

By-laws of the Worth Public Library District

ARTICLE I – MEETINGS

Section 1. Regular Meetings

- a. Regular meetings of the Board of Trustees of the WORTH PUBLIC LIBRARY DISTRICT shall be held on the second Tuesday of each month at 7:00 p.m. at the Library (6917 W. 111th St., Worth Illinois 60482).
- b. Meetings shall be open to the public with the agenda of such meetings being posted in accordance with the Illinois Open Meetings Act.
- c. Prior to the beginning of each calendar year, the Board shall specify the dates and times of all regular meetings and post this information in a public place in the library.

Section 2. Special Meetings

Special meetings may be held at the call of the President or the Secretary or by any four (4) Trustees and notice of such meetings shall be posted according to law. Discussion at special meetings shall be limited to the topics for which the meeting was called.

Section 3. Attendance, Quorum & Voting

- a. A quorum shall consist of 4 trustees. A majority of those present shall determine the outcome of a vote taken on any question, unless a larger majority is specified by law.
- b. The Yeas and Nays shall be taken and recorded on all ordinances, resolutions and motions that call for the expenditure of District funds or the disposition of District property or at the request of any trustee.
- c. Trustees who are unable to attend any meeting should notify the Administrative Librarian or the Library Board President as far in advance of the meeting as is possible.
- d. Trustees who are planning vacations should notify the Library Board President of the dates he/she will be out of town or otherwise unavailable. In the case of the President, he/she will notify the Administrative Librarian and the Board Vice President.

- e. Trustees who miss four (4) consecutive meetings without notification will be asked to resign from the Board.
- f. If a Trustee misses twelve (12) consecutive meetings, his/her seat shall be declared vacant and the remaining Trustees shall appoint a replacement in accordance with law.

Section 4. Agenda

- a. Meeting packets, including the meeting agenda, will be delivered to Board members no later than the Friday immediately preceding the meeting.
- b. Board Members wishing to have an item placed on the agenda should make their request(s) to the Administrative Librarian no later than the Thursday immediately preceding the meeting.

Section 5. Order of Business

The order of business of the Board of Trustees shall be as follows:

- 1. Call to order
- 2. Roll call
- 3. Establish consent agenda.
 - A. Approval of previous months minutes
 - B. Approval of payments of bills
 - C. Receiving of Treasurer's Report
- 4. Approve consent agenda
- 5. Public Comment
- 6. Communications
- 7. Librarian's Report
- 8. President's Report
- 9. Committee Reports
- 10. Unfinished Business
- 11. New Business
- 12. Set dates for committee meetings.
- 13. Public Comment
- 14. Adjournment

Section 6. Parliamentary Procedure

The current revision of *Robert's Rules of Order* shall be the governing parliamentary procedure over all Board meetings, special meetings and committee meetings; however, the Board of Trustees may supplement *Robert's Rules of Order* and adopt its own rules governing the conduct of Board meetings and procedure not specifically stated in law.

ARTICLE II – BOARD OF LIBRARY TRUSTEES

Section 1. Composition & Term of Office

- a. The Board of Trustees shall be composed of seven (7) members elected by the voters of the Worth Public Library District.
- b. A full term of office shall be six (6) years; trustees serve until their successors are elected and qualified.

Section 2. Organization of the Board

- a. The Board of Trustees shall meet on the 3rd Monday of May next following any election at which members of the Board were elected.
- b. At such meeting the Trustees-Elect shall take their oath of office as prescribed by law and meet to organize the board, electing a President, a Vice President, a Secretary, and a Treasurer from among the trustees. The Secretary shall then record the membership of the Board.

Section 3. Duties and Powers of the Board

The Board of Trustees shall carry out the spirit and intent of the Illinois Public Library District Act in establishing, supporting, and maintaining a public library within the District and for providing library service to its patrons and shall have the following statutory powers and duties:

- a. Enact, amend, and rescind ordinances, resolutions and policies.
- b. Make and adopt regulations for their own guidance and for the government of the Library.
- c. Exercise exclusive control of the expenditure of all monies collected for the Library.
- d. Exercise exclusive control over the supervision, care, and custody of the grounds, rooms or buildings properly belonging to the Library district.
- e. Appoint and dismiss an Administrative Librarian and fix the compensation thereof.
- f. Retain legal counsel and professional consultants as needed.

- g. Adopt, and review at least every 2 years, a policy for the selection of library materials and the use of library materials and facilities.
- h. All other powers as granted in 75 ILCS 16/30

Section 4. Compensation

Trustees shall serve without compensation but shall be reimbursed from District funds for actual and necessary expenses incurred in the performance of their duties.

