BYLAWS POLICY
BYLAWS OF THE ELMWOOD PARK PUBLIC LIBRARY BOARD OF TRUSTEES

ARTICLE I – NAME AND GOVERNMENT OF ORGANIZATION

Section 1 - NAME
The name of this organization shall be the Board of Library Trustees of the Elmwood Park Public Library. The institution, Elmwood Park Public Library, is located in the Village of Elmwood Park, Illinois, and is governed by this board.

Section 2 – STATUTORY AUTHORITY
The Illinois Compiled Statutes, Chapter 75, Act 5, The Illinois Local Library Act, shall govern all matters of membership, election, duties, etc. of the Board. As appropriate, references to this Act will be inserted parenthetically into these bylaws.

To the extent that these bylaws may be or become inconsistent with Illinois or federal statutes, the statutes and not these bylaws shall govern.

Section 3 – LIBRARY OBJECTIVES
It is the purpose of the Elmwood Park Public Library to provide library service to all residents of Elmwood Park. Among its major objectives are:
- To anticipate the library needs of the community;
- To assemble, preserve and disseminate information and to help all members of the community achieve the understanding and wisdom essential to good citizenship and individual development.
- To provide print and non-print materials, which will serve the recreational, educational, cultural and informational, needs of residents, and to provide assistance in the use of its collection.

ARTICLE II – BOARD OF TRUSTEES

Section 1 – ELECTION AND TERM OF OFFICE
The Board of Trustees of the Elmwood Park Public Library is made up of seven elected members, each serving a four-year term or until their successor is duly elected and qualified. The term of office for elected members is from May 1 of the election year until April 30 of the fourth year. Any vacancy on the Board other than due to an expired term will be subject to procedures in Section 4: Vacancies. Of this Article II.
Election to the Board of Trustees shall be open to residents of the Village of Elmwood Park, Illinois in accordance with the Illinois State Law.

Section 2 – OATH OF OFFICE
Within 60 days of election or appointment, trustees shall take the oath of office before the Secretary or Secretary Pro Tem of the Library Board or the Village Clerk or other person authorized to administer oaths.

Oath of Office for Library Trustees “I (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 Elmwood Park Public Library to the best of my ability.”

Section 3 – DUTIES OF THE BOARD
The duties of the Library Board of Trustees are to determine the appropriate objectives and policies of the library and to secure the necessary funds to meet those objectives. Specific duties, in accordance with 75 ILCS 5/4-7 (current edition), include but are not limited to:

1. Adopt by-laws and determine the policies of the library.
2. Select and appoint a Library Director.
3. Hold and administer library property and funds.
4. Advise in the preparation of the budget, approve it, and work to obtain the necessary funds.
5. Provide for appropriate housing and, through the Library Director, supervise and maintain building and grounds.
6. Study and support legislation, which will bring about the greatest good to the greatest number of libraries.
7. Cooperate with other public officials and boards, and maintain vital public relations.

Section 4 – VACANCIES
Any vacancy declared by the Board of Trustees shall be filled by the remaining Trustees with an appointment made by the Board of Trustees until the next regular library election. However, if the vacancy occurs with less than 28 months remaining in the term, and if the vacancy occurs less than 88 days before the next regular election for this office, then the person so appointed shall serve the remainder of the term and no election to fill the vacancy shall be held.

The Board of Trustees may declare a vacancy where any person serving as a trustee is no longer a resident of the Village of Elmwood Park and as otherwise provided in the local Library Act (75 ILCS 5/4-4).

Vacancies of office shall be determined by and comply with all statutory requirements (75 ILCS 5/4-4).

Section 5 – RESIGNATION REQUEST
Trustees who miss four consecutive meetings without prior notification and without cause will be requested by the Library Board to resign from the Board.
Section 6 – COMPENSATION AND EXPENSES
As provided by statute, 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 (75 ILCS 5/4-5)

Section 7 – CONFLICTS OF INTEREST
No Trustee or employee of the library shall engage in any business or transaction, or have a financial or personal interest, whether directly or indirectly, that is incompatible with the proper discharge of his or her official duties in the public interest, or that may tend to impair his or her independence of judgment or action in the performance of such official duties. Each Library Trustee must become familiar with and comply with the Illinois Public Officer Prohibited Activities Act (50 ILCS 105/3 (a))

All Library trustees must file the Disclosure of Economic Interests Statement as required by the Illinois Governmental Ethics Act (5 ILCS 420/4A-101)

Section 8 – ELECTRONIC COMMUNICATION
Board Members are required to use their Elmwood Park Public Library email account that was created for them. Any documents considered "public record" under Illinois Freedom of Information Act (5 ILCS 140/2(c)) are to be sent to or from the board member's Library email account only.

