



## Bellwood Public Library Board of Trustees By-Laws

February 10, 2010

### Article I – Name

This organization shall be called “The Board of Trustees of the Bellwood Public Library” existing by virtue of the provisions of Chapter 75 of the Illinois Compiled Statutes, 1993, and exercising the powers and authority assuming the responsibilities delegated to it under the said statute.

### Article II – Officers

#### Section 1 – Titles

The officers shall be a President, a Vice President, a Secretary, and a Treasurer, elected from among the incumbent and newly elected Trustees at the Annual meeting of the Board. Their term of office will begin after the Annual Meeting, chaired by the current President or his duly qualified replacement in the event of his absence, in January and will be for at least one year, and/or until their successors have been elected and qualified. Any vacancy in any office may be filled by a majority vote of the Trustees at any regular meeting or at a special meeting called for that purpose.

#### Section 2 – Duties of Officers

President – It shall be the duty of the President to preside at all meetings of the Board; to appoint all Committees for the year; to prepare an annual report of the Board; sign all checks of the Board and a certification that the items listed for payment were duly passed by the Board of Trustees; and to perform all other usual duties of the presiding officer. In the absence of the President, any other Trustee may sign checks. (All Trustees are authorized to sign bank drafts or checks).

Vice-President – In the absence of the President or because of his inability to act, all duties of that office shall be performed by the Vice President. (In the absence of the President and the Vice-President, the Board may elect a President pro tem). In the absence of the Secretary, the Vice-President shall act as Secretary.

Secretary – The Secretary shall keep a true and accurate record of all meetings of the Board, shall issue notice of all regular and special meetings, and shall perform such other duties as are generally associated with that office. The Secretary shall also sign a certification that the items listed for payment were duly passed by the Board of Trustees.

Treasurer – It shall be the duty of the Treasurer to affix a signature to all checks after ascertaining that all payments are correct. In the absence of the Treasurer, the second signature shall be affixed by any other Trustee. He or she shall oversee the keeping of an accurate record of accounts; shall assure the safe deposit of monies which may come to the Library from taxes, legacies, donations, fines, and/or other sources.



## Article III – Meetings

### Section 1 – Notice of Meetings

In compliance with Chapter 75, 5/4-6, a notice of the regular meeting shall be posted in the Public Library and at least one other public place.

Change of regular meeting date must be posted in the Public Library and at least one other public place no less than 24 hours prior to the new meeting date or the regular meeting date, whichever shall come first.

Notice of a special meeting must be posted in the Public Library and at least one other public place no less than 24 hours prior to the meeting.

### Section 2 – Regular meetings

Regular meetings of the Board shall be held each month, the time and dates of such meetings to be set at the Annual Meeting. The Annual Meeting shall be held immediately prior to the regular meeting in January. The President of the Board of Trustees shall be empowered to reschedule a regular meeting in the event a quorum can not be present, or if not present, at such a meeting. The Board may decide to cancel any regular meeting with at least one month's notice. At such time the Board shall empower the Finance Committee to approve payment of bills. At no time is there to be a suspension of more than two meetings in succession.

Notice of suspension must be posted in the Public Library and at least one other public place no less than 24 hours prior to the established date of that meeting.

Robert's Rules of Order shall govern all proceedings of the meetings with the President voting.

### Section 3 – Special meetings

Special meetings may be requested by the President, or by any two Trustees, or by consent of the Board at a regular meeting. Cause for the meeting must be shown by the President or the two Board members by a written request submitted to the Secretary and be placed on file.

If called at a regular meeting, the reason for the calling of a special meeting must be included in the motion approved by the Board for the calling of such a meeting. No business shall be transacted at such a meeting except that which was stated as the reason or reasons for the meeting. Such reason or reasons shall be incorporated as part of the minutes of the said meeting.



## Section 4 – Quorum

The Bellwood Public Library Board of Trustees consists of seven members. A quorum of four Trustees is necessary for any business to be conducted.