Section 5. Vacancies

- a. Vacancies shall be declared in the office of trustee by the Board when an elected or appointed trustee declines, fails, or is unable to serve; becomes a nonresident of the District; is convicted of a misdemeanor by failing, neglecting, or refusing to discharge any duty imposed upon him or her by law; or has failed to pay the Library taxes levied by the District.
- b. All vacancies shall be filled by appointment by the remaining trustees until the next regular Library election, at which time a trustee shall be elected for the remainder of the unexpired term.

Section 6. Officers

The Officers of the Board shall be elected to terms of two (2) years in accordance with the Illinois Public Library District Act and shall have the following duties and powers:

- a. President:
 - 1. Presides over all regular and special meetings of the Board of Trustees.
 - 2. Serves as Chairman of the Committee of the Whole.
 - 3. Appoints members of all standing and special committees.
 - 4. Serves as ex-officio member of all committees.
 - 5. Serves as the only spokesperson of the Board in all advisory or disciplinary action directed at the staff.
 - 6. Is authorized to sign on all accounts properly under the control of the Board of Trustees.
 - 7. Authenticates official library documents by his/her signature.

8. Is authorized to make transfers from The Illinois Funds to The Private Bank and vice versa.
9. Assumes all other duties and powers as assigned by the Board of Trustees.

b. Vice President:

1. Assumes the office of President if that office becomes vacant.
2. Presides over all regular and special meetings of the Board of Trustees in the absence of the President.
3. Serves as Vice Chairman of the Committee of the Whole.
4. Is authorized to sign on all accounts properly under the control of the Board of Trustees.
5. Assumes all other duties and powers as assigned by the Board of Trustees.

c. Secretary:

1. Takes and keeps minutes of all Board meetings and meetings of the Committee of the Whole Board.
2. Is authorized to sign on all accounts properly under the control of the Board of Trustees.
3. Authenticates official Library documents by his/her signature.
4. Keeps all official records properly belonging to the Library.
5. Assumes all other duties and powers as assigned by the Board of Trustees.

d. Treasurer:

1. Keeps and maintains accounts and records of the District.
2. Prepares and submits a monthly report to the Board of Trustees indicating all receipts, disbursements, and balances in any funds properly held by the District.
3. Gives bond to the District to faithfully discharge the duties of the office and to account to the District for all District funds coming into the Treasurer's hands.

4. Is authorized to sign on all accounts properly under the control of the Board of Trustees.
5. Is authorized to make transfers from The Illinois Funds to The Private Bank and vice versa.
6. Serves as the permanent chairman of the Finance Committee.
7. Assumes all other duties and powers as assigned by the Board of Trustees.

Section 7. Orientation of New Trustees

The Administrative Librarian or his/her designee shall meet with new Trustees to examine the property and review services and shall present to new Trustees an orientation packet which has been approved by the Board of Trustees.

ARTICLE III – COMMITTEES

Section 1. Standing Committees

a. Finance Committee

1. The Finance Committee shall consist of the Treasurer serving as chairman and two other trustees as appointed by the President.
2. The Finance Committee shall study and recommend action to the full board regarding the expenditure of all funds appropriated and expended by the District, the financing of library services and all bonds issued by the Library. The Committee shall also study and recommend action to the full board on all matters pertaining to the budget and appropriation and tax levies.
3. The Finance Committee shall meet at the call of the President or the Treasurer.

b. Buildings and Grounds Committee

1. The Buildings and Grounds Committee shall consist of a chairman and two other trustees as appointed by the President.
2. The Buildings and Grounds Committee shall study and recommend action to the full board regarding all matters pertaining to the construction, remodeling, maintenance, repair and landscaping of all property owned by the Library District including the physical facilities of the Library.

3. The Buildings and Grounds Committee shall meet at the call of the President or the Chairman of the committee.

c. Policy and Personnel Committee

1. The Policy and Personnel Committee shall consist of a chairman and two other trustees as appointed by the President.
2. The Policy and Personnel Committee shall study and recommend action to the full board on all matters pertaining to the organization, reorganization and efficient management of the Library and the adoption and amendment of District policies and procedures and the by-laws of the District. The Committee shall also have jurisdiction over the Rules of Order and Procedure, and the conduct of Board Members.
3. The Policy and Personnel Committee shall meet at the call of the President or the Chairman of the committee.

d. Technology Committee

1. The Technology Committee shall consist of a chairman and two other trustees as appointed by the President.
2. The Technology Committee shall study and recommend action to the full board on all matters pertaining to automation, technology programs, the technology plan, the official web site and the purchase, repair and maintenance of all technology equipment.
3. The Technology Committee shall meet at the call of the President or the Chairman of the committee.

e. Marketing Committee

1. The Marketing Committee shall consist of a chairman and two other trustees appointed by the President.
2. The Marketing Committee shall study and recommend action to the full board on matters pertaining to marketing, public relations, and promotion of the library.
3. The Marketing Committee shall meet at the call of the President or the Chairman of the Committee.

