

## BYLAWS

### THE LIBRARY BOARD OF TRUSTEES OF THE CITY OF ROLLING MEADOWS, COOK COUNTY, ILLINOIS

#### ARTICLE I - PURPOSE

##### Section A

The Library of Rolling Meadows is established by Chapter 62 of the Rolling Meadows City Code [Attachment A] and is subject to the statutes applicable to municipal libraries in the State of Illinois, including but not limited to, 75 ILCS 5/1 et seq.

##### Section B

The Library Board shall be responsible for the provision of library services in the City of Rolling Meadows and shall author, implement and publish governing policies. **75 ILCS 5/4 – 7; Rolling Meadows Ordinance Chapter 62, Sec. 62 – 8** [Attachment A]

#### ARTICLE II - MEMBERSHIP

##### Section A

The Library Board shall consist of nine **trustees** appointed by the Mayor of the City of Rolling Meadows subject to city council approval as provided by 75 ILCS 5/4-1 et seq.; **Rolling Meadows Ordinance Chapter 62, Sec. 62 – 2** [Attachment A]

##### Section B

The term of each **trustee** shall be three years with one-third of the terms expiring each year.

### Section C

No **trustee** or officer shall commit the Library Board in any way to any action or agreement without the vote of the Library Board. No **trustee** shall represent the Library Board without appointment by the President.

### Section D

Any **trustee** wishing to resign before his/her term of appointment has expired shall submit a written resignation to the Library Board President and to the Mayor of the City of Rolling Meadows. Any **trustee** wishing to serve another term **may** submit a **letter or e-mail** indicating so to the Board President and to the Mayor of the City of Rolling Meadows preferably two months before his/her current term expires unless the Mayor requests a different method of notification.

### Section E

Vacancies on the Board shall be filled as original appointments **and the trustee so appointed shall serve the remainder of the unexpired term. 75 ILCS 5/4 – 4; Rolling Meadows Ordinance Chapter 62, Sec. 62 – 4**  
[Attachment A]

### Section F

The Board President shall ensure that an orientation and overview of library operations is conducted with each new trustee. An orientation packet will also be provided to each new trustee. The packet will include copies of the Library Board's Bylaws, Policies, a list of trustees and committees, minutes from the last year's Board meetings, the Library's Personnel Policy Manual, and any other materials the President deems necessary.

## Section G

Trustees shall serve without compensation but shall be reimbursed for their actual and necessary expenses incurred in the performance of their duties from library funds. 75 ILCS 5/4-5; **Rolling Meadows Ordinance Chapter 62, Sec. 62 – 5** [Attachment A]

## ARTICLE III – OFFICERS

### Section A

The officers of the Library Board shall consist of: President, Vice-President, Secretary, and Treasurer.

### Section B

Officers of the Library Board shall be elected at the close of the regularly scheduled July meeting of the Library Board. The officers will serve for a term of one year and shall serve until their successors are duly elected.

### Section C

A Slate of officers shall be selected by the Development Committee and presented to the Library Board. Nominations from the floor shall also be recognized.

### Section D

The order of nomination shall be (1) President, (2) Vice-President, (3) Secretary and (4) Treasurer. A majority of the full Board shall elect these officers.

### Section E

The President of the Library Board shall:

1. supervise the Executive Director in the preparation of the agenda for each meeting,
2. appoint temporary officers until an election can **practicably** be held for the vacant position as per Article III, Section I,

3. call for any special meetings,
4. preside at all regular meetings,
5. create and appoint committees,
6. perform the duties of a presiding officer,
7. have custody of one of the two keys to the closed minutes safe located in the library's Administration Office (the other being held by the Board Secretary). Immediately after each closed meeting or regular Board Meeting containing a closed session, the Board President, Board Secretary, or the Board President's **trustee** designee shall deposit the tape(s) into the closed minutes safe. If the closed minutes safe is opened at any other time, the Board President, Board Secretary, or the Board President's **trustee** designee will notify the Board of Trustees at the next regular Board Meeting that the safe was opened, and for what reason. Any removal, destruction, or alteration of closed session tapes must be reported to the Board at the next regular Board Meeting,
8. **sign checks for payment to the library's vendors if the Treasurer or second trustee member of the Finance Committee is unavailable to do so, and**
9. perform other duties as may be required by law.

