

## Bylaws of the Board of Trustees of the Fox River Grove Public Library District, McHenry County, Illinois

The following bylaws are supplementary to the provisions of the statutes of the State of Illinois as they relate to the procedures of Boards of Library Trustees, including but not limited to 75 ILCS 16/1 *et seq.* These rules are intended to establish the duties of the Board of Library Trustees, provide procedures by which meetings of said Board are to be conducted, set out methods by which the business of the Board is to be carried on, specify the powers and duties of the Library Director, and provide other general stipulations relating to the government of the Board.

### 1. Establishment

- 1.1. The Fox River Grove Public Library District (FRGPLD) Board of Trustees (Board) governs the Fox River Grove Memorial Library (Library), located in McHenry County, Illinois. The FRGPLD is established and conducted as a Library District in accordance with the Illinois Public Library District Act of 1991 (following the repeal of the Illinois Library Code, Illinois Revised Statutes, Chapter 81).
- 1.2. Former names of the Library include Grove Public Library and Fox River Grove Public Library.
- 1.3. The office of the FRGPLD and the Board shall be located at the Library, 407 Lincoln Ave, Fox River Grove, IL 60021.
- 1.4. The Library's fiscal year is from July 1 to June 30.

### 2. Trustee Membership & Expectations

- 2.1. The Board consists of seven popularly elected residents of the Library District who meet the qualifications established in 75 ILCS 16/30-20. Elections are held biennially in odd-numbered years on the date specified by Illinois State election laws.
- 2.2. Elected trustees serve staggered four-year terms. Some election years have an unexpired two-year term.
- 2.3. In the event of a voluntary resignation, the Board requests a resignation in writing from the departing trustee.
- 2.4. Board vacancies shall be filled by appointment by the remaining trustees in accordance with 75 ILCS 16/30-25.
- 2.5. Each newly elected or appointed trustee shall make arrangements with the Library Director for a trustee orientation meeting.
- 2.6. Per 75 ILCS 16/30-40, trustees shall take the oath of office within 74 days after their election, re-election, or appointment.
- 2.7. Trustees will carry out the spirit and intent of the Illinois Local Library Act and follow the powers and duties outlined in 75 ILCS 5/4-7.
- 2.8. In carrying out its duties, the Board shall always act as a whole, with no individual member or committee having power to act unless such power is specifically granted by the Board.
- 2.9. In accordance with the Illinois Governmental Ethics Act 5 ILCS 420/4A, all trustees are required to file the Statement of Economic Interests with the McHenry County Clerk on an annual basis.
- 2.10. Per 5 ILCS 120/1.05(b), Open Meeting Act (OMA) training is required within 90 days of taking the oath of office, and in the case of the Board Secretary, who acts as an OMA

designee, annually thereafter. FRGPLD training expectations for each trustee includes completing OMA as well as Freedom of Information Act (FOIA) training at least once every four years.

- 2.11. Trustees are expected to attend all Board meetings having thoroughly reviewed the provided materials in advance; determine the policies of the Library and pass appropriate ordinances, promote its services, advocate for libraries, and secure adequate funds to carry on the Library's work satisfactorily; stay abreast of industry standards, library trends, and local, State, and Federal legislation that affects libraries; use Library resources, materials, and services and participate in Library programs; follow all Library policies; seek opportunities to nominate the Library for awards, honors, etc.; serve as a Library liaison for an assigned role (policy, finance, facility, personnel, publicity, development, or public services); and be able to receive and acknowledge Library business communications through various means, including electronic.
- 2.12. Per 75 ILCS 16/30-30, Board trustees serve without compensation but shall be reimbursed from Library funds for their actual and necessary expenses incurred as a result of library duties, in accordance with the Library's Business Expenses Reimbursements policy.

