

**MORTON GROVE PUBLIC LIBRARY
BYLAWS OF THE BOARD OF TRUSTEES**

ARTICLE I

NAME

SECTION 1. The name of this library shall be the Morton Grove Public Library.

MISSION STATEMENT

SECTION 2. The Morton Grove Public Library will provide a place offering materials, programs and services to assist the community in its pursuit of personal growth a lifelong learning.

ARTICLE II

TRUSTEES

SECTION 1. The Board of Library Trustees shall be composed of seven members, or such lesser number as shall from time to time be serving, as provided by law. Each Trustee shall be a legal resident and a registered voter of the Village of Morton Grove. If the Trustee moves from the Village, it is incumbent upon the Trustee to immediately notify the Board President and Library Director. Collectively, the Trustees of the Library shall be referred to herein as the Library Board, or the Board. All actions of the Board of Trustees are governed by the Statutes of the State of Illinois relating to village libraries.

SECTION 2. A Trustee's term is six (6) years. Each newly elected Trustee of the Library shall be sworn into office as a Library Trustee by the presiding officer at the regular May meeting of the Board, or at the first regular or special meeting thereafter which the newly-elected Trustee shall attend. Upon their initial election or appointment, each Trustee shall participate in an orientation as to the role of a Trustee on the Board and the operations of the Library. The President or his/her designee will assist the Trustee in understanding the procedures of the Board, its financial responsibilities, the conduct of meetings, and the role of a Trustee. The Director or his/her designee will provide an overview of the Library's activities and an introduction to the Director and Department Heads, including their respective responsibilities. Trustees are encouraged to attend a trustee orientation workshop or seminar and to participate in community events and advocacy efforts for the Library as appropriate.

SECTION 3. It shall be the duty of the Trustees to elect officers; to fill such vacancies on the Board as may occur; to appoint a professional Director; to appoint the Corporate Attorney; to oversee creation of and determine review of Library policies; to set financial policies; to secure adequate funds; to approve expenditures; appoint a professional Financial Advisor (a non-member of the Board who shall serve as a consultant in financial matters); to provide and maintain adequate Library facilities and materials; to file an annual report as required by statute, and to exercise such other

powers and perform such other duties as are provided by law and appropriate to the operation of the Library.

SECTION 4. All regular and special meetings of the Board of Trustees shall be conducted in conformance with the Illinois Open Meetings Act. The Board will conduct its semi-annual Open Meetings Act Compliance (review of minutes and recordings of all closed sessions) in January and July of each year at the regular Board Meeting.

SECTION 5. Trustees are expected to make every effort to attend Board meetings. If the Trustee knows s/he will be absent from a scheduled meeting, notice should be sent to the Board President and Library Director.

SECTION 6. At the discretion of the Director, a Trustee may be asked to attend a conference or meeting related to Library business. Conference registration, fees and travel expenses will be paid by the Library.

SECTION 7. If a vacancy occurs on the Library Board, the Board, acting as a committee of the whole, shall fill the vacancy until the next election, in accordance with the applicable state statute.

SECTION 8. The Board, in conjunction with the Director, shall prepare the Annual Budget and submit the appropriation and tax levy request to the Village. The Budget shall be presented to the Board, and there shall be at least one public hearing prior to the adoption of the Budget.

SECTION 9. The Board of Library Trustees shall establish and review, at least biennially, a written policy for the selection of library materials and the use of library materials and facilities.

Section 10. The President of the Board shall serve as the official spokesperson of the Board. Other Trustees shall not present themselves as an official spokesperson or representative of the Board, whether by statements or in writing, without the approval of the Board.

ARTICLE III

OFFICERS AND DUTIES

SECTION 1. The officers of the Library Board shall be the President, the Secretary and the Treasurer. Each officer shall be elected at the regular April meeting, in even numbered years and shall serve for a term of two (2) years. The election shall be presided over by the outgoing President. No Trustee shall hold more than one office at a time nor serve consecutive terms in the same office. The election of a Trustee to fill a vacancy of one (1) year duration or less in an office shall not prohibit that Trustee from being elected to serve a consecutive full term in the same office. Nominations will be taken from the

floor in March for Officers of the Library Board and voting will take place at the April meeting.