Section 9 – STANDARDS AND PRACTICES
The Board of Trustees upholds the tenets of the Civil Rights Act of 1964, the Illinois Human Rights Act, Equal Employment Opportunity, the American with Disabilities Act, and other applicable hiring, ethics, and workplace laws. This includes the Workplace Transparency Act which requires a mechanism for reporting and independent review of allegations of sexual harassment made against an elected official of the Library by another elected official of the Library. In such an instance, the procedures set forth in the Library’s Personnel Policy, No Harassment and No Retaliation sections will be followed.

ARTICLE III - OFFICERS OF THE BOARD AND DUTIES
The officers of the Board shall consist of a:
   1. President
   2. Vice-President
   3. Secretary
   4. Treasurer

Section 1 – DUTIES OF THE PRESIDENT
The President shall -
   1. Preside at all meetings of the Board.
   2. Appoint all standing committees.
   3. Have general supervision of all matters pertaining to the library, except as otherwise provided by law, or by these By-laws, or by action of the Board.
   4. Approve an agenda for each regular or special meeting of the Board.
   5. Countersign checks drawn on library accounts.
6. Be an ex-officio member of all committees.

Section 2 – DUTIES OF THE VICE PRESIDENT
The Vice-President shall -
1. In the absence of the President, preside at all regular and special meetings.
2. Generally, assist the President in the performance of their duties.
3. In the absence of the President or Treasurer, the Vice President may be called upon to countersign checks drawn on library accounts.

Section 3 – DUTIES OF THE SECRETARY
The Secretary shall -
1. See that due notice of all meetings is given to the Board and the public.
2. Keep a faithful record of the proceedings of the Board.
3. Read at Board meetings all correspondence directed to the Board and retain the same.
4. Furnish each Trustee with a copy of the minutes of the previous meeting, together with notice and agenda of the next meeting.
5. Assure that all votes on any subject shall be by ayes and nays, as well as abstentions and absences and spread of the record.
6. In the absence of the President or Treasurer, the Secretary may be called upon to countersign checks drawn on library account.

Section 4 – DUTIES OF THE TREASURER
The Treasurer shall -
1. Have custody of all funds of the Library.
2. Have custody of funds received by the Library Board as gifts or as the result of sale of gifts received in-kind and of any working cash fund authorized by the Library Board under Illinois law.
3. Administer the maintenance of proper financial accounts and records either under the Treasurer’s direct supervision or under the supervision of some other person designated by the Library Board.
4. Review payment vouchers and checks where applicable, and present monthly reports to the Library Board.
5. Oversee submission of records for an annual audit to a firm of certified public accountants.
   a. Review the Library’s Capital Asset Inventory with the Library Director in preparation for the annual audit, including review for impairment (items that have experienced a significant and unexpected decline in the useful life of a capital asset and report findings to the full board.

ARTICLE V – ELECTIONS OF OFFICERS AND TERM OF OFFICE
Section 1 – NOMINATIONS AND ELECTIONS
The nomination and election of officers - President, Vice President, Treasurer, and Secretary - will take place at the annual Organizational Meeting in May.

The Trustees shall nominate by voice a member of the board to each officer position in the provided order and vote by ballot to elect a nominee to each office. In the instance of a tie, balloting will continue until a nominee has received a majority of votes.
Section 2 – TERMS OF OFFICE
Officers of the Board shall serve a term of 1 year, or until their successors have been elected.

Section 3 - OFFICER VACANCY
Any vacancy occurring between annual elections shall be filled from among the current Board members by appointment of the President, with the approval of the Board. If the Presidency becomes vacant, the Vice President shall become President for the remainder of the term.

ARTICLE V - COMMITTEES

There shall be standing committees of the Board each consisting of three members appointed by the President. The term of service of all committees shall be for the Library’s fiscal year.

1. Building Committee
2. By-Laws/Goals/Policy and Personnel Committee
3. Finance and Audit Committee

Section 1 – BUILDING COMMITTEE
Oversees the maintenance and repair of the physical plant, furnishings, and library grounds.

