

SHOREWOOD-TROY PUBLIC LIBRARY  
BOARD OF TRUSTEES  
BY-LAWS

ARTICLE I - GENERAL PROVISIONS

- Section 1: This organization shall be called “The Board of Trustees of the Shorewood-Troy Public Library District”.
- Section 2: These rules, adopted pursuant to the provisions of Chapter 75 of the Illinois Compiled Statutes, are intended to set out the duties of the officers of the Board of Trustees, provide procedures by which meetings of the Board are to be conducted, set out methods by which the business of the Board of Trustees is to be carried on, to specify the powers and duties of the Library Director of the Shorewood-Troy Public Library District, and to provide other general rules relating to the government of the Board of Trustees.
- Section 3: These rules are supplementary to the provisions of the statutes of the State of Illinois as they relate to the procedures of the boards of library trustees.
- Section 4: Any member who has any interest of a personal nature in a matter before the Board shall not vote thereon and shall remove himself from any meeting or hearing at which said matter is under consideration.

ARTICLE II – OFFICERS

- Section 1: The officers shall be a President, a Vice President, a Secretary and a Treasurer, elected from among the Trustees at the May or June organizational meeting of the Board each odd-numbered year. The procedure for nomination of officers shall be at the discretion of the Board.
- Section 2: Officers shall serve a term of two years beginning at the May or June organizational Board meeting in odd-numbered years.
- Section 3: The President shall preside at all meetings of the Board, appoint all committees, execute all documents authorized by the Board, serve as an ex-officio voting member of all committees, and generally perform all duties associated with that office.
- Section 4: In the event of the absence of the President, or of a vacancy in that office, the Vice President shall assume and perform the duties and functions of the President. In the absence of the President and Vice President, a temporary chairman shall be appointed by the Board
- Section 5: The Secretary shall keep the Minutes of all Board meetings, ensuring that they are accurate and correct, including attendance, motions, voice

or roll-call votes, action and other business of the Board. In the absence of the Secretary, the President shall appoint a temporary Secretary, if needed, with the approval of the Board.

- Section 6: The Treasurer shall perform such duties as may be assigned by the Board of Trustees. The Treasurer is authorized by the Board to sign checks for the District. The Treasurer shall keep current with all of the financial records. The normal depository of all financial records shall be the Library. The Treasurer shall report at each Board meeting the state of the Library funds. In the absence of the Treasurer, or should he or she be unable to serve, the President or Vice-President may perform the duties of the Treasurer. If needed, the President shall appoint a temporary Treasurer, with the approval of the other Board members. The Treasurer Shall be bonded in the amount to be approved by the Board and according to statute requirement.
- Section 7: Checks for payments of bills will require two signers. Signers (for all accounts, savings and checking) are the current President and Treasurer of the Board and the Director of the Library.

### ARTICLE III – MEETINGS

- Section 1: The regular meetings shall be held each month on the second Thursday of the month at 7:00 p.m. in the Library. Change in time, date, and/or place shall be posted at least 48 hours in advance of the meeting. Trustees shall be notified of such change in writing whenever possible. If this is not possible, Trustees will be notified by telephone.
- Section 2: The order of business for regular meetings shall be determined by the business to come before the Board. A written agenda shall be prepared for each Board meeting by the Library Director with the assistance of the Board President.
- Section 3: Special meetings may be called by the President or the Secretary, or by any four (4) members, for the transaction of business as stated in the call for the meeting.
- Section 4: A quorum for the transaction of business at any meeting shall consist of four (4) members of the Board present in person.
- Section 5: An affirmative vote of the majority of all members of the Board present at the time shall be necessary to approve any action before the Board. The President may vote upon and may move or second a proposal before the Board. In voting, the Secretary will call the roll of Board members, including the President. The Secretary shall record ayes and nays and note absentees and abstentions from voting.
- Section 6: Proceedings of all meetings shall be governed by Robert's Rules of Order.
- Section 7: Meetings of the Board are governed by the Open Meetings Act laws of the State of Illinois. They are open to the public, and only closed to the public

for the exceptions to Open Meetings as defined by the Legislature, which will be specifically cited on relevant meetings' agendas.

- Section 8: Closed sessions will be audio-recorded, and minutes will be taken. Every 6 months, in June and in January of each year, the Board will vote to determine if closed session minutes should remain closed or be opened to the public.
- Section 9: Community members will be allowed 3 minutes (per visitor) to comment on Board actions at the beginning of each meeting. Due to Open Meetings Act restrictions, the Board will not necessarily be able to take action at the meeting the comments are presented.
- Section 10: Members of the public may audio or video record the Board's open meetings. However, such recording may not interfere with the Board's conducting of business, nor should it interfere with other members of the public's observation of the meeting.

#### ARTICLE IV – LIBRARY DIRECTOR AND STAFF

- Section 1: The Board shall employ a qualified Library Director who shall be the executive and administrative officer of the Library on behalf of the Board and under its review and direction. Among the duties and responsibilities allocated to the Library Director shall be the direction and the supervision of all staff members in the performance of their duties, the submission to the Board of monthly, and annual reports, and recommendations of such policies and procedures as, in the opinion of said Librarian, will promote the efficiency of the Library in its service to the Shorewood-Troy Public Library District.

#### ARTICLE V – COMMITTEES

- Section 1: The President shall appoint committees of two or more members each for such specific purposes as the business of the Board may require from time to time. Such committees may include but are not limited to the following standing committees: Finance, Building, House, Policy and By-laws, Planning and Development. Special committees may be appointed by the President and such committees shall serve until the completion of the work for which they were appointed.
- Section 2: All committees shall make a progress report to the Library Board at each of its meetings.
- Section 3: No committee will have other than advisory powers unless, by suitable action of the Board, it is granted specific power to act.

#### ARTICLE VI – AMENDMENTS TO BY-LAWS

- Section 1: Amendments to these by-laws may be proposed at any regular meeting, but must be approved by a majority vote at a subsequent regular meeting.

The foregoing by-laws of the Shorewood-Troy Public Library District Board of Trustees adopted this 12th day of September , 2013.