Two members of any standing committee shall constitute a quorum for the transaction of committee business.

An affirmative vote for the majority of all members of the Board present at the time shall be necessary to approve any action before the Board. The President may vote upon a proposal before the Board.

## Section 5 – Order of Business

The order of business of the Board of Trustees shall be as follows:

1. Call to order
2. Roll call
3. Review and revision of agenda as appropriate
4. Reading and approval of minutes of previous meeting
5. Finance Committee reports and approvals
6. Committee reports
7. Communications
8. Library Director's report
9. Old business
10. New business
11. Public comment\*
12. Adjournment

\*Each person wishing to speak during Public Comment will be allowed a maximum of two minutes. A total of 15 minutes will be allowed for all Public Comments.

## Article IV – Committees

### Section 1 – Standing Committees

- A. Names – The standing committees of the Board of Trustees shall be:
1. Finance Committee
  2. Administration Committee
  3. Building and Grounds Committee
  4. Public Relations and Legislation Committee
  5. Planning and Development Committee
  6. Metropolitan Library System Committee



## B. Number on Committee, Appointment and Term

These committees shall consist of at least three members each, appointed by the President, usually at the regular January meeting, and shall serve for at least that fiscal year and/or until their successors are appointed. The President shall be ex-officio member of all committees.

## C. Vacancies

The President shall appoint replacements to fill vacancies on standing committees.

## D. Duties

Finance Committee – This committee shall certify to the correctness of all bills before they are presented for Board action; see that all accounts are properly kept; review the adequacy of the Petty Cash fund from time to time; oversee the appropriation and levy resolution for presentation to the Village of Bellwood Board; and in general supervise the financial affairs of the Board.

Administration Committee – This committee shall reserve the right to pass judgment on the hiring of all personnel as requested and recommended by the Director, professional and non-professional. This committee shall reserve the right to determine if all professional applicants are qualified and acceptable for interview by the Library Board; review personnel matters and conditions of employment as stated in Article V, Section 3 of these Bylaws.

Building and Grounds – This committee shall report to the Board on the operation and maintenance of the Library building, including its equipment, machines, furniture, fixtures and grounds.

Public Relations and Legislation Committee – This committee shall see that the community is made aware of Library services as well as review legislation affecting the Library and inform the Board of such.

Planning and Development Committee – This committee shall make recommendations for feasibility of future expansion, and development of long range programs.

Metropolitan Library System (MLS) Committee – This committee shall keep the Board informed of System activities and developments.

## E. Communications

Any issues to be discussed at the next meeting should be brought to the appropriate committee chairman at this time or before the next meeting.



## Section 2 – Special Committees

Special committees, if deemed necessary by the Board of Trustees, shall be appointed by the President or such term as may be necessary.

## Article V – Employees

### Section 1 – General

The Board of Trustees shall solicit, interview and hire a qualified Library Director, who will hire other employees. The Board will determine salaries and define duties with recommendations from the Library Director. Any employee is subject to removal for just cause at any time by majority vote of the Board of Trustees at any regular meeting or a special meeting for that purpose. If any employee is convicted of a felony, this conviction shall be considered as cause for dismissal.

### Section 2 – Relatives

No person shall be employed concurrently in any capacity who is related to any Board member of Library employee.

### Section 3 – Conditions of Employment

The rules governing vacations, leaves, absences, salaries, retirement and other conditions of employment shall be reviewed at least every odd numbered year by the Board of Trustees and revised, if necessary, to meet current conditions. A copy of these rules with any other library regulations shall be made available to every employee in for the form of a personnel handbook/manual.

## Article VI – Library Director

The duties shall be as follows:

1. Function as the Administration Officer of the Library
2. Be responsible for efficient Library service to the public
3. Direct the work of staff, prepare work schedules
4. Oversee selection of Library materials
5. Be responsible for the use of all materials
6. Be responsible for the enforcement the handbook of rules and regulations governing the operation of the Library as adopted by the Board of Trustees
7. Be responsible for maintaining certain Library Service statistics and prepare any reports requested by the Board of Trustees.



