

# **CRYSTAL LAKE PUBLIC LIBRARY BOARD OF LIBRARY TRUSTEES BYLAWS**

## **ARTICLE I: GENERAL PROVISIONS**

### **Section 1: Statutory Authority**

The Crystal Lake Public Library is established and operated under the Illinois Local Library Act (75 IL Compiled Statutes 5/1-1 et seq). The Board of Library Trustees is a publicly appointed body having the duties, responsibilities and privileges set forth in Illinois law.

### **Section 2: Name and Office of the Board**

The official name of the Board shall be "The Board of Library Trustees of the City of Crystal Lake" ("Board"). The office and address of the Board shall be Crystal Lake Public Library, 126 Paddock St., Crystal Lake, IL 60014-6126.

### **Section 3: Purpose of By-Laws**

These bylaws establish procedures by which the Board shall conduct its business. These procedures are supplementary to the laws of the State of Illinois.

## **ARTICLE II: TRUSTEES**

### **Section 1: Compensation and Expenses**

Trustees shall serve without compensation but shall be reimbursed from Library funds for actual and necessary expenses incurred in the performance of their duties, including dues to library associations and expenses for attendance at library meetings, conferences, and workshops.

### **Section 2: Conflict of Interest**

Trustees shall at all times comply with applicable statutes governing conflicts of interest.

### **Section 3: Meeting Attendance**

The duties of a Trustee include attendance at Board, and assigned Committee, meetings. A Trustee's unexcused absence from three consecutive Board meetings will be discussed by the Board and options considered. The Board shall declare a vacancy if any Trustee is absent without cause from all regular Board meetings for a period of

one year. A Trustee's unexcused absence from three consecutive Committee meetings will be addressed by the Committee Chair(s) and/or Board President.

#### **Section 4: Trustee Orientation**

The President of the Board shall provide for a trustee orientation meeting within 60 days after the taking of oath by each newly appointed Trustee.

### **ARTICLE III: OFFICERS AND DUTIES**

#### **Section 1: Officers of the Board**

The officers of the Board shall be a president, a vice-president, a treasurer, and a secretary.

#### **Section 2: Election of Officers**

At the regular June Board meeting of each year, the President shall appoint a Nominating Committee consisting of at least two Trustees. As the last item of business at the Board's regular July meeting, the Nominating Committee shall present to the Board a slate of nominations for officers. Before voting on the Committee's slate of officers, any nominations from the floor shall be accepted. A Trustee may not be nominated for any office without his/her prior consent. Election of Officers, either by slate or by individual office, shall be by majority vote of the Board at a legally held meeting.

The Board shall elect from among its members a president, vice-president, treasurer and secretary. Each of the officers shall be elected at the regular July meeting of each year, and shall serve for a term of one year. New officers shall take office immediately upon election. If a vacancy occurs in any of the offices of the Board, the Board may elect a member to fill the office for the balance of the term.

#### **Section 3: Duties of President**

The President shall be the Presiding Officer of the Board and, as such, shall preside over all Board meetings, appoint the Chairpersons and members of all Committees, and serve as an ex-officio member on all Committees. The President shall approve the agenda for all meetings, call for special meetings, excuse Trustees from Board meetings at his/her discretion when notified of the proposed absence, execute documents authorized by the Board, serve as the Library's representative to the City on funding and other matters, and perform any other such duties assigned by the Board.

The President of the Board shall serve as the Library's representative to the Reaching Across Illinois Library System (RAILS). The President may delegate this role to another Trustee with the approval of the Board. The System Representative shall serve for one year.

#### **Section 4: Presiding Officer**

In the event the President is unable to preside at a Board meeting, then the Presiding Officer shall be the Vice-President, or in his/her absence, the Treasurer, or in his/her absence, the Secretary.

#### **Section 5: Duties of the Vice-President**

The Vice-President shall preside at meetings of the Board in the absence of the President, and serve in other capacities as requested by the President.

