

BY-LAWS OF THE BOARD OF LIBRARY TRUSTEES OF THE VILLAGE OF FLOSSMOOR

ARTICLE I – NAME

This organization shall be called “The Board of Library Trustees of the Village of Flossmoor” existing by virtue of the provisions of Chapter 75 of the Illinois Compiled Statutes.

ARTICLE II – PURPOSE

The purpose of the Board is to assure excellence in library service through the administration of library funds, the formulation of policies, and the promotion of library services to the community.

ARTICLE III – POWERS AND DUTIES

According to the Illinois Law the Library’s Board of Trustees is vested with the following powers and duties:

1. To make and adopt such by-laws, rules and regulations for their own guidance and for the government of the library
2. To have the exclusive control of the expenditure of all moneys collected for the library.
3. To have the control of the construction of any library building and or the supervision, care and custody of the grounds or buildings constructed or leased for that purpose.
4. To purchase or lease real or personal property, and to construct a building for the use of a library; to remodel or reconstruct a building erected or purchased by the board; to sell or otherwise dispose of any real or personal property.
5. To appoint a Library Director.
6. To contract with any public or private corporation or entity for the purpose of providing or receiving library service or of performing any and all other acts necessary and proper to carry out the responsibilities, the spirit, and the provision of this Act.
7. To join with the board or boards of any one or more libraries in the State in maintaining libraries, or for the maintenance of a common library or common library service.
8. To enter into contracts and to take title to any property acquired by it for library purposes by the name and style of “The Board of Library Trustees of the Village of Flossmoor” and by that name to sue and be sued.
9. To exclude from the use of the library anyone who violates the rules prescribed by the board.
10. To extend the privileges and use of the library by persons residing outside of the incorporated Village.
11. To exercise such other powers and duties as provided by law.

ARTICLE IV – RESPONSIBILITIES

1. Library trustees shall represent both the needs of the community to the Library and the needs and programs of the Library to the community.
2. Library trustees shall not act as individuals, but in terms of official decisions by the majority of the Board. Disagreements should be voiced only at Library Board meetings. Once the majority of the Board has adopted a position, said position becomes the official position.
3. Trustees must be prepared to support to the fullest the efforts of librarians resisting censorship of library materials by groups or individuals. Library trustees must respect the confidential nature of library business while being aware of and in compliance with applicable laws governing freedom of information.
4. Library trustees serve as the policy making body for the Library. The Board appoints the Library Director who is responsible for implementing policy and managing the Library. The clear division of these roles is essential to maintaining an effective and well-run institution.
5. In consultation with the Library Director, Library trustees shall be responsible for determining the annual Library levy and budget. Trustees shall authorize the expenditure of all Library funds.
6. Trustees shall serve without compensation but shall be reimbursed from Library funds for their actual and necessary expenses incurred in the performance of their duties.
7. 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. It is incumbent upon any trustee to disqualify him/her-self immediately whenever the appearance of conflict of interest exists.
8. Each year each trustee shall file an ethics disclosure statement with the County Clerk's office, as required by law.
9. In accordance with Illinois Law, the Library's Board of Trustees shall file an annual report with the Illinois State Library within 60 days after the expiration of each fiscal year.

ARTICLE V – TERMS OF OFFICE

1. The Board of Trustees shall be comprised of seven members who shall be elected for four-year terms.
2. If a vacancy occurs on the Board, the remaining trustees may fill the vacancy until the next regular library election, at which election a trustee shall be elected to fill the vacancy.

3. The Board shall declare a vacancy when the elected or appointed trustee becomes a non-resident, declines or is unable to serve, or is absent without cause from regular board meetings for a period of one year. Vacancies shall also be declared when, at any election, there are not sufficient trustees elected to fill an entire board of seven trustees.

