



## Sandwich Public Library District

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# *Library Board of Trustees Bylaws*

These rules are supplementary to the provisions of the Statutes of the State of Illinois as they relate to the procedures of Boards of Library Trustees of District Libraries, including but not limited to 75ILCS 16/10 et. seq.

## **Article I. Purpose**

### **Section 1.01 Establishment**

The Sandwich Public Library District was formerly known as Sandwich District Library and Sandwich Township Library.

### **Section 1.02 Governance**

The Board of Library Trustees is responsible for the provision of library services for the Sandwich Public Library District and shall author, implement, and publish governing policies.

## **Article II. Meetings**

### **Section 2.01 Regular Meetings**

The Board of Library Trustees of the Sandwich Public Library District will meet at the library on the second Tuesday of each month at 6:30p.m. The meetings shall be open to the public and noticed in advance. At the beginning of each fiscal year, the Board shall, by resolution, specify regular meeting dates and times. Meeting dates will be posted at the library and on the library's website. All notices will have the dates, times, and places of such meetings.

### **Section 2.02 Special Meetings**

Special meetings shall be held at any time when called by the President or Secretary or by any three trustees of the Board, provided that notice with the agenda of the special meeting is given at 48 hours in advance, except in the case of a bona fide emergency, to the Board members and to any news medium which has filed an annual request for notice under the Open Meetings Act (5ILCS 120/2et seq.) No business except that stated in the notice and agenda shall be transacted. Notice and agents shall be posted 48 hours in advance at the library except in the case of a bona fide emergency.

### **Section 2.03 Annual Meeting**

An annual meeting is held for the purpose of hearing the annual reports of the Library Director and committees. The report should include a summary of the year's work with a detailed account of the receipts and expenditures and other information according to statute (75 ILCS 16/30-65.) Said meeting could be used as self-evaluation or strategic planning. A copy of the Illinois Public Library Annual report is to be forwarded to the Illinois State Library in accordance with the law. A copy will also be on file in the library.

## **Section 2.04 Quorum**

A quorum for the transaction of business at any meeting shall consist of four Board members. Two Board members constitute a quorum for any committee meetings of the Board.

## **Section 2.05 Absences**

Trustees having scheduled vacation time or who miss a Board Meeting due to unavoidable scheduling conflicts should advise the Board President or the Library Director as soon as possible. Trustees who miss four consecutive meetings without prior notification may be asked to resign from the Board.

## **Section 2.06 Electronic Meetings Policy**

It is in the best interest of Library District residents and taxpayers that the fullest participation and attendance in all Board meetings be achieved whenever possible. The use of electronic conferencing for meeting attendance and voting, at least in some governmental meetings, is permissible so long as the meeting is conducted in accordance with the Open Meetings Act (5ILCS 120/2etseq.)

### **Attendance by a Means Other Than Physical Presence**

1. If a quorum of the members of the Board is physically present as required by subsection (c), a majority of the quorum may allow a member of that body to attend the meeting (and participate in any discussion, vote or other action of the Board) by other means if the member is prevented from physically attending because of:
  - a. personal illness or disability.
  - b. employment purposes or the business of the public body; or
  - c. a family or other emergency. [5 ILCS 120/7(a)]
2. If a member wishes to attend a meeting by other means, the member must notify the Recording Secretary of the Board before the meeting unless advance notice is impractical. "Other means" shall mean by audio or video conference or any additional means as from time to time allowed by statute. [5 ILCS 120/7(b)]
3. If a quorum is established pursuant to subsection (c), then a member attending by phone conference or other means allowed by this subsection (d) is not required to be located in a public building.
4. The limitations of this subsection (d) shall not apply to closed meetings of the Board. [5 ILCS 120/7(d)]

## **Article III. Board of Library Trustees**

### **Section 3.01 Responsibility**

The Board of Library Trustees of the Sandwich Public Library District is charged with the responsibility of the governance of the library. The Board will hire a skilled Library Director who will be responsible for the day-to-day operations of the library. The Board will meet at least ten times per year. These meetings will be open to the public and noticed in advance.

### **Section 3.02 Procedures for Meetings**

The Library Director will distribute the agenda and/or information packet for the meetings to the Board five days prior to meetings. Any Board member wishing to have an item placed on the agenda will notify the Board President or Library Director in sufficient time preceding the meeting to have the item added to the agenda. Any Board member who is unable to attend a meeting will notify the President or Library Director that he/she will be absent. Due to the fact that a

quorum is required for each meeting, this notification should be made as far in advance as possible.

