

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. Subject to the limitations listed in the gift ban section of the State Officials and Employee Ethics Act, 5 ILCS 430/10-10 et seq. Board members and officers will not solicit or accept gifts, gratuities, discounts, favors, hospitality or services. Trustees will not engage in economic activity that involves the use or sale of information gained in the course of official duties, in addition to any applicable provisions of the State Officials and Employees Ethics Act 5 ILCS 430/1-1 et seq.
- Section 5: The elected term of office is six (6) years.
- Section 6: The Board of Trustees shall consist of seven (7) members unless otherwise prescribed by law, such as if a vacancy occurs.
- Section 7: Any trustee may resign at any time by giving written notice to the President or the Secretary. Such resignation shall take place effective when the notice is given, unless the notice specifies a future date; unless otherwise specified therein, the acceptance of such a resignation shall not be necessary to make it effective. Upon receipt of such resignation, the Board President or Designee will notify the Board of the resignation. A vacancy will be declared by the Board pursuant to 75 ILCS 16/30-25.
- Section 8: Pursuant to the Public Library District Act of 1991, 75 ILCS 16/30-25, vacancies shall be declared in the office of Trustee by the Board when an elected or appointed Trustee (i) declines, fails or is unable to serve, (ii) becomes a nonresident of the District, (iii) is convicted of a misdemeanor by failing, neglecting, or refusing to discharge any duty imposed by him or her by the Act, or (iv) has failed to pay the

library taxes levied by the District. Absence without cause from all regular Board meetings for a period of one year shall be a basis for declaring a vacancy. Vacancies shall be filled by appointment by the remaining Trustees until the next regular election, at which time a Trustee shall be elected for the remainder of the unexpired term. If, however, 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 scheduled election for this office, then the person so appointed shall serve the remainder of the unexpired term, and no election to fill the vacancy shall be held.

- Section 9: The library will indemnify any present or former Trustees, officers, employees, or agents to the fullest extent possible under applicable law against expenses, including attorneys' fees, judgments, fines, settlements and reasonable expenses actually incurred by such persons relating to their conduct as a Trustee, officer, employee, member or agent of the Library, except that indemnification shall not apply to a breach of loyalty to the Library; for acts or omissions not in good faith or that involve intentional misconduct or knowing violation of the law; for a transaction from which any such person derived an improper personal benefit; or against judgments, penalties, fines, and settlements arising from any proceeding by or in the right of the Library, or against expenses in any such case, where such person shall be adjudged liable to the library.
- Section 10: The Library will purchase and maintain insurance on behalf of any person to the fullest extent permitted by applicable law.
- Section 11: Trustees shall serve without compensation but shall be reimbursed with District funds for their actual and necessary expenses incurred in the performance of their duties.
- Section 10: The Trustees acknowledge that the Bylaws and library policies must comply with all applicable laws.

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 first regularly scheduled meeting of the Board after election results are certified, each odd-numbered year. The procedure for nomination of officers shall be at the discretion of the Board. Each office shall be held by a different Trustee.
- Section 2: Officers shall serve a term of two years beginning the first regularly scheduled meeting of the Board after election results are certified.
- 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 performs all duties associated with that office.
- Section 4: The President shall not have nor exercise veto powers.

- Section 5: 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 6: 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 practice, this duty may be designated to a District employee(s) as appropriate. In the absence of the Secretary, the President shall appoint a temporary Secretary, if needed, with the approval of the Board.
- Section 7: The Secretary is empowered to administer oaths and affirmations for the purposes of this act.
- Section 8: 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 9: 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: In votes that pertain to financial matters of the District, a roll call will be conducted of all Board members present, with the Secretary recording ayes and nays. The Secretary will also note absentees and abstentions from voting.
- Section 7: Proceedings of all meetings shall be governed by Robert's Rules of Order.
- Section 8: 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 9: 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 10: 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 11: 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. Committee Appointments will be made the month *following* a Board election. Ad Hoc 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.

Bylaws updated and amended by Board Action on March 10, 2022