



Bylaws of the Board of Trustees

The following bylaws are directed specifically toward governing the operation of the Fox River Grove Public Library District, located at 407 Lincoln Avenue in Fox River Grove, Illinois. If and when a question should arise not specifically dealt with in these bylaws, the current Illinois statutes (75 ILCS 16/ Public Library District Act of 1991) shall apply. These bylaws shall be reviewed at least on a biannual basis or any time officers change.

Meetings

The regular meeting of the Library Board of Trustees (hereafter called the Board) shall be held on the third Tuesday ten months of the year at the Library. Exceptions will be handled according to Open Meetings Act rules.

The audit report shall be presented annually if budget permits or less frequently as state law allows.

Special meetings may be called by the President or Secretary or upon request of two members for the transaction of business stated in the call for the meeting. Notice with the agenda of such meeting must be given at least 48 hours in advance, except in the case of a bona fide emergency, to Board members and to any news medium which has filed an annual request for notice under the Open Meetings Act, and also posted on the front door of the library.

Members shall notify the Board President or the Library Director before the meeting if unable to attend. Upon notice of any absence, the Director will contact the rest of the Board to confirm a quorum. A trustee may be asked to resign for failure to attend three consecutive regular meetings.

Quorum

A quorum for the transaction of business shall consist of four Board members.

Vote

All motions shall be decided by a majority of the Board members present. Motions need not be seconded.

Trustees

Library Trustees shall consist of seven members elected by the voters of the Fox River Grove Public Library District, Fox River Grove, McHenry County, Illinois, for a term of four years. In the event of the resignation of any Trustee, the Board may

appoint a new Trustee to serve until the next Library District election, at which time the new trustee may run for election to serve a new four-year term. The appointment process consists of an informal meeting with the Director, a structured interview by the Board, and a vote by the Board. Appointees will be sworn in as voting members at the meeting following the appointment vote. In the event of a voluntary resignation, the departing Trustee must submit a resignation in writing to the Board

Board members shall:

- attend all Board meetings having reviewed the Board packet.
- hire and evaluate the Director.
- determine the policies of the Library, promote its services, and secure adequate funds to carry on its work satisfactorily.
- be responsible for keeping abreast of standards and library trends through publications and other sources.
- attend, whenever possible, any regional, state, or national trustee meetings and workshops.
- be aware of local and state laws and actively support beneficial library legislation.
- report regularly to the general public.
- fulfill statutory obligations including but not limited to annual minutes audits, semiannual reviews of executive session minutes, etc.
- complete Freedom of Information Act (FOIA)/Open Meetings Act (OMA) training at least once per elected term.
- complete the annual Statement of Economic Interests.
- acknowledge internal and external communications within two business days.
- support and participate in the planned public relations program executed by the Library Director.
- follow library policy.
- be respectful of fellow board members, the Library Director, and library staff.
- take the following Oath of Office at the beginning of the appointed or elected term: "I, (insert your name), do solemnly swear that I will support the Constitution of the United States, and the Constitution of the State of Illinois, and that I will faithfully discharge the duties of the office of Trustee of the Fox River Grove Public Library District to the best of my ability."

Officers

Officers of the Board shall be elected within 30 days of the election of trustees. Officers shall serve for a term of two years ending April 30 of odd-numbered years and shall be as follows:

- President
- Vice-President
- Secretary

- Treasurer

The **President** of the Board shall:

- preside at all meetings.
- appoint all committees and serves as ex-officio member of all committees.
- authorize call for any special meetings.
- generally perform the duties of a presiding officer, including calling for motions, all-in-favor votes for non-financial matters, and individual voice votes for financial matters and the consent agenda.
- set the agenda of regular meetings in collaboration with the Library Director and secretary.
- sign the Library Director's employment contract and annual evaluation.
- serve as backup signer on financial matters.
- discuss issues of trustee misconduct, including but not limited to violation of library policy and/or abuse of library staff, director, or board members, with the Library Director, and then take responsibility for follow-up actions.
- initiate emergency protocols related to safety and/or the facility in collaboration with the Library Director.

The **Vice President** of the Board shall:

- discharge the duties of the President in the absence of that officer.
- serve as second signature on all financial matters.
- in the absence of the treasurer or when he or she is unable to serve, perform the duties of the treasurer.
- discuss issues of Board president misconduct, including but not limited to violation of library policy and/or abuse of library staff, director, or board members, with the Library Director, and then take responsibility for follow-up actions.

The **Secretary** of the Board shall:

- oversee all proceedings of Board meetings on the authorization of the President.
- set the agenda of regular meetings in collaboration with the Library Director and president.
- oversee the publishing of legal notices and the delivery of reports and ordinances to the proper officials.
- oversee the posting of notices of special meetings.
- act as OMA officer for the board.
- complete FOIA/OMA training every year.
- maintain a calendar of board activities.
- serve as backup signer on financial matters.
- attest to the signature of the President.

- issue the Oath of Office to new board members.

The **Treasurer** of the Board shall:

- have charge of all Library District funds.
- sign checks on the Library account on the authorization of the Board.
- shall be bonded in the amount to be approved by the Board and according to statute requirement.
- lead committee meetings related to financial matters.

Committees

The President may appoint committees for the study and investigation on special problems or projects; such committees serve until the completion of the work for which they were appointed.

Standing committees are:

- Policy: reviews policies drafted by the Director and makes recommendations regarding implementation to the full Board, etc.
- Budget: consists of the Vice President and Treasurer and reviews internal controls, monthly budget reports, and the first draft of the annual budget, etc.
- Facilities: reviews vendor quotes and makes recommendations for selection to the full Board and participates in a twice-annual walkthrough of the physical plant, etc.

Director

The Director shall be hired by the Board and may be dismissed by the board. The Director is the sole employee of the Board. The Director shall administer the policies adopted by this Board and shall attend all Board meetings, but may be excused during discussion of the appointment or salary of the Director. The Board conducts an annual evaluation of the Director.

Staff

The Staff shall be hired by and report to the Director and shall carry out duties as specified in job descriptions or delegations. Board members should take special note of the Library's Open Door Communication/Problem Solving policy when interacting with library staff.

Order of Business

The typical order of business at the regular Board meetings shall be as follows, allowing for revised order as needed:

- Call to order
- Roll call
- Input from Citizens (Including the Friends of the Library)
- Correspondence

Board Bylaws Passed May 2019

- Consent agenda, including but not limited to:
 - Approval of minutes
 - Treasurer's Report
 - Accountant's Report
 - Approval of Bills
 - Transferring of Funds
 - Annual resolutions and ordinances
- Report of the Director, typically including but not limited to:
 - Personnel Highlights
 - Security Update
 - Budget News
 - Facilities News
 - Collections News
 - Community News
 - Publicity
 - Professional Development
 - Meetings and Trainings Attended
 - Statistics collected for IPLAR (Illinois Public Library Annual Report)
- Special Reports (i.e., Youth Services, Special Committees, etc.)
- Unfinished business
- New business
- Trustee Comments
- Executive Session
- Adjournment

Procedures for Trustee Orientation

Each new Trustee of the Board shall receive the following materials for an orientation to the procedures of the Library and the Board or have access to:

- Library Policy, Bylaws, Trustee Manual, and any other procedural documentation of this Library
- List of Trustees, with phone numbers, addresses, office, and terms
- Current Illinois Library Laws
- Online training resources from reliable providers like RAILS, ALA, ILA, LACONI, L2, etc.
- FOIA/OMA training from the Illinois Attorney General