Section 2. Special Committees

The Board of Trustees may have special committees under the following categories:

a. Ad Hoc Committees

1. Ad Hoc Committees are those committees which are created for a specific purpose and which cease to exist once the purpose is fulfilled.
2. The President may create ad hoc committees, determine their size, *and* appoint their membership.

b. Sub Committees

1. Sub Committees are those committees which are created to assist a standing committee.
2. The chairman of any committee may create sub committees, determine their size, and appoint their membership such membership including at least one (1) Library Trustee.
3. Sub Committees must be germane to the committee of the Chairman that created it and *must* report directly to the committee that created it.

ARTICLE IV – ADMINISTRATIVE LIBRARIAN

Section 1. Office Created

There is hereby created the Office of Administrative Librarian.

Section 2. Appointment & Compensation

- a. The Board of Trustees shall have the sole power of appointment and/or termination of the Administrative Librarian.
- b. The salary of the Administrative Librarian shall be fixed by the Board of Trustees on an annual basis.

Section 3. Powers and Duties

The Administrative Librarian is responsible for the day to day direction and administration of the Library and in such capacity has the following powers and duties:

- a. Administering policies as adopted by the Board of Trustees.
- b. Directing and supervising all staff members.

- c. Hiring new employees and fixing their salaries as directed by the Board of Trustees.
- d. Taking disciplinary action, when necessary, against staff members of the District, in accordance with the District's Personnel Policy.
- e. Completing and filing all reports and documents required by the Illinois State Library, the Cook County Clerk, or any other agency of the State or Federal government.
- f. Preparing and delivering, or causing to be prepared and delivered, meeting packets to each board member no later than the Friday preceding any regular monthly meeting of the Board of Trustees.
- g. Making recommendations to the Board of Trustees on matters of policy, employment, staffing, organization and building maintenance or construction when the Administrative Librarian feels such actions would be necessary and expedient.
- h. All other duties and powers as assigned by the Board of Trustees.

Section 4. Attendance at Meetings

The Administrative Librarian or his/her designee shall attend all regular, committee, and special meetings of the Board of Trustees except when prohibited.

ARTICLE V – FISCAL YEAR

The Fiscal Year of the Worth Public Library District shall begin on July 1 and end on June 30.

ARTICLE VI – ADMINISTRATIVE RECORDS

Section 1. Inspection of Records

Administrative Records of the Library shall be kept in the Library and shall be available for inspection by the general public in accordance with the Open Meetings Act.

Section 2. Personnel Records

Personnel Records are classified and confidential and shall be kept in a secure place subject to inspection only as permitted by law.

Section 3. Records of a Confidential Nature

All records of a confidential nature, including minutes of Executive Sessions shall be kept in the Library in a secure place and may only be

inspected by members of the Board of Trustees, the Administrative Librarian, or other staff members with the permission of the Board of Trustees.

Section 4. Violation of this Article

A violation of this article by any employee of the Library District will be considered on a case-by-case basis and may result in an employee's termination.

ARTICLE VII – ADOPTION AND AMENDMENTS

Amendments to these bylaws shall be by majority vote of the Board of Trustees and may be made at any regular meeting of the Board of Trustees in a manner consistent with rules adopted by the Board of Trustees.

ARTICLE VIII – REVIEW OF BYLAWS

These bylaws shall be reviewed by the Policy and Personnel Committee no later than June of every even numbered year.

Approved, 2005

Revised and approved, October 14, 2008

Revised and approved, June 8, 2010

Kari Fickes
President, Board of Trustees

Appendix A.

This oath of office may be administered by the Secretary of the Board or by any person authorized to administer oaths under the laws of the State of Illinois.

LIBRARY TRUSTEE OATH OF OFFICE

I _____ do solemnly swear (or affirm) that I will uphold and support the Constitution of the United States, the Constitution of the State of Illinois and that I will faithfully discharge the duties of Trustee of the Worth Public Library District according to the best of my abilities.

Signature of Library Trustee

Signature of person administering oath