#### Section F

The Vice-President of the Library Board shall:

- 1.** preside in the absence of the President,
- 2.** perform the duties, **in the absence of the President**, as described in Article III--Section E, and
- 3.** perform other duties as may be required by law.

#### Section G

The Secretary of the Library Board shall:

1. supervise the recording of the minutes at the Board meetings,
2. review and sign Board minutes to ensure a true and accurate accounting of all proceedings of Library Board meetings,

3. oversee the preparation of the Annual Report 75 ILCS 5/4-10; **Rolling Meadows Ordinance Chapter 62, Sec. 62 – 9** [Attachment A],
4. schedule and supervise semiannual review of minutes from closed sessions and closed meetings 5 ILCS 120/2.06(**d**),
5. provide notice for public meetings as described in **the Open Meetings Act. 5 ILCS 120,**
6. have custody of one of the two keys to the Closed Minutes Safe located in the library's Administration Office (the other being held by the Board President). Immediately after each closed meeting or regular Board Meeting containing a closed session, the Board President, Board Secretary, or the Board President's **trustee** designee shall deposit the tape(s) into the Closed Minutes Safe. If the Closed Minutes Safe is opened at any other time, the Board President, Board Secretary, or the Board President's **trustee** designee will notify the Board of Directors at the next regular Board meeting that the safe was opened, and for what reason. Any removal, destruction, or alteration of Closed Session Tapes must be reported to the Board at the next regular Board Meeting, and
7. perform other duties as may be required by law.

## Section H

The Treasurer of the Library Board shall:

1. supervise the financial matters of the library by chairing the Finance Committee,
2. oversee a true and accurate accounting of all library funds,
3. oversee the preparation and review of all financial reports required by law,
4. **sign checks for payment to the library's vendors, and**
5. perform other duties as may be required by law.

## Section I

If an officer resigns before the term expires or is unable to perform duties of office, the **trustees of the** Development Committee shall

select a successor candidate to be presented for election at the opening of the next regular meeting. Nominations from the floor shall also be recognized.

#### ARTICLE IV - TRUSTEE POWERS AND DUTIES

The powers and duties of the trustees are defined in 75 ILCS 5/4-7.

#### ARTICLE V – MEETINGS

##### Section A

There shall be regular monthly meetings of the Library Board. Time, date and place of meetings shall be determined by the Library Board. All public body meetings shall conform to the Illinois Open Meetings Act. 5 ILCS 120 et seq. Public bodies, as defined by the Illinois Open Meetings Act, include library boards, and committees and subcommittees of library boards. Special and Emergency meetings may be called in the following manner:

- (a) when called by the Board President; or
- (b) when three (3) or more **trustees** submit a written request for a Special or Emergency meeting to the Board President. E-mail will serve as a “written request” for the purpose of this Section. If the Board President is not available and reasonable efforts have been made to contact him/ her, requests for Special and Emergency meetings will be addressed to the following Board Officers (in the order provided):

- 1) Vice President; if not available, then
- 2) Treasurer, if not available, then
- 3) Secretary, if not available, then
- 4) the Board President’s **trustee designee**.

## Section B

All regular meetings of the Library Board shall be open to the public and conform to the requirements of the Illinois Open Meetings Act. 5 ILCS 120 et seq. A notice of meeting time, date and place of regular monthly meetings shall be posted in a prominent place at the library and on the library's web page.

## Section C

Within ten days after the beginning of each calendar year, the Secretary of the Board shall cause public notice to be given of the schedule of regular meetings of the Board for the ensuing calendar year, stating the regular dates, times and places of such meetings, by posting a copy of the notice in the library and on the library's web page in accordance with the Illinois Open Meetings Act. 5 ILCS 120 et seq.

## Section D

A quorum for the transaction of business shall consist of a majority (5) of the duly appointed Library **trustees**.

