

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 refer to the 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 legally hold a Library Board meeting and to transact Library business, a quorum of the Library Board must be in attendance. A quorum consisting of at least four Library Board members is required for a full seven member Board or for a six member Board having one Board vacancy. If there are two or three Board vacancies resulting in a four or five member Board, a quorum of at least three Library Board members is required.

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.

Super Majority Vote

The following motions shall require a super majority vote 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 after Executive Session (if needed)
 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
06/26/2024