#### **Section 6: Duties of the Treasurer**

The Treasurer shall be the officer responsible for fiscal matters of the Board and, as such, shall establish a library fund or funds as necessary, oversee the accounts and financial records of the Library, and perform any other duties assigned by law or by the Board. The Treasurer shall oversee the investment and disbursement of all monies according to procedures approved by the Board and report the status of funds to the Board at regular meetings. The Treasurer shall ensure that the Library follows all fiscal practices set by the Board. The Treasurer shall be bonded according to Section 4-9 of Illinois Local Library Act. The Library shall pay for such bond. The Treasurer shall serve as Chair of the Finance Committee. The Treasurer shall be responsible for reviewing the annual financial audit and reporting to the Board.

#### **Section 7: Duties of the Secretary**

The Secretary shall be responsible for keeping and maintaining minutes of all Board meetings and any other records required by law; providing notice of all regular and special meetings in accordance with Illinois law; maintaining a record of votes on all motions before the Board and, in the event of a roll call vote, indicating the vote of each Trustee.

#### **Section 8: Terms of Officers**

No person shall serve in the same office for more than two (2) full consecutive terms; completing an unexpired term does not constitute service of a full term for purposes of this provision.

## **ARTICLE IV: MEETINGS**

### **Section 1: Open Meetings**

All meetings of the Board and Committees shall be open to the public and shall be conducted in accordance with Illinois law.

### **Section 2: Regular Meetings**

Regular meetings of the Board shall be held monthly, as determined by the Board, in the Library. In addition, a budget meeting will be held to approve the budget before it is submitted to the City. The date, place, or time of a regular meeting may be changed by the affirmative vote of a majority of the Trustees present and voting at a regular meeting prior to the meeting affected.

No later than August 31<sup>st</sup> of each year, the Board shall specify regular meeting dates, times, and locations for the coming calendar year. This listing of meetings shall be provided to the City of Crystal Lake and posted in the Library.

### **Section 3: Special Meetings**

Special meetings may be called by the President, or by any two Trustees, by providing notice to all Trustees at least 48 hours in advance of the special meeting except in the case of a bona fide emergency. Notice and agenda shall be posted 48 hours in advance at the Library, except in the case of a bona fide emergency. No special meeting shall be held on a legal holiday.

### **Section 4: Executive Sessions**

Executive Sessions may be held in accordance with Illinois law as part of a regular or special meeting.

### **Section 5: Quorum**

A quorum of the Board shall consist of five members.

### **Section 6: Telephone Conferencing**

The use of telephone conferencing for meeting attendance, voting, and quorum requirements is permissible so long as the conduct of the meeting is in accordance with the Open Meetings Act. The location of the meeting shall be equipped with a suitable speaker phone system in order that the public audience, the Board members in attendance, and any staff or guests will be able to hear any input, vote, or discussion of the teleconference.

Sufficient identification procedures will be employed, either at the onset of any meeting or at any time during the meeting, as appropriate, to ensure that any and all Board members attending for quorum or voting purposes are authorized Board members with the right to speak and vote.

All Board members attending meetings by telephone conference shall be counted for quorum purposes and entitled to vote as if they were personally and physically present at the meeting site, so long as the telephone connection exists.

The meeting minutes shall indicate those Board members who attend by telephone connection, and in the event the entire meeting is not so attended, shall indicate those portions of the meeting, which were attended by telephone conference.

This policy shall not be construed to mean that teleconferencing shall be regularly used. Use of teleconferencing is limited by the Open Meetings Act to Trustee absences related to: a) Personal illness or disability; b) Employment purposes; c) Business of the Library; d) Family emergency; e) Other emergency.

## **Section 7: Rules of Order**

*Robert's Rules of Order, Revised*, shall provide general guidance regarding the deliberations of the Board except when such rules of order are in conflict with these bylaws or Illinois law. *Robert's Rules of Order, Revised*, may be suspended by a majority vote of the Board at a legally held meeting.