SECTION 2. Should an office become vacant prior to the expiration of the term of that office, the Library Board shall, at the first regular meeting held after such vacancy occurs, elect from its members an officer to fill the unexpired term.

SECTION 3. Officers

(a) President

It shall be the duty of the President to preside at all meetings of the Library Board; to see that the Bylaws of the Library are enforced; to make all standing and temporary appointments; to authorize calls for Special meetings; to sign official documents; to prepare agendas for monthly Board meetings and Special meetings; to speak on behalf of the Board and generally to perform the duties of a presiding officer. In the absence of the President, the Trustees present shall elect one of their number as Chairperson pro tem.

(b) Secretary

It shall be the duty of the Secretary to call roll at meetings of the Library Board, record the proceedings and votes of the Library Board meetings, sign documents and approved minutes, ensure the custody of official records and correspondence are being securely maintained on the Library premises and perform such other duties as the Board may direct. In addition, the Secretary is responsible for overseeing that the following duties are carried out by the Library Director or his/her administrative staff: posts notice of all regular and special meetings, sends a copy of the previous month's proceedings to each Board member at least one day before the regular meeting, and handles any necessary correspondence. In the absence of the Secretary, the President or presiding officer shall appoint one of the Trustees present as Secretary pro tem.

(c) Treasurer

It shall be the duty of the Treasurer to exercise general supervision of all finances and to chair the Finance Committee. The Treasurer shall be responsible for all monies received by the Library and for overseeing proper records of the cash receipts and cash disbursements of the Library and making these records available for annual audit. In addition, the Treasurer is responsible for authorizing payment of expenses incurred by the Library in the normal course of business; submitting monthly and annual reports; making recommendations for investment of funds not needed for current expenses for Board approval; submitting papers or record books to the Board or the Finance Committee for examination when requested; working with the Finance Committee and the Library Director in the preparation of the Library's tax levy request and appropriation and budget draft; and providing from Library funds a Petty Cash fund not to exceed \$250.00 and a Librarian's account not to exceed \$2,000.00. The

Treasurer shall be an authorized signatory on all checks. The Treasurer, or, in the absence of the Treasurer, either the President or the Secretary, will co-sign all library checks from all accounts except for payroll and the Librarian's account.

ARTICLE IV

COMMITTEES AND DUTIES

SECTION 1. There shall be standing committees as follows: Executive, Finance, Facilities, and Policy. Each committee shall be appointed, or reset, by the President at the June Board Meeting. Each member of a standing committee shall serve two (2) years or, should the seat be vacated, until a successor is appointed.

SECTION 2. All standing committees shall meet at least twice a year to determine if there are any issues that need to be discussed and/or resolved and to take action as needed.

SECTION 3. The Executive Committee shall consist of the President, Treasurer, and Secretary of the Library Board. The President shall serve as Chairperson. The committee shall be responsible for long-range planning; setting goals and objectives; preparing charges to committees; coordinating the annual performance evaluation of the Library Director; and addressing special situations as they develop.

SECTION 4. The Finance Committee shall consist of the Treasurer; one additional trustee appointed by the President; the President as an ex-officio member and the Library Director as an advisor. The Treasurer shall serve as Chairperson. The duties of the committee shall be to supervise all Library finances; to direct the investing of funds not needed for current expenses, such investments to be made in accordance with applicable state statutes; to review the salary schedule; and to determine, review and oversee preparation of the appropriation and tax levy, presented to the full board for final adoption.

SECTION 5. The Policy Committee shall consist of two trustees appointed by the President; the President as an ex-officio member and the Library Director as an advisor. The President shall appoint one of its members as its chairperson if no member volunteers to serve as chairperson. The committee shall be responsible for reviewing new or revised Library policies deemed necessary for the operation of the Library and its personnel and to make recommendations to the full Board regarding adoption of these policies.

