustee election, candidates must file nomination petitions with the Village Clerk. Each petition must bear the signatures of at least 25 legal voters residing in the Village. Such petitions must conform with the requirements for nominating petitions as prescribed in the Illinois Election Code and must be accompanied by such other nomination papers as are required by law.

***Service and Term of Office***

After being elected, Library Trustees shall serve from the time of taking the oath of office until such time as their successors have been elected (or appointed) and qualified. Within sixty (60) days after their election or appointment, the Trustees shall take the oath of office.

### ***Vacancies***

Vacancies on the Board may be filled by a majority vote of and appointment by the remaining Trustees. Such appointees shall serve until the next regular library election. At said election, a Trustee shall be elected to complete the remainder of the unexpired term.

However, if a vacancy occurs with less than 28 months remaining in the term and less than 88 days before the next regular scheduled election for Library Trustees, the person appointed shall serve the remainder of the unexpired term.

### ***Attendance at Meetings***

Trustees are requested, if possible, to notify the President, Secretary, or Library Director if they will be unable to attend a Board meeting.

### ***Volunteer Work***

Trustees shall not volunteer their time to assist the library staff in day-to-day operations, except in cases of extreme need, as determined by the Library Director.

### ***Indemnification***

Trustees and Officers acting in good faith and in their official capacity shall be indemnified by the library against judgments, fines, and other liabilities to the extent not covered by insurance.

### ***Committee of the Whole***

The Library Board will meet as a Committee of the Whole as needed. This will be a standing committee, without authority to take final action on any matter, with all members participating, but only three members are required to be present to constitute a quorum. The President of the Library Board will serve as the Chair of the Committee of the Whole.

The meeting schedule for this committee will be set at the beginning of the fiscal year. Meetings may be cancelled at the previous Board meeting if there is no pending business.

The members of each committee shall be appointed by the President at the annual meeting. Each member of a standing committee shall serve until the next annual meeting, or should the seat be vacated, until a successor is appointed.

### ***Finance Committee***

The Finance Committee shall consist of the Treasurer of the Library Board, and two other Board members appointed by the President. The Treasurer of the Library Board shall serve as chair of the Finance Committee. Its duties shall be to supervise all library finances including, but not limited to:

- reviewing the salary schedule;
- preparing and submitting the library budget to the entire Board of Library Trustees for final adoption;.
- preparing a statement of the annual budget;
- preparing an appropriation budget for tax levy purposes based on budgetary

- needs for the following fiscal year;
- examining all accounts and recommending changes as needed to ensure that the library operates in a fiscally stable manner.

### ***Policy Committee***

As policy-making is one of the Board's most important responsibilities, there shall be a Policy Committee, composed of three members, to formulate policies with the input of the Library Director and make recommendations to the Library Board. The members shall be appointed by the President at the beginning of the fiscal year. The Chair of the Policy Committee shall be chosen from among its three members, by the President.

### ***Building and Grounds***

Comprised of two board members, this committee shall provide assistance and make recommendations as requested by the Library Director relating to building maintenance, acquisitions or related concerns.

### ***Ad Hoc Committees***

Ad Hoc committees and chairpersons may be appointed by the President as the need arises.

### ***Open Meetings Act***

All committees will meet on an as needed basis, with notices of such meetings given as required by the Illinois Open Meetings Act.

### ***Membership: R.A.I.L.S.***

The Library is a member of the Reaching Across Illinois Library System (RAILS) and may send representatives to its meetings.

### ***Membership: Friends of the Library***

The library may send a representative to the Friends of the Villa Park Library as a liaison to the Library Board.

### ***Minutes***

Written minutes shall be kept for all meetings, whether open or closed. Such minutes shall include the date, time and place of the meeting; the names of all Library Trustees recorded as absent or present; a summary of discussion on all matters proposed, deliberated, or decided; and a record of any votes taken. Minutes will be approved and published in accordance with the law.

### ***Library Director***

The Library Board shall appoint a qualified Library Director who shall have sole charge of the administration of the library, subject to annual review by the Library Board.

The Director

- shall be held responsible for the care of the building and equipment, and for the efficiency of the library services to the public;
- shall certify bills incurred, make a monthly and an annual report to the Library

- Board, make recommendations on all matters of programs, policy development, and staff relations; and shall maintain good public relations;
- shall attend all Library Board meetings except those at which the Director's appointment, discipline, or salary is to be discussed or upon discretion of the Library Board; and
  - shall be in charge of all employment decisions involving library staff, including hiring and termination of staff members, subject to the approval of the Library Board, following the due process outlined in Policy 415: Open Door Communications Problem Solving Procedure.

### ***Order of Business***

The order of business at all regular meetings of the Board of Library Trustees shall be as follows unless otherwise determined by the Library Board:

Roll Call and Establishment of Quorum  
Introduction of Visitors  
Public Participation and Comment  
Discussion of Addition and Revisions to the Agenda  
Approval of the Minutes of the Previous Meeting  
Report of the Board President  
Committee Reports  
Treasurer's Report  
Approval of the Bills/Check Register  
Financial Reports  
RAILS News  
Legislative Update  
Report of the Friends of the Villa Park Library Liaison  
Report of Gifts and Program Sponsorships  
Correspondence / Letters to Departing Staff Members & Thank You Letters  
Library Director's Written Report  
Unfinished Business  
New Business  
Executive Session (if needed)  
Actions, if needed, after Executive Session  
Planning of Future Meetings  
Around the Table  
Adjournment

Meeting agendas will be prepared with sufficient specificity as required by law.

### ***Policies***

All policies approved by the Library Board shall be kept on file at the library in a Policy Manual. The Policy Manual is available to the Board of Library Trustees electronically. No final Board action may be taken on any matter not appearing on the Agenda.

### ***Amendments***

These bylaws may be amended and become effective at any meeting of the Library

Board at which a quorum is present by the affirmative vote of four (4) Trustees, provided the proposed amendment has been presented in writing to all Library Trustees a minimum of five days preceding the meeting at which any amendment is to be considered.

***Review of Bylaws***

The Library Board will review these bylaws at least every three years.

Revised 03/26/1985  
08/23/1989  
12/15/1993  
01/22/1997  
10/27/2004  
02/23/2005  
01/28/2009  
07/28/2010  
04/20/2013  
09/28/2016  
07/25/2018  
02/24/2021