### 3. Officers & Duties

- 3.1. The first action taken at the regular May Board meeting following the biennial consolidated election in odd-numbered years shall be the election of a President, Vice President, Secretary, and Treasurer. Per 75 ILCS 16/30-40, within 74 days after an election, trustees shall meet to organize the Board and file an updated trustee and officer list to the McHenry County Clerk and Illinois State Librarian within 60 days of said organization.
- 3.2. Officers of the FRGPLD Board shall serve two-year terms until the next biennial consolidated election and subsequent Board reorganization.
- 3.3. Officers shall have such obligations and duties as set forth by 75 ILCS 16/30-45.
- 3.4. The **Board President** shall call and preside at all meetings of the Board; authorize calls for special meetings; appoint ad hoc and special committees and serve as ex-officio member of all committees; sign ordinances, resolutions, contracts, and other official Board documents; prepare meeting agendas with the Library Director and Board Secretary; initiate emergency protocols related to safety and/or the facility in collaboration with the Library Director; act as the official spokesperson for press, media, and official Library messaging; have the authority to contact the Library attorney in the absence of the Library Director; and generally perform the duties of a presiding officer.
- 3.5. The **Board Vice President** shall preside at meetings in the President's absence or inability; assume the duties and responsibilities of the President in the event of a vacancy of that office; perform the duties of the Secretary in their absence or inability; and perform the duties of the Treasurer in their absence or inability.
- 3.6. The **Board Secretary** shall maintain and keep or cause to be kept true and accurate minutes and account of all proceedings, official actions, and correspondence of the Board; sign official records where applicable, including attesting to the signature of the Board President, and prepare official correspondence as authorized and directed by the Board; prepare meeting agendas with the Library Director and Board President; issue or cause to be issued notices for all meetings of the Board, budgets, levies, and elections; publish and post or cause to be published and posted all documents required by law; act as Open

Meetings Act (OMA) designee for the Board and complete OMA training annually; be the custodian of all records of the Board, which are to be kept in a secure location at the Library; perform the duties of the President in the absence of both the President and the Vice President; serve as clerk of elections; administer oaths and affirmations of office; and file an updated trustee and officer list to the McHenry County Clerk and Illinois State Librarian within 60 days after reorganization of the Board or the occurrence or the filling of a Board vacancy (per 75 ILCS 16/30-40). The Secretary may delegate duties but retain final responsibility. At the end of each fiscal year, two trustees other than the Secretary shall audit the Secretary's records.

- 3.7. The **Board Treasurer** shall exercise general supervision of all Library finances and act as the Chief Fiscal Officer and Finance Liaison of the Board; work with the Library Director to maintain an accounting of all Library funds and furnish any financial information as may be requested by the Board; prepare or cause to be prepared monthly and annual financial and fund reports; keep or cause to be kept all financial records of the Board; be bonded or insured equivalently according to State statute requirements per 75 ILCS 16/30-45; be responsible for the investment of Library funds pursuant to the Public Funds Investment Act (30 ILCS 235); and sign Library account checks on the authorization of the Board. The Treasurer may delegate duties but retain final responsibility.

#### 4. Meetings

- 4.1. The regular meeting of the Board shall be held at 6:30 p.m. on the third Tuesday of each month, generally 10 months of the year, at the Library. Typically the Board does not meet in July or December. Each regular meeting agenda shall be posted at the Library and on the Library's website at least 48 hours in advance, and the annual schedule of regular Board meetings will be posted before the start of the fiscal year, per the Open Meetings Act 5 ILCS 120/2.02
- 4.2. A special meeting may be called by the Board President, Board Secretary, any two other Library trustees, or the Library Director at any time upon at least 48 hours' notice to all trustees and the public. Notice of a bona fide emergency meeting must be given as soon as practical. The purpose of the meeting and any action to be taken shall be included in the notice.
- 4.3. In accordance with the Open Meetings Act 5 ILCS 120/2, all meetings of the Board shall be open to the public with allowable exceptions listed in 5 ILCS 120/2c. Exceptions may be discussed in open session at the Board's discretion. Matters discussed in executive session shall not be binding; binding action must be approved in open session.
- 4.4. A quorum of a fully-seated Board shall consist of four trustees. In instances of vacancies on the Board, a quorum shall consist of a majority of the seated members.
- 4.5. Per 5 ILCS 120/7, remote attendance of trustees at a Board meeting is only allowable under certain circumstances and must be voted on by a physically present quorum of the Board and approved by a majority of all physically present trustees unless a government authority issues a disaster declaration that covers all or part of the jurisdiction of the public body FRGPLD. At meetings where a Board trustee participates via electronic means (audio or video), all votes shall be taken by roll call.