8. Be responsible for and be given custody of a petty cash fund and an administrative checking account for the purpose of paying incidental expenses. (The amount of these funds shall be reviewed from time to time by the Board and maintained at a level so as to meet current operational requirements.) Be responsible for accounting for all other monies received by a monthly report to the Board.
9. Certify that all bills are correct prior to submitting them to the Finance Committee.
10. Make a monthly Library report to the Board of Trustees
11. Attend all meetings of the Board of Trustees
12. Make recommendations to the Administration Committee regarding personnel matters.

## **Article VII – Custody, Disbursement of Library Funds, Treasurer’s Report, Bids, and Expenditures for Equipment**

### Section 1 – Custody

All monies received by the Bellwood Public Library through taxes, fines, gratuities, insurance recoveries, etc., must be maintained in depository banks designated by the Board of Trustees at the annual meeting in January. These depositories may be changed at any meeting of the Board of Trustees by a majority vote. Each of these accounts shall be designated as the Bellwood Public Library Fund.

### Section 2 – Disbursements

Each month a list is prepared showing the bills certified by the Library Director and each bill bearing a check number. After recommendation for approval of the list by the Finance Committee and approval by the Board, the checks will be signed and distributed by the Library Director and the Administrative personnel.

### Section 3 – Treasurer’s Report

A Treasurer’s report shall be prepared monthly. After approval by the Treasurer, the report shall be included in the official files of the Board of Trustees of the Bellwood Public Library.

### Section 4 – Bids and Quotations

Two or more bids shall be received in connection with the awarding of contracts in compliance with Chapter 75, 5/5-5 of the Illinois Compiled Statutes, 2004, if such work is expected to cost more than \$20,000. Awarding of such contracts shall be by roll call vote. The Board of Trustees requires two or more quotes on work costing \$1,500 or more. Bids may also be required on work costing a lesser amount if desired.



## Section 5 – Expenditures for Equipment

Expenditures for equipment in excess of \$5,000 require approval of the Board by a roll call.

## Article VIII – Meeting Room

Written rules governing the use of the Meeting Room shall be compiled by the Board and reviewed from time to time.

## Article XI – Amendments

These by-laws may be changed or amended by a simple majority vote of all the Trustees at any regular meeting or special meeting called for that purpose, provided that one month's notice in writing of such proposed amendments is sent to each Board member.

## Article X – Reimbursement of Trustees

Trustees shall be reimbursed for direct and reasonable expenses incurred in fulfilling their official responsibilities, (i.e. attendance at appropriate meetings, conferences, and workshops, etc.) provided that all such expenses fall with the guideline of the annual budget and have been approved by vote of the Board.

1. Expenses for registration, travel and lodging will be pre-paid by the Library whenever possible.
2. Travel by personal vehicle for library business or to attend appropriate meetings will be reimbursed at the Internal Revenue Service business mileage rate not to exceed the cost of economy class airline ticket.
3. Common carrier transportation in coach or economy class will be utilized for all airline travel.
4. Lodging and meals should be arranged in moderately priced establishments while traveling on Library business.
5. Ground transportation and meals will be prepaid as follows:

Per diem of Conference attendance ----- \$75

Mileage and parking for local conferences will be reimbursed with receipts pending Board approval.

6. Reimbursement checks will be prepared for signature at the Board meeting following the submission of the statement of expenses.
7. Each trustee is limited to attending 2 major conferences annually. ALA, PLA, ILA, and ALA midwinter are considered major conferences.
8. Attendees are required to submit a report of workshops attended at the next Board meeting.



## **Article XI – Indemnification of Trustees**

All Board members are indemnified against legal actions which result from the performance of their official duties. The Library purchases Public Official Liability Insurance through the Metropolitan Library System,

Adopted – September 10, 2005

Amended – February 10, 2010