### **Section 3.03 Compensation**

Board members are not be compensated pursuant to statute but will be reimbursed for necessary and related expenses as trustees. Board members are not exempt from late fees, fines, or other user fees. Trustees are required to file a statement of economic interest with the County Clerk, pursuant to the Illinois Governmental Ethics Act.

### **Section 3.04 Education**

To be effective Board members should attend all meetings, read materials presented for review, and attend Library System (or other library-related) workshops, trainings, seminars, or meetings mandated by the State of Illinois. The Library Director will make the dates of these workshops known to the Board in a timely manner. It is the goal of the Board of Library Trustees to have each member attend a minimum of one workshop, seminar, or meeting during each calendar year, either in person or online. Board members using their own vehicle will be reimbursed at the rate allowed by the Internal Revenue Service for travel to and from any workshop, seminar, or meeting according to library policy.

### **Section 3.05 Officers and Elections**

The officers of the Board shall be a president, a vice-president, a secretary, and a treasurer. Those officers shall be elected by a vote for a 2-year term at the regular meeting in the month of June. In the event of a resignation from an office, an election to fill the unexpired term of that office will be conducted by a ballot vote as soon as possible.

#### **(a) President**

The President shall preside at all board meetings, appoint all standing and special committees, serve as ex-officio member of all committees and perform such duties as may be assigned by the Board. The President shall be the only spokesperson for the Board of Library Trustees in all advisory or disciplinary action directed to the staff.

#### **(b) Vice-President**

The Vice-President, in the absence of the President, shall assume all duties of the President.

#### **(c) Secretary**

The Secretary or his/her designee shall ensure the keeping of the minutes of all Board meetings, recording attendance, and recording of a roll call on all votes (except when a ballot vote is taken). The Secretary shall perform all other such clerical duties as may be assigned by the Board, including the safekeeping of Executive session minutes. These minutes will be kept in a secure location at the library.

#### **(d) Treasurer**

The Treasurer shall prepare or assist in the preparation of annual budgets and chair the finance committee. The Treasurer shall be bonded in accordance to the requirements of the state statute.

### **Section 3.06 Banking**

#### **(a) Account Signatories**

All trustees serving as elected officers of the Sandwich Public Library Board of Trustees along with the Library Director shall be signatories on all library financial accounts.

### **(b) Authorization**

Any combination of two officers or one officer and the Library Director may sign checks by the authorization of the Board.

### **Section 3.07 Library Trustee Roles and Ethics**

Trustees will behave in accordance with the current Trustee Facts File as published by the Illinois Library Association.

## **Article IV. Standing and Special Committees**

The standing committees shall be appointed annually or as needed in the month of June and shall consist of two Trustees. The President shall appoint a chairperson for each committee. Special committees may be appointed by the President to present reports or recommendations to the Board and shall serve until the completion of the work for which they were appointed. The standing committees shall be the finance committee, the personnel committee, the policy committee, the building and grounds committee, and the fundraising committee. Please see Article XI for Friends of the Library policy information. The library shall be the depository of all committee reports.

### **Section 4.01 Finance Committee**

The finance committee's responsibilities include, but are not limited to, overseeing a budget and appropriations resolution, a levy, and a working budget for the approval of the full Board. The committee will monitor the investments of the library and implement the library's investment policy. The committee will work closely with the Library Director.

### **Section 4.02 Personnel Committee**

#### **(a) Primary Responsibilities**

The personnel committee's responsibilities include, but are not limited to, preparing and facilitating the annual evaluation of the Library Director for discussion and review with the full Board. At such time the Director will furnish a statement of his/her goals and objectives for the coming year. The Library Director is responsible for the annual review of all other employees of the library.

#### **(b) Special Responsibility: Director Search**

The personnel committee recruits, screens, interviews and recommends applicants to the Library Board.

### **Section 4.03 Policy Committee**

The primary responsibility of the policy committee is to develop Library Policy. The committee reviews existing policy on a regular basis. All library policies must be approved by a majority vote of the Board and made readily available to the public.

### **Section 4.04 Building and Grounds Committee**

The primary responsibility of the building and grounds committee include, but are not limited to, planning for and monitoring the continual development of the site and making recommendations to the full Board as needed.

### **Section 4.05 Fundraising Committee**

The primary responsibility of the fundraising committee is to explore additional revenue streams such as grants.

## **Article V. Parliamentary Procedure**

All meetings are governed by the guiding principles of parliamentary procedure. Trustees should familiarize themselves with the Sandwich Public Library District's Board Meeting Basics document and adhere to those guidelines.