## **Section 8: Public Comment at Board Meetings**

Pursuant to the Illinois Open Meetings Act and other laws of the State of Illinois, members of the public may address the full Board of Library Trustees at both regular and special board meetings. The Board of Library Trustees has established the following rules for public comment at Board meetings:

- 1) The agenda for each regular and special meeting of the Board of Library Trustees will include an item devoted to "Public comment."
- 2) No more than a total of thirty minutes will be devoted to public comment at any Board meeting. The presiding officer may choose to reduce this amount of time in recognition of a large demand for speaking time at any particular meeting, with all speakers being granted equal time. Persons not accommodated during the thirty minutes of public comment will be heard at future meetings with priority granted to these persons in the order of speakers at future meetings.
- 3) Speakers wishing to address the Board must sign a speaker's list prior to the start of each meeting. The order of speakers on the list will be observed in the order of persons addressing the Board.
- 4) Each speaker under the public comment agenda item
  - i) will normally be limited to five minutes in delivery of his/her comments,
  - ii) may only speak once
  - iii) may not cede her/his time to another speaker.

- 5) Public comment at regular meetings is for agenda items as well as other topics related to Crystal Lake Public Library business. Public comment at special Board meetings is limited to agenda items for each meeting.
- 6) Threatening, obscene, or abusive comments or behavior will not be allowed at Board meetings, nor may persons addressing the Board in any way inhibit the decorum of meetings.
- 7) The Board may also be addressed via U.S. mail at the general Library address or vial e-mail to the Library Director at [kmartens@clpl.org](mailto:kmartens@clpl.org).

## **Section 9: Agenda**

An agenda for each meeting of the Board shall be prepared by the Library Director and approved by the President. Board members who wish to have items included on the agenda for a regular meeting shall submit such items to the Library Director at least ten days before the meeting. If an item of business requires immediate action, it may be submitted to both the Library Director and the President on or before the sixth day before such meeting and, subject to their approval, will be included on the agenda.

The agenda and an information packet for the regular meetings will be distributed to the Board, by the Library Director, at least 48 hours before the regular meetings.

An agenda for each meeting of the Board's Committee's shall be prepared by the Library Director and approved by the Chair of the Committee. The agenda, minutes from the last meeting, and appropriate information will be distributed to Committee members in advance.

Distribution of agenda and information packets for special meetings will be handled, as appropriate, within lead-time constraints.

## **ARTICLE V: COMMITTEES and LIAISONS**

### **Section 1: Standing Committees**

All appointments to the standing committees shall be made by the President at the next Board meeting following his/her election. Members of standing committees shall serve for a term of one year. Each Committee shall consist of at least two Trustees. The President and Library Director shall be ex officio members of each standing committee.

The standing committees of the Board and their duties are as follows:

#### **Facilities** Committee shall

- inspect all Library property at least annually and determine necessary improvements;
- oversee the management of all rental properties, determine necessary actions, and make recommendations to the Library Board, as appropriate;
- submit to the Board a list of objectives for facilities and a proposal for implementing them;
- submit recommendations to the Finance Committee regarding funds needed for facilities.

#### **Finance** Committee shall

- be chaired by the Treasurer
- prior to the City's deadline, prepare an annual budget and submit to the Board for approval;
- oversee all fiscal matters and recommend any necessary adjustments to the Board;
- coordinate and assist standing and special committees regarding funding needs and sources of funds to meet the needs.

