

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 their 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 their 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 their absence, the Treasurer, or in their 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 31st 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.

Article 1. Minutes of Executive Sessions

The Secretary of the Board of Trustees of the Crystal Lake Public Library shall take the minutes of Executive Sessions. The minutes shall include time, date, and place of the meeting; the names of those in attendance, the names of those absent, and whether the members were physically or electronically present; the purpose or topic of the session; a summary of what was discussed during the session; and a record of any votes taken. The Secretary shall review Executive Session minutes every six months to determine which minutes should be made public and submit for Board approval.

Article 2. Approval of Executive Session Minutes

Executive Session minutes shall be submitted to the Board for approval at the next regular meeting. Approval will be recommended as to whether the minutes should be open to the public or should remain closed. Copies of Executive Session minutes shall be made by the Secretary upon review and sealed into individual envelopes for each Trustee to be distributed with their next regular Board packet. After the agenda item has been voted

upon, the Secretary will collect all copies of Executive Session minutes, sign one copy for the Board archives, and destroy all remaining copies.

Article 3. Recordings of Executive Sessions

The Secretary shall make a verbatim recording of each Executive Session. No one else shall record any Executive Session, in full or in part. To ensure that there is only one recording, the Secretary shall transfer the recording to a media storage device and delete the original from the recorder.

Article 4. Storage, Access, Review, and Duplication of Minutes and Recordings

Minutes and recordings of Executive Sessions shall be kept in the Board's locked box in the library Administration Office. After the minutes have been approved by the Board, the Secretary shall file Executive Session minutes appropriately. The log of Executive Session dates, recordings, and status of minutes (closed or open) shall be updated with addition of each Executive Session's minutes and recording.

The President and Secretary of the Board shall have keys to the Board's locked box. Each time the box is accessed, the Trustee doing so shall document that access by recording in the log their name, date of access, and the purpose of the access and a notation of anything they removed from or added to the box.

4.01 Executive Search and Hiring

All materials collected during an Executive search and hiring shall be stored in a sealed envelope in the Board's locked box for all unsuccessful candidates for a period in accordance with the Records to be Retained Policy. All materials collected for a successful candidate shall be stored in their personnel file in accordance with the Records to be Retained Policy.

Section 5: Quorum

A quorum of the Board shall consist of five members.

Section 6: Meeting Attendance via Electronic Conferencing

The use of electronic conferencing for meeting attendance, and voting 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 transmission system (e.g. A speakerphone) in order that the public audience, Board members in attendance, and any staff will be able to hear any input, vote, or discussion of the conference and that the member attending by electronic means shall have a similar capability of hearing such input, vote, or discussion.

Pursuant to the open meetings act, a quorum of members of the board must be physically present at the location of the meeting. Only additional members, i.e., those

members not part of the required physically present quorum, may attend by video and/or audio conferencing or by other electronic means.

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 discussion or voting purposes are authorized Board members with the right to speak and vote.

All Board members attending meetings by electronic conference shall be entitled to vote as if they were personally and physically present at the meeting site, but their votes shall be recorded by the secretary as done by electronic attendance.

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

This policy shall not be construed to mean that electronic means shall be regularly used. Use of electronic conferencing 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 their comments,
 - ii) may only speak once
 - iii) may not cede their 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 via e-mail to the Executive Director. Contact information can be found at <https://www.clpl.org/contact-us/>.

Section 9: Agenda

An agenda for each meeting of the Board shall be prepared by the Executive 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 Executive Director at least ten days before the meeting. If an item of business requires immediate action, it may be submitted to both the Executive 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 Executive 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 Executive 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 their 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 Executive 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.
- review the Financial Policies at least every two years and submit any recommendations to the Board.

Governance Committee shall

- review and revise existing policies (except for the Personnel Policy and Financial Policies), 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 and Financial Policies) 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;

Personnel Committee shall

- coordinate the Board's annual review of the Executive 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 Executive 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 Executive 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, Executive 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.