Section 2 – BYLAWS, GOALS, POLICY AND PERSONNEL COMMITTEE
Responsible for the by-laws and policies of the Library and assists in establishing the goals of the Director of the Library on no less than an annual basis. Responsible for the selection and annual performance review of the Director. Works with Director on personnel matters - employee policies, organizational chart, acknowledgment of hires.

Section 3 – FINANCE AND AUDIT COMMITTEE
Supervises preparation of annual Appropriation, Levy and Budget. Oversees expenditure of library funds. Reviews the annual audit and recommendations made by the auditor, and affirms the annual resolution for upholding prevailing wage standards.

Section 4 – SPECIAL OR AD HOC COMMITTEES
The President may appoint special committees. The term of service for said committee shall be determined at the time of appointment.

ARTICLE VI - MEETINGS

Section 1 – REGULAR MEETINGS
The regular meeting of the Board shall be held on the third Thursday of each month at the Library unless otherwise ordered by the Board. The Illinois Open Meeting Act (5 ILCS 1201/1, et seq.), Freedom of Information Act and any applicable law of regulation regarding meetings, now and as hereafter amended, shall govern the scheduling, posting of notices, and conduct of all meetings of the Board of Trustees.

Section 2 – SPECIAL MEETINGS
Special meetings of the Board of Trustees may be called by the President, or may be called at the request of two Trustees upon giving notice in accordance with the Open Meetings Act.
Section 3 – COMMITTEE MEETINGS
Committees shall meet as necessary, and public notice of all committee meetings shall be given as required by law.

Section 4 – QUORUM
A majority of the current elected or appointed Library Trustees shall constitute a quorum. A quorum at any committee meeting shall consist of a majority of the appointed members. In case a quorum shall not be present at any time during any meeting, the Trustees present shall adjourn the meeting to a date and time that a quorum will be present, and such reconvened meeting may transact business as an adjourned regular or special meeting.

Section 5 – VOTING
Given a quorum, the majority of those present shall determine the vote taken on all questions. All votes on any questions shall be ayes and nays and recorded by the Secretary. Absentees and abstentions from voting shall be noted but shall not be counted for or against the question being voted on. A roll call vote shall be required on any matter creating a liability or expenditure or on request of any Trustee, or as required by the Illinois Open Meetings Act.

Section 6 - ORDER OF MEETINGS
The order of business at regular meetings shall be as follows:
1. Call to order
2. Roll call
3. Review of Account Balances
4. Approval of Consent Agenda
   (Minutes, Treasurer’s Report, Payroll, Disbursements)
5. Correspondence and Secretary’s report.
6. Comments from the General Public (Non-agenda items)
7. Library Directors report
8. Building committee report
10. Finance/Audit committee report
12. Report of Ad Hoc committees (if applicable)
13. Unfinished business
13. New business
14. Adjournment

Public comment – As required by law, as part of its agenda, the Board shall provide time for citizens’ comments. See the Library’s Public Comment policy.

Section 7 – MINUTES
The written minutes of regular Board and Committee meetings shall reflect attendance and actions taken and shall be approved and retained as required by law (5 ILCS 120/2.06).

Audio recording and written minutes of closed Board meetings shall be made and retained as required by law. Such recordings shall be stored in a lock box, with keys to be held by the Board President and Secretary. Every six months the Board shall review the confidential closed session minutes to determine if they can be made available for public inspection and copying.
Section 8 – ATTENDANCE

Trustees having scheduled vacation time or who will miss a Board Meeting due to unavoidable scheduling conflicts should advise the Board President or the Library Director as soon as possible. Trustees who miss four consecutive meetings without cause and without prior notification may be asked to resign by the Board to resign from the Board.

As authorized by the Open Meetings Act, a Trustee may attend Board or Committee meetings by video or audio conference (or other means of contemporaneous interactive communication) provided:

1. A quorum of the Board or Committee is physically present at the meeting location and a majority of the Board votes to approve the remote attendance
2. The Trustee has notified the Director or Office Manager in advance (unless advance notice is impractical)
3. The Trustee is prevented from physically attending because of personal illness or disability, employment purposes or business of the Library, or family or other emergency

A Trustee participating remotely will be allowed to express opinions, vote, and otherwise be governed by the same rules as applicable to those physically present.