## **Article VI. New Trustees**

The Library Director and a current trustee appointed by the Board/President shall meet with new trustees to examine the property and review services and shall present to new trustees a packet that includes the Library Policy and other procedural materials, a list of trustees and committees, minutes, and financial reports for the previous 3 months, and any other pertinent information.

## **Article VII. Duties of the Library Director**

The Library Director will administer the policies adopted by this Board. The duties and responsibilities of the Director include hiring of personnel, directing, supervising and disciplining of personnel, and preparing monthly reports as required. The Director will oversee the day-to-day operations of the library as well as fiscal activities of the library.

## **Article VIII. Amendments**

Amendments to these Bylaws, the Library Policy or any other policy or procedural document may be proposed at any regular meeting of the Board and will become effective as adopted by a majority of those members present, providing they represent a quorum.

## **Article IX. Administrative Records**

### **Section 9.01 General Records**

Administrative records of the library shall be kept in the library and shall be available to the general public upon request. These shall include the monthly and annual reports of the library, all financial reports, minutes of the public Board meetings and actions and other such items as the Board or Library Director shall file there.

### **Section 9.02 Personnel Records**

Staff personnel records are confidential and shall be kept in a secure place. The Library Director or any person authorized by the Board of Trustees shall have access to these records.

### **Section 9.03 Confidential Records of the Board**

Executive session recordings are kept on sight in a secured lock box in file cabinet. Two keys, one to be held by the Board President and one by the Board Secretary. Written minutes are stored at the library.

## **Article X. Electronic Communications**

Electronic communication may only be conducted in accordance with Illinois State regulations.

Given the ease with which electronic communications can be forwarded, copied, or misdirected, either intentionally or inadvertently, these should be used with caution. When communicating electronically, the use of "reply all" responses "forward," or "cc" of a response must not be used thereby avoiding communication which could constitute a gathering of a quorum. It is advised that

all electronic communication regarding library matters be done via Sandwich Public Library District accounts provided by the Director.

There are limited instances in which electronic communications may be used for routine non-substantive communications between Trustees and Library staff. Examples include:

- Requests for available dates and times for meetings ("reply all" is appropriate here)
- Sending agenda materials in advance of a meeting
- Meeting reminders
- Sending other documents for personal review or editing
- Dissemination of information

Electronic communication constitutes a public record which must be maintained in accordance with Local Records Act as well as Federal and State Statutes including, but not limited to, Freedom of Information Act (FOIA) and Open Meetings Act (OMA).

## **Article XI. Friends of the Library**

Friends of the Library will work closely with the Library Director and the Board of Trustees. (To be applied if the Friends reorganize.)

### **Section 11.01**

The President of Sandwich Public Library District is an ex-officio member of the Friends Executive Board.

### **Section 11.02 Board Liaison**

There should be a liaison between Friends and Board to keep communications open.

### **Section 11.03 Bylaws**

Any revisions to the Friends Bylaws must pass a vote by the Sandwich Public Library District Board of Trustees. The library shall be the depository of all committee reports.

### **Section 11.04 Open Meetings**

Friends of the Library will abide by the Open Meetings Act and will follow the most current version of Robert's Rules of Orders.

### **Section 11.05 Finances**

Friends of the Library will provide financial information to the Board of Trustees on an annual basis.

## **Addendum – Suggestion procedure for the selection of a candidate to complete an unfilled term:**

1. The Board shall ascertain there is a vacancy.
2. The Board shall place advertisements for trustee in both media and print.
3. The Board shall requires interest of candidate in fulfilling term on Board.
4. The Board shall request such information such as name, address, length of residence in the district as well as a little historical information.
5. The Board shall request information regarding other extra-curricular activities such as experience on other boards, interaction with school and/or church organizations.
6. The Board shall make know certain requirements of the candidate such as regular meeting dates, committee assignments and meetings, participation in these as well as other activities.
7. The Board shall enlighten the candidate that there I no monetary compensation for the position and the length of the commitment.
8. Inquiries can be submitted to the Library Director, the Board President or Vice President.

The Board shall make a selection, by voice/majority vote. Where upon the Board President or Vice President shall contact the candidate and inform him/her of the Board decision.

There are two legal requirements for a trustee:

1. They must live in the boundaries of the Library.
2. They must not have any outstanding bills with the Library.

Revised/Amended & Approved:

June, 2021

May, 2021

July, 2020

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October, 2005