SECTION 6. The Facilities Committee shall consist of two trustees appointed by the President; the President as an ex-officio member and the Library Director as an advisor. The President shall appoint one of its members as its chairperson if no member volunteers to serve as chairperson. The committee shall be responsible for overseeing a program of maintenance, repair, and remodeling of the grounds and physical facilities of the Library.

SECTION 7. Ad hoc committees shall be created and appointed by the President, as needed. The ad hoc committee will serve until the assigned charge has been satisfied.

ARTICLE V

ADMINISTRATION

SECTION 1. It shall be the duty of the Director to administer the policies, procedures, and programs for the maintenance and improvement of Library services to the residents of the Village of Morton Grove.

This includes:

- (a) employing and supervising personnel;
- (b) selecting and maintaining Library materials, furnishings and equipment;
- (c) submitting all bills to the Treasurer for approval before payment is made, except such expenses as the Board shall authorize for payment in the usual course of business without prior approval, and all such expenses shall be reported to the Board not later than the regular monthly Board meeting in the calendar month immediately following the month in which such expense is incurred;
- (d) administering the Petty Cash fund and the Librarian's account in accordance with the policies and authorization of the Board;
- (e) submitting monthly and annual reports;
- (f) preparing and distributing documents to each Board member, as directed by Board officers;
- (g) attending all Board and committee meetings except those portions of meetings at which his/her appointment, tenure, or salary is to be discussed;
- (h) adhering to the Library's Spending Policy; and
- (i) undertaking such other activities as may be necessary for the Library's operation, in accordance with the policies adopted by the Board.

SECTION 2. The Director, with input from the Department Heads, determines which staff members, including themselves, will attend conferences on behalf of the Library. The Library will pay all reasonable travel, meals and accommodations expenses.

SECTION 3. The Director will periodically ask the Board for approval to dispose of broken or obsolete capital items having a value of \$1,000 or more.

ARTICLE VI

MEETINGS

SECTION 1. The regular monthly meetings of the Library Board shall be held each calendar month at a time convenient to the majority of the members of the Board at the

Morton Grove Public Library, and notice thereof shall be posted as required by statute. A schedule shall be set and approved at the December Board Meeting prior to the year under consideration. The date, time, or place of the regular meeting may be changed provided that a majority of the Trustees present so vote at the regular meeting prior to the meeting affected, and provided that proper public notice is given. If the date of a regular monthly meeting conflicts with a national or religious holiday, the Board may designate an alternate date.

SECTION 2. Four Trustees of the Library Board shall constitute a quorum and a majority of those present shall determine the vote taken on any question. A roll call vote shall be required on any matter creating a liability or expenditure or on a request from any Trustee and/or as required by statute.

SECTION 3. Special meetings of the Library Board may be called at the direction of the President or upon written request of three Trustees. Notice of special, rescheduled or reconvened meetings shall be posted as required by statute. At special meetings only such business may be transacted as is specified in the call.

SECTION 4. All special meetings of the Library Board shall be held at the Library unless otherwise specified by the President.

SECTION 5. The annual review of library operations, including a facility walk through, shall be held as a part of the regular monthly meeting in June.

SECTION 6. Notices and content materials for regular meetings shall be distributed to each Trustee at least one day before the meeting.

SECTION 7. Upon the duly adopted motion of any Trustee at any regular or special meeting, the Board may adjourn to closed session to consider such matters as are permitted by the applicable State of Illinois statute(s).

SECTION 8. The order of business at the regular meetings shall be determined by the President or other presiding officer, and shall include the following: Call to order, Roll call, Minutes, Public comments on Agenda items only, President's report, Treasurer's report, Librarian's report, Committee reports, Unfinished business, New business, Communications, Public comments non agenda items, and Adjournment. The order of business may, at any point in the meeting after roll call, be modified with the approval of a majority of the Trustees present.

SECTION 9. The President may recognize members of the public during Board meetings.