ARTICLE VII - LIBRARY DIRECTOR

Section 1 – RESPONSIBILITIES

1. The Library Director shall administer the policies adopted by the Board and shall fulfill the duties and responsibilities as prescribed in the Library Director’s job description.
2. The Library Director shall attend all regular and special Board meetings as directed by the Board and make reports in any form or topic as directed. If he/she is unable to attend a given meeting due to illness or excused absence, the Assistant Director or any Department Head may be designated by the Director to attend the meeting in their place.

Section 2 – EVALUATION

The Bylaws/Goals/Policy/Personnel Committee (BGPP) will meet annually with the Director to determine goals. The Director will provide progress reports to the committee and full Board throughout the year. The BGPP chairperson will coordinate review of the Director and meet with managers to provide input. The Board will discuss the evaluation in closed session, as allowed by the Open Meetings Act, in January and/or February of each year.

ARTICLE VIII – DISBURSEMENTS

Section 1 – INVOICES

Each disbursement shall be supported by an invoice or other evidence of the propriety of the disbursement. Each invoice shall be signed by at least two persons – the appropriate department head and the Library Director. In the event of an administrative purchase, the invoice shall be signed by the Office Manager or Library Director. In the event of an emergency or immediate need for payment, a check may be requested by the Library Director outside of a Board meeting. In this instance, the Director must gain approval from both the President and the Treasurer and show verifiable need and that it is a bonafide emergency or is a routine or pre-approved expense. Upon approval, the President will request 2 signatories to sign the check.
Section 2 – ACCOUNTS PAYABLE AND CHECKS
The General Funds Voucher, which itemizes all disbursements for each accounting period, will be reviewed and approved by the Library Director and then provided to the Board prior to each regular Board meeting. Vouchers, original invoices and checks will be reviewed by the Finance Committee and brought to the full Board for approval by a majority of the quorum.

The President and Treasurer will sign all checks upon approval. If unavailable, any Board officer listed as a signatory on the library’s bank accounts may sign checks.

Section 3 – TRANSFERS
After Board approval and signing of checks, a funds transfer will be requested from the Library’s General Fund to its checking account. Transfer requests must be signed by the Board President (or other Board officer if President is unavailable) and will be submitted by the Administration Office. Checks will not be mailed until confirmation of transfer is made by the Library’s banking institution to the Board President.

Section 4 – DONATIONS AND SALES
While the Library Board has the authority to sell or donate personal property of any value to any other tax supported library or to any library system under such terms or conditions as the Board may determine, any other sale or disposition of Library real or personal property no longer necessary or useful for Library purposes shall be in accordance with 75 ILCS 5/4-16.

For auditing purposes, any donation or sale of such goods with a market value in excess of $500 or any items on our capital assets list will require approval by the Board. Any received donations will be recorded at acquisition value upon receipt.

ARTICLE IX - GIFTS RECEIVED FOR THE BENEFIT OF THE LIBRARY

All unrestricted gifts of property, including monies or securities for the benefit of the Library, may be accepted, held or disposed of at the discretion and/or direction of the Board in accordance with 75 ILCS 5/4-16.

ARTICLE X – AMENDMENTS AND REVIEW

The By-Laws may be amended by a majority of vote of the members of the Board. Notice of any proposed amendment and of the wording thereof, must have been given to the Board members at the last preceding regular Board meeting.

Bylaws will be reviewed every two years by the Bylaws/Goals/Policy/Personnel Committee and brought to the full Board for consideration.

ARTICLE XI - BONDING OF OFFICERS AND EMPLOYEES
1. The officers and employees of the Library Board shall be required to furnish such bond as required by law (75 ILCS 5/4-9) and as the Board may deem advisable for proper protection of the Library.

2. The premium on any such bonds required shall be paid with Library funds.

ARTICLE XII - PARLIAMENTARY AUTHORITY

Roberts Rules of Order newly Revised (latest edition) shall govern deliberations of all meetings in accordance with the By-Laws and applicable governmental laws and regulations. The Board by a majority vote of its members may suspend such Rules of Order as may best serve the interest of the Library Board.

Policy Review and Revision
Elmwood Park Public Library Board of Trustees will review this document at least biennially. Originally approved by the Library Board of Trustees October 1967. Approved and adopted by the Library Board of Trustees, August 2008, March 2015, February 2016, April 2017, April 2019, March 2020