



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 or 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 biennial basis or any time officers change. Amendments to these Bylaws or any other policy or procedural document may be proposed at any regular meeting of the Library Board of Trustees and will become effective if and as adopted by a majority of those members present, providing they represent a quorum.

Meetings

The regular meeting of the Library Board of Trustees (hereafter called the Board) shall generally be held on the third Tuesday ten months of the year at the Library. Exceptions will be handled according to Open Meetings Act (OMA) rules. 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. In case of disaster, pandemic, or other extreme events, the Board will seek guidance regarding meetings from an authority such as the State of Illinois. An audit report shall be presented annually at a regular meeting, if budget for the service permits, or less frequently as state law allows.

Notice with the agenda of any meeting must be given at least 48 hours in advance, except in the case of a bona fide emergency, to Board members, to any news medium which has filed an annual request for notice under the Open Meetings Act, as posted on the front door of the library, and as uploaded onto the Library website.

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 at meetings shall consist of four Board members. Should quorum not be met at a regular meeting, the Director may proceed with payment of regular monthly bills and include an agenda item for approval at the next regular board meeting.

Vote

All motions shall be decided by a majority of the Board members present. Motions will be seconded. Roll-call votes are required for all financial matters; other votes may be cast as a group. In case of disaster, pandemic, or other extreme events, the Board will seek guidance regarding voting from an authority such as the State of Illinois. In case of a tie, the motion fails.

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 a voluntary resignation, the departing Trustee must submit a resignation in writing to the Board. In the event of the resignation of any Trustee or other vacancy, the Board may appoint a new Trustee to serve until the next Library District election, running for a four-year term or two-year term, depending



on several factors. The Director should confer with the Illinois State Board of Elections and McHenry County Clerk's Office when determining how many seats of each length of term are up for election. The Board strives to maintain an alternating pattern of three open four-year seats, then four open four-year seats per election. 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 case of multiple Board vacancies, the Board must always have at least enough members to reach quorum. If there are not enough members to reach quorum, the Director must contact an attorney for guidance.

Per the *ILA Serving Our Public 4.0: Standards for Illinois Libraries*: "In encouraging citizens to run for the position of library trustee or in recommending citizens for appointment, the standing library board of trustees can use the following as a guide:

Library trustees are selected for their interest in the library, their knowledge of the community, their ability to work well with others, their willingness to devote the time and effort necessary to carry out the duties of a trustee, their openmindedness and respect for the opinions of others, and their ability to plan and establish policies for services."

Board members shall:

- attend all Board meetings having thoroughly reviewed the Board packet in advance.
- be respectful of fellow Board members, the Library Director, Library staff, partners, and vendors.
- 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 citizens of the Library service area.
- engage the citizens of the Library service area in long-term planning.
- revisit the Library's strategic plan and mission and vision statements every 3-5 years.
- make frequent use of Library materials and resources.
- attend Library programs as often as possible.
- fulfill statutory obligations including but not limited to annual minutes audits, semiannual reviews of executive session minutes, etc.
- complete Freedom of Information Act (FOIA) and Open Meetings Act (OMA) training at least once every four years. OMA training is required within 90 days of taking the oath of office, and in the case of the Board Secretary, annually thereafter.
- 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.



- take the following Oath of Office at the beginning of the appointed or elected term in the presence of a notary public or the Board Secretary: “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.”
- use these Bylaws to determine whether to recommend that the Board President consider censure of any other Board member.
- use these Bylaws to determine whether to recommend that the Board Vice President consider censure of the Board President.
- seek opportunities to nominate the Library for awards, honors, etc.

Officers

Officers of the Board shall be elected by the Board every two years following the newly elected Trustees taking the Oath of Office during a Biennial Organizational Meeting. Legally, the last day to take the Oath of Office and elect Board Officers is 74 days after the election. The following officers shall serve for a term of two years ending the day preceding the next Biennial Organizational Meeting:

- President
- Vice President
- Secretary
- Treasurer

The President of the Board shall:

- perform the duties of a presiding officer at all regular meetings, including maintaining decorum, calling for motions, all-in-favor votes for non-financial matters, and roll-call votes for financial matters, including the consent agenda.
- authorize call for any special meetings.
- set the agenda of regular meetings in collaboration with the Library Director and Secretary.
- sign the Library Director’s employment offer and annual evaluation.
- serve as backup signer on financial matters.
- discuss issues of Trustee misconduct, including but not limited to violation of Board Bylaws, 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.
- receive all Library- and Board-related concerns and communication from Board members and determine follow-up actions.
- contact the Library attorney in the absence of the Library Director.
- sign letters from the Library Board to other governing bodies, elected officials, etc.