ARTICLE VII

GIFTS

Section 1. Gifts of money, personal property or real estate to the Library are always welcome, provided that the gift is consistent with and furthers the Library's mission as set forth in these Bylaws. It is the responsibility of the Library Board and Director to solicit and encourage gifts to the Library. Gifts are to be used to advance the Library's mission and enhance services and are not to be used to fund the Library's usual operating expenses. Once accepted, all donations shall be held and controlled by the Library Board.

Section 2. The Director may accept non-dedicated monetary gifts of up to Five Thousand (\$5,000.00) Dollars and property with a value of up to One Thousand (\$1,000.00) Dollars, without prior Board approval. Any dedicated donation will be accepted by the Board only if the donation is consistent with the Library's mission and purposes.

Section 3. All gifts of real estate may be accepted only with Board approval. Unless the property appears to have a valid purpose for the Library's mission, all gifts of real estate will be sold as soon as practicable, at fair market value, and the proceeds shall be controlled by the Board.

ARTICLE VIII

TRUSTEE EXPENDITURES

SECTION 1. In accordance with the *Local Government Travel Expense Control Act*, travel, meal, and lodging expenses will be reimbursed for Trustees of the Library only for purposes of official business conducted on behalf of the Library.

SECTION 2. Travel, meal, and lodging expenses incurred by any member of the Library Board of Trustees must be approved by roll call vote at an open meeting of the Library Board of Trustees.

SECTION 3. Resolution No. 2016-5: *A Resolution Establishing a Travel Reimbursement Policy in Accordance with the Government Travel Expense Control Act and the Reimbursement of Travel, Meal, and Lodging Expenses Policy* outlining the full rules and procedures for reimbursement of expenses are attached to these Bylaws as Standing Rule E.

ARTICLE IX

ETHICS

SECTION 1. Trustees, in the capacity of trust upon them, shall observe ethical standards with absolute truth, integrity, and honor.

SECTION 2. Trustees must avoid situations in which personal interests might be served or financial benefits gained at the expense of library users, colleagues or the institution.

SECTION 3. It is incumbent on any trustee to disqualify him/herself immediately whenever the appearance of a conflict of interest exists.

SECTION 4. Trustees must distinguish clearly in their actions and statements between their personal philosophy and attitudes and those of the institution, acknowledging the formal position of the Board even if they personally disagree.

SECTION 5. A trustee must respect the confidential nature of library business while being aware of and in compliance with applicable laws governing freedom of information.

SECTION 6. Trustees must be prepared to support to the fullest the efforts of librarians in resisting censorship of library materials by groups or individuals.

SECTION 7. Trustees who accept library board responsibilities are expected to perform all of the functions of library trustees.

ARTICLE IX

AMENDMENTS

SECTION 1. These Bylaws may be amended, altered or repealed at any regular meeting of the Library Board by an affirmative vote of five or more Trustees, provided that such amendments, alterations, or repeals shall be consistent with the Illinois State Statutes governing the library, and provided that written notice of the proposed amendments, alterations or repeals has been presented to all Trustees in writing at least ten days prior to the meeting.

SECTION 2. Any existing library statutes of the State of Illinois and any future amendments thereto, which may be in conflict with any part of these Bylaws, shall control over the conflicting provision of these Bylaws.

SECTION 3. These Bylaws shall be effective as of the date of their adoption by the Library Board and supersede all previous Bylaws.

SECTION 4. These Bylaws shall be reviewed and revised as needed, and/or no less than once every two years, in the even years.

ARTICLE X

PARLIAMENTARY AUTHORITY

SECTION 1. The latest edition of Robert's Rules of Order shall govern in cases not covered by these Bylaws or other standing rules of the Library Board.

Approved by the Board of Library Trustees Village of Morton Grove: April 14, 1994

Amended: June 8, 1995; August 10, 1995; January 11, 1996; July 11, 1996; March 9, 2006; September 14, 2006; December 9, 2010;

January 13, 2011; March 10, 2011; December 13, 2012

Reviewed, revised and amended: February 20, 2014

Amended July 17, 2014 (committee appointments)

Amended January 15, 2015 (meeting dates/times)

Reviewed, revised and amended: January – March 2016

Amended January 12, 2017

Amended and adopted: March 8, 2017