## Section E

Public notice and the agenda for each regular and special meeting will be posted in the library and on the library's web page at least forty-eight hours before such meeting in accordance with the provisions of the Illinois Open Meetings Act. 5 ILCS 120/2.02. Agendas for special, emergency, rescheduled or reconvened meetings to any news medium that has filed an annual request for such notice will be provided in accordance with the provisions of the Illinois Open Meetings Act. 5 ILCS 120/2.02(b)

## Section F

The Board may meet in closed session upon a majority vote of a quorum present at a meeting open to the public for which

notice has been given according to the Illinois Open Meetings Act. 5 ILCS 120/2a

The vote of each **trustee** on the question of holding a session or meeting closed to the public and a citation to the specific exception contained in the Illinois Open Meetings Act which authorizes the closing of the session or meeting to the public shall be publicly disclosed at the time of the vote and shall be recorded and entered into the minutes of the meeting. 5 ILCS 120/2a

Only topics specified in the vote to close the session or meeting may be considered during the closed session or meeting. 5 ILCS 120/2a No final action may be taken at a closed session or meeting. Final action shall be preceded by a public recital in open session of the nature of the matter being considered and other information that will inform the public of the business being conducted. 5ILCS 120/2a

The Board shall periodically, but no less than semi-annually, meet to review minutes of all closed sessions or meetings.

At such meetings, a determination shall be made and reported in an open session that (1) the need for confidentiality still exists as to all or part of those minutes or (2) that the minutes or portions thereof no longer require confidential treatment and are available for public inspection. 5 ILCS 120/2.06

## Section G

Beginning in January, 2004, Illinois law required the verbatim recording of closed sessions or meetings on video or audio cassette tape(s), and the storage of such verbatim recordings for at least 18 months; however, the Rolling Meadows Library will store closed session tapes for at least 24 months. A safe dedicated to the storage of audio cassette



tapes has been established in the Rolling Meadows Library Administrative Office. The Board President and Board Secretary each have custody of one of two available keys to the Closed Minutes Safe. Each closed meeting topic will be recorded on a separate audio cassette and appropriately labeled for future reference. Immediately after each closed meeting or regular Board Meeting containing a closed session, the Board President, Board Secretary, or the Board President's **trustee** designee shall deposit the tape(s) into the Closed Minutes Safe. 5 ILCS 120/2.06 (C) states: "The verbatim record may be destroyed without notification to or the approval of a records commission or the State Archivist under the Local Records Act or the State Records Act no less than 18 months after the completion of the meeting recorded but only after:

- (1)The public body approves the destruction of a particular recording; and
- (2)The public body approves minutes of the closed meeting that meet the written minutes requirements of subsection (a) of this Section."

## Article VI – COMMITTEES

### Section A

The standing committees of the Board and their purposes shall be:

1. Bylaws--periodically review and update library Bylaws and gather, review and update, as needed, Board policies for inclusion in a Board Policy Manual.
2. Development--evaluate the Board, evaluate the Executive Director, oversee the Board Officer election process, and design an ongoing Board education plan.
3. Finance--audit monthly expenses, **examine and recommend to the Board bills for payment, sign bills for payment to library vendors,** develop and monitor the implementation of the annual budget.

4. Personnel--develop, review and update the Personnel Policy Manual and review personnel matters brought by the Executive Director.
5. Planning--monitor and annually update the Strategic Plan and develop, monitor and annually update the Capital Improvement Plan. The Planning Committee may also serve as a building and grounds committee.

The chairperson of each committee shall supervise the recording of minutes at committee meetings, and review and sign minutes approved by the committee to ensure a true and accurate accounting of all committee meetings.

#### Section B

The President shall appoint special committees as needed in addition to the standing committees. Special committees shall serve until the completion of the work for which they were appointed. The President shall serve as an ex-officio member of all standing and special committees.

#### ARTICLE VII - PARLIAMENTARY AUTHORITY

The most current edition of Robert's Rules of Order shall, in the absence of provisions to the contrary herein, be observed in governing the transaction of the business of the Library Board.

#### ARTICLE VIII – AMENDMENTS

These Bylaws may be amended at any regular meeting of the Library Board by a vote of two-thirds of the full Board provided the amendment was read at the previous regular meeting.