#### **Governance** Committee shall

- review and revise existing policies (except for the Personnel Policy), in a systematic fashion to insure that all policy is reviewed at an interval not to exceed three years;
- develop policies (except for the Personnel Policy) as needed or directed by the Board and submit for Board approval;
- lead the board in regularly reviewing and updating the Board's statement of its roles and areas of responsibility;
- lead in assessing current and anticipated needs related to Board composition, determining the knowledge, attributes, skills, abilities, influence, and access to resources the board will need to consider in order to accomplish future work of the board;

- develop a profile of the Board as it should evolve over time;
- identify potential Board member candidates and explore their qualifications, interest, and availability for Board service;
- recommend people to be appointed to the Library Board and to the Mayor of Crystal Lake;
- design and oversee a process of Board orientation, including gathering information prior to appointment as a Board member and information needed during the early stage of Board service;
- design and implement an ongoing program of Board information and education;
- initiate periodic assessment of the Board's performance. Propose, as appropriate, changes in board structure and operations;
- review Executive Session minutes every six months to determine which minutes should be made public and submit for Board approval.

**Personnel** Committee shall

- coordinate the Board's annual review of the Library Director;
- review salary ranges annually and submit recommended changes to the Board;
- submit to the Board a list of objectives for personnel and a proposal for implementing them;
- submit recommendations to the Finance Committee regarding funds needed for salaries, wages and fringe benefits;
- review the Personnel Policy at least every two years and submit any recommendations to the Board.

**Planning** Committee shall

- organize and facilitate Board's annual strategic planning session
- develop, and regularly update, a 3-5 year Strategic Plan and submit recommendations to the Board;
- work with other Board Committees to plan and implement major initiatives.

**Public Relations** Committee shall

- oversee, review, and update the Communications Plan and its implementation;
- submit to the Board a list of objectives for public relations and a proposal for implementing them;
- submit recommendations to the Finance Committee regarding funds needed for public relations.



## **Technology** Committee shall

- oversee, review, and update the Technology Plan and its implementation;
- submit to the Board a list of objectives for technology and a proposal for implementing them;
- submit recommendations to the Finance Committee regarding funds needed for technology.

### **Section 2: Ad hoc Committees**

Ad hoc committees may be created at any time at the discretion of the Board. The appointments to ad hoc committees will be addressed by the President. The President and Library Director shall be ex officio members of each ad hoc committee.

### **Section 3: Nominating Committee**

The President shall appoint the Nominating Committee at the regular June Board meeting. The Nominating Committee's slate of officers shall be distributed to each Board member at least five days before the regular July Board meeting. The President and Library Director shall not be ex officio members of the Nominating Committee.

### **Section 4: Liaisons**

The President shall appoint Trustees to serve as liaisons to other groups including, but not limited to, Friends of the Crystal Lake Library, Reaching Across Illinois Library System (RAILS), and Crystal Lake Library Foundation.

## **ARTICLE VI: PROCEDURES**

### **Section 1: Minutes**

Minutes shall be taken at every Board and Committee Meeting and forwarded to the Board.

### **Section 2: Signing Checks**

All checks issued by the Library shall be signed by any two of the following persons: President, Vice-President, Secretary, Treasurer, Library Director.

### **Section 3: Policy Amendments**

Amendments of a Library policy shall be enacted when the proposed amendment has been approved by a majority vote of the Board at a legally held meeting.

### **Section 4: Action Rescinded**

A vote or action of the Board of Library Trustees may be rescinded at any regular or special meeting of the Board by a majority vote of the Board at a legally held meeting.

### **Section 5: Order of business**

The business at all regular meetings of the Board shall normally include the following:

- Call to order
- Roll call and declaration of quorum
- Public Comment
- Board Development
- Approval of minutes of previous meeting(s)
- Consent Agenda
- Committee and Board member reports
- Financial reports
- Approval of disbursements
- Communications
- Board action
- Board discussion
- Staff reports

## **ARTICLE VII: AMENDMENT OF BYLAWS**

### **Section 1:**

These bylaws may be amended by a majority vote of the Board at a legally held meeting.

### **Section 2:**

A proposed amendment of these bylaws shall be presented in writing at a regular or special meeting preceding the meeting at which the vote is taken.

## **Article VIII: SUSPENSION OR WAIVER OF BYLAWS**

These bylaws may be suspended or compliance waived by a majority vote of the Board at any Board meeting.