ARTICLE VI – MEETINGS

1. Regular monthly meetings of the Library Board shall be held at least 11 times a year. Each year the Library Board shall prepare a schedule of regular meeting dates that will be posted in the library and sent to the news media upon request. If there is a change in regular meeting dates, notice will be posted within the library as well as on the library's website at least ten days prior to that meeting. Notice of special meetings and rescheduled or reconvened regular meetings shall be posted forty-eight hours before the meeting. Posted notices shall include the agenda.
2. The Biennial Meeting of the Library Board shall be held in conjunction with the regular May meeting following the Library Board elections. At this time, new trustees will be seated and given up-to-date files, trustee manuals, and all pertinent information.
3. Special meetings of the Library Board may be called by the President or at the written request of three members of the Library Board.
4. A quorum for the transaction of business shall consist of four members of the Library Board present in person. A majority of those shall determine the vote on an issue. A Board member must be in attendance to vote on any motion. There will be neither absentee ballots nor proxy voting.
5. Robert's Rules of Order shall govern proceedings of all meetings.
6. The Library Director or a designated substitute shall attend all Board meetings. The Library Director is encouraged to speak on all subjects, however has no vote.
7. The order of business for regular meetings shall normally include, but not be limited to the following:
 - a. Roll Call
 - b. Comments from the audience
 - c. Approval of minutes
 - d. Treasurer's report and approval of bills
 - e. Correspondence
 - f. Reports from officers and committees
 - g. Library Director's report
 - h. Unfinished business
 - i. New business
 - j. Adjournment

ARTICLE VII – COMMITTEES

Most business shall be conducted by the Committee of the Whole; however, the President may appoint members to committees that may include, but not be limited to, personnel, finance, building and grounds, community relations, and long range planning. No committee shall have other than advisory powers unless by suitable action of the Library Board, it is granted specific power to act.

All standing committee members shall be appointed until the next Biennial Meeting. Special committees shall be formed for whatever term the Board deems necessary, but not past the next Biennial Meeting.

ARTICLE VIII – OFFICERS

1. The officers shall be president, a secretary and a treasurer elected from among the trustees at the Biennial Meeting of the Board.
2. The President shall, following the Library Board election but prior to the Biennial Meeting, convene a nominating committee to consist of the existing Board and the newly elected trustees. Said committee shall be charged with the nomination of officers to be elected at the Biennial Meeting.
3. Officers shall serve a term of two years from the Biennial Meeting at which they are elected and until their successors are duly elected.
4. The President shall preside at all Library Board of Trustee meetings, authorize calls for any special meetings, appoint all committees, execute all documents authorized by the Board, serve as an ex-officio voting member of all committees, assist the Library Director in preparing the agenda for Board meetings, be authorized to sign checks and/or vouchers when the Treasurer is unavailable for this purpose, be responsible for closing the library due to inclement weather conditions and generally perform all duties associated with that office. The President may vote upon and may move or second a proposal before the Library Board.
5. The Secretary shall keep a true and accurate record bound and paginated of all meetings of the Board, shall issue notice of all regular and special meetings to all Board members, shall carry on business correspondence as directed by the Board, shall make copies of minutes available to the public and to Village authorities, may act as parliamentarian, and shall perform other such duties as are generally associated with that office.
6. The Treasurer has the responsibility to see that accounts and records of the Library are kept and maintained; indicating in those accounts and records, a record of all receipts, disbursements, and balances in any funds. The Treasurer shall present the financial reports at each board meeting. The Treasurer shall be the chairperson of the Finance Committee. In accordance with Illinois law, the Treasurer will be bonded or insured. The Treasurer shall perform other such

duties of the President in the event the President is absent or for any other reason is unable to act.

ARTICLE IX – AMENDMENTS

1. These By-Laws may be amended at any regular monthly Board meeting provided that written notice containing the exact wording of the proposed amendment shall have been received by each member at least ten days prior to the meeting at which such action is proposed to be taken. Amendments to By-Laws must receive the affirmative vote of at least four trustees to be adopted. If adopted, the changes shall take effect immediately.

Revised and approved 12/12/88

Revised and approved 11/12/90

Revised and approved 07/08/91

Revised and approved 01/14/02

Revised and approved 09/14/10

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