- 4.6. Trustees shall notify the Library Director or the Board President if they are unable to attend a scheduled Board meeting. The Library Director will contact the Board to confirm a quorum if a known or suspected number of absences may prevent a quorum from attending.
- 4.7. The Board may request, by the Board President or motion of any trustee, that a trustee voluntarily resign for failure to attend three consecutive regular meetings.
- 4.8. The order of business for all meetings shall be set by an agenda. The Library Director prepares and distributes meeting agendas and materials in cooperation with the Board President and the Board Secretary. Additional agenda items may be requested by any trustee prior to the finalization of the agenda or at a meeting by vote of the Board. No binding action may be taken on any discussed items that were not listed on the publicly posted agenda.
- 4.9. Board meetings shall be conducted following parliamentary law principles.
- 4.10. Motions shall be seconded. An affirmative vote of a simple majority of all trustees of the Board present shall determine the vote taken on any question unless a larger majority is required by law. All votes on any question regarding financial matters, ordinances, or as otherwise required by law shall be by roll call vote; all other questions may be voted on by voice vote. The Board President shall be called last in any roll call vote and shall not have any veto powers. In the case of a tie, the motion fails.
- 4.11. Public participation shall be allowed at Board meetings per the Library's Public Comment at Board Meetings policy.

## **5. Committees**

- 5.1. The Board shall attempt to handle as much business as possible during regular Board meetings. Committee meetings are subject to Open Meetings Act rules, and no binding action may be made during committee meetings.
- 5.2. Committee of the Whole meetings shall consist of all Board trustees. There are no standing Committee of the Whole meetings, but purposes for which they may be scheduled include the annual facility walkthrough or more in-depth discussion of policy, finance, facility, or reorganization matters.
- 5.3. The Board President shall appoint ad hoc committees of one or more Board trustees with the approval of the Board for specific purposes as the business of the Library may require from time to time. The committee may include staff and community members and shall be considered to be discharged upon completion of the purpose for which it was appointed. Limited-time special committees may be necessary for strategic planning, construction projects, executive search, etc.

## **6. Administrative Records**

- 6.1. All records and accounts of the Library and the Board shall be kept in the Library in the custody of the Library Director. All such records and accounts shall be open to the inspection and use of all Board trustees at all reasonable times.
- 6.2. All records and accounts of the Library and the Board shall be made available to any member of the public in accordance with the Freedom of Information Act 5 ILCS 140/1.
- 6.3. At the end of each fiscal year, two trustees other than the Secretary shall audit the Board records to certify the accuracy and completeness of them.

## **7. Financial Responsibilities**

- 7.1. Library account signatories shall be all Board officers and the Library Director.

- 7.2. Any combination of two Board officers or one officer and the Library Director may sign checks by authorization of the Board.
- 7.3. The Board shall review and revise fiscal accountability and other finance and investment related policies on a regular basis.
- 7.4. Under the direction of the Board, financial records shall be audited by an accountant licensed to practice public accounting, annually if the budget permits, or less frequently as State law allows.

## **8. Library Director**

- 8.1. It shall be the duty of the Board to hire a qualified Library Director.
- 8.2. The Library Director is the sole employee of the Board.
- 8.3. The Board shall annually review the performance of the Library Director and approve a salary amount for the following fiscal year.
- 8.4. The Library Director shall be the Chief Executive Officer of the Library whose primary responsibility is the implementation of administrative and personnel matters concerning the Library.
- 8.5. The Library Director shall administer and operate the Library under the direction and review of the Board; implement all policies adopted by the Board and recommend to the Board policies or revisions to promote the efficiency of the Library in its service to the community; oversee day-to-day operations and all fiscal activities of the Library; certify bills and money expended and be responsible for the financial operation of the Library within the limitations of the working budget; be responsible for the employment, direction, discipline, and removal of all Library personnel and determine all individual salaries (except that of the Library Director), subject to the approval of the budget by the Board; prepare and present monthly and annual reports; be responsible for the maintenance and care of the Library facility and equipment; attend all regular, special, and committee Board meetings as advisor to the Board on professional Library matters; have the authority to contact the Library attorney as needed; file the Statement of Economic Interests with the McHenry County Clerk annually; and complete Open Meetings Act (OMA) and Freedom of Information Act (FOIA) training annually as an OMA designee and FOIA officer.

## **9. Amendments**

- 9.1. These bylaws shall be reviewed at least on a biennial basis or any time Board officers change. Amendments to these bylaws or any other policy may be proposed at any regular meeting of the Board and will become effective as adopted by a majority of those Board trustees present.