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 Board Bylaws, 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 regular and special meetings.
- act as OMA designee for the Board and complete 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.
- oversee communications with the traditional press and social media in consultation with the Library Director.
- review electronic communications sent to the Library Board.

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.
- be bonded in the amount to be approved by the Board and according to statute requirement.
- act as Finance Liaison.
- oversee monthly financial reporting to the Library Board.

Committees

Committee meetings consist of all Board members using the Committee of the Whole system. When feasible, committee meetings should be scheduled immediately preceding regular board meetings to accommodate attendance by as many Board members as possible. Committee meetings are subject to OMA rules.

Areas of frequent committee business include but are not limited to:

- Policy: a few policies require annual or biennial review per statute, and best practice guidelines exist for the review of other policies. The Library Director notifies the Policy Liaison of outdated, urgent, or other policies needing attention at least once per month. The Policy Liaison reviews policies drafted by the Director, decides whether to vote on passage at a regular meeting, and presides over the Policy portion of committee meetings. Per the *ILA Serving Our Public 4.0: Standards for Illinois Libraries*:
 - Most policies should be reviewed at least every three years.



- The Collection policy must be reviewed biennially per statute.
- The Library shall have a written equal employment opportunity policy.
- The Library shall have a written workers' compensation procedure.
- The Library shall have a written Americans with Disabilities Act (ADA) policy.
- **Bylaws Revision:** occurs biennially. Following the regular March meeting in odd-numbered years, the Library Director sends the current Bylaws to all Trustees, who submit comments to the Policy Liaison prior to the regular April meeting. The Policy Liaison works with the Director to draft revisions to the Bylaws. At the regular April meeting, the Board discusses preliminary revisions, and a draft of revised Bylaws is presented at the regular May meeting to vote on passage.
- **Finance:** review internal controls, monthly budget reports, the first draft of the annual budget, and all financial ordinances (Budget & Appropriations, Levy, fund transfers) before inclusion in a regular meeting agenda for passage. The Treasurer is the Finance Liaison and consults with the Director over the Finance portion of committee meetings. Per the *ILA Serving Our Public 4.0: Standards for Illinois Libraries*, the Library bonds all staff and Trustees responsible for Library finances.
- **Facility:** review vendor quotes and make recommendations for selection for a vote at regular Board meetings. The Facility Liaison participates in a twice-annual walkthrough of the physical plant, one of which is a Committee of the Whole meeting. The Facility Liaison recommends items for the Committee of the Whole meeting agendas in consultation with the Director and presides over the Facility portion of committee meetings.
- **Board Officer Nominations:** occurs biennially. At the regular April meeting following the Consolidated Election in odd-numbered years, the Board discusses and reaches a consensus on officer nominations for the Biennial Organizational Meeting in May.

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 (regular, committee of the whole, and special) but may be excused during discussion of the appointment or salary of the Director.
- The Director facilitates all Board meetings by providing packets to board members and arranging meeting space.
- The Board conducts an annual evaluation of the Director.
- The Director has authority to contact the Library attorney as needed.
- The Director takes responsibility for all Library operations.
- The Director completes FOIA and OMA training every year.

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 and staff should take special note of the Library's Open Door Communication/Problem Solving policy when interacting with each other.



Order of Business

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

- Call to Order
- Roll Call
- Input from Citizens, including the Friends of the Library
- Correspondence and Library & Community News
- 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
- Trustee Liaison Reports
 - Policy
 - Finance
 - Facility
 - Personnel
 - Publicity
 - Development
 - Public Services
- Director's Report, typically including but not limited to:
 - Professional development, including meetings and trainings attended
 - Statistics, including Illinois Public Library Annual Report (IPLAR) and other
 - Notes on monthly finances or other items of importance
- Special Reports (i.e., Youth Services, Adult Services, IT Services, Mobile App stats)
- Unfinished Business
- New Business
- Monthly Trustee Training
- Trustee Comments, including Secretary's comments
- Executive Session
- Adjournment

Procedures for Trustee Orientation

The Director will meet individually with new Trustees and will provide an overview of and access to the following:

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