

By-Laws of the Evergreen Park Public Library Board of Trustees

ARTICLE I REGULAR, SPECIAL, AND ANNUAL MEETINGS

SECTION 1, OPEN MEETINGS

All meetings of the Library Board of Trustees shall be public meetings except those specifically excluded in the Open Meetings Act. Executive sessions or closed meetings shall be held only as authorized by statute.

SECTION 2, REGULAR MEETINGS

Prior to the beginning of each fiscal year, the Board shall specify by ordinance the time, place, day and date of all meetings for the coming year, as provided by statute. The date, time or place may be temporarily changed by a roll call vote at the regular meeting prior to the meeting affected.

SECTION 3, SPECIAL MEETINGS

Special meetings of the Library Board may be held upon notice, either by the President or upon written request of three members of the Board, for the transaction of any business set forth in the notice for such a special meeting.

SECTION 4, REORGANIZATION MEETING

The reorganization meeting of the Library Board shall be held upon the regular meeting day in May. Officers shall be elected at the first regular meeting following the municipal election for a term of two years, and shall remain in office until their successors are elected.

SECTION 5, QUORUM

A quorum shall consist of four members of the Board who are physically present at the meeting site and a majority of those present shall determine the outcome of any vote taken in question. A meeting can continue but no action can take place if the minimum number to make a quorum is not present.

SECTION 6, ELECTRONIC PARTICIPATION AT MEETINGS

Under limited circumstances, Trustees unable to be physically present at a public meeting may participate in the meeting via communication devices. Communication devices include, without limitation, audio and/or video equipment which allows members of the public, Trustees physically present, Library Staff, and other meeting participants to interact with those present on all motions, discussions, and votes. The limited circumstances which allow a Trustee to participate via communication devices are personal illness or disability, employment purposes, business of the Library, family emergency or other emergency. A Trustee wishing to attend via communication devices

must give advance notice (24 hours) to the Board Secretary or Board President of the desire to attend via communication device, unless notice is impractical, so that necessary communications equipment can be arranged. Inability to make the necessary technical arrangements will result in denial of a request for remote attendance.

After establishing that a quorum is physically present at a meeting where a Trustee desires to attend electronically, the President of the Library Board or chairperson shall call for a motion that a Trustee be permitted to attend the meeting electronically after specifying the reason entitling the Trustee to attend electronically. The motion must be approved by a majority vote of the Trustees physically present at the meeting of the Library Board. The Trustee participating electronically and all other Trustees of the Library Board must be able to communicate effectively. In addition, members of the audience must be able to hear all communications at the meeting site.

Any Trustee attending electronically shall be considered an off-site attendee and counted as present electronically for that meeting. The meeting minutes shall also reflect and state specifically when a Trustee is present by electronic means.

A Trustee permitted to attend electronically will be able to express his or her comments during the meeting and participate in the same capacity as those Trustees physically present, subject to all general meeting guidelines and procedures previously adopted and adhered to. The Trustee attending electronically shall be heard, considered, and counted as to any vote taken. Accordingly, the name of any Trustee attending electronically shall be called during any vote taken, and his or her vote counted and recorded by the Secretary of the Library Board and placed in the minutes for the corresponding meeting. A Trustee attending electronically may leave a meeting and return as in the case of any other Trustee, provided the Trustee attending electronically shall announce his or her leaving and returning.

ARTICLE II OFFICERS

SECTION 1, OFFICERS

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

SECTION 2, ELECTION AND TERMS OF OFFICE

Officers shall be elected at the first regular meeting following the general election of Library Trustees for a term of two years with the privilege of re-election, and shall remain in office until their successors are elected.

SECTION 3, DUTIES OF OFFICERS

PRESIDENT: The President shall preside at all meetings of the Board. He/she shall authorize calls for any special meetings, appoint all committees, execute all documents authorized by the Board, and serve as an ex-officio member of all committees. The President shall have general supervision of all matters pertaining to the library, except as are otherwise provided by law, or by these by-laws, or by action by of the Board.

VICE-PRESIDENT: When the President is absent or incapacitated, the Vice-President shall perform all the duties of the President.

SECRETARY: It shall be the duty of the Secretary to keep an accurate account of the proceedings of the Board, to notify all members of the Board of all Regular, Special, and Annual meetings. In the absence or inability of the secretary, his/her duties shall be performed by such other members of the Board as the Board may designate.

TREASURER: It shall be the duty of the Treasurer to supervise all fiscal and accounting activities of the library, to present the monthly statement to the Board, to co-sign all checks and/or vouchers, and to serve as the Chairman of the Finance and Budget Committee. He/She shall be bonded in the amount required by law.

The President, Secretary, Treasurer, and Library Director shall be allowed to sign checks. Each check shall require two signatures.

SECTION 3.1, CONFLICT OF INTEREST

Board members and officers will not solicit, accept, or agree to accept gifts, loans, gratuities, discounts, favors, hospitality, or services. Trustees will not accept economic, advancement, or honorary opportunities under circumstances when it may be reasonably inferred that the opportunity is being offered with intent to influence official action. Trustees who must take an official action that may be construed as conflicting with personal, family, monetary, or employment interests should abstain from official action if there is no reasonable way to eliminate the conflict. 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 3.2, BOARD MEMBER PRIVILEGES

Illinois Library Law 75 ILCS 5/4-5 states that 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.

In addition, members of the Board of Trustees of the Evergreen Park Public Library shall be accorded the following privileges during their tenure on the Library Board:

- Faxing: Trustees may have free use of the library's fax machine for local faxes.
- Purchase of materials through library vendors: Trustees may purchase materials at a discount through library vendors.
- Professional organization dues: The library will pay the annual membership dues in the Illinois Library Association for each trustee.

SECTION 3.3, OFFICERS ATTENDANCE AT SEMINARS, MEETINGS, OR WORKSHOPS

Officers of the Evergreen Park Public Library Board are encouraged to attend various meetings, workshops, and seminars including those provided by the ~~Metropolitan Library~~

~~System~~ System Wide Automated Network (SWAN), the Illinois State Library, or other organized events that may be specifically presented for the benefit of the public library. The Board may also authorize its official representatives to attend the Illinois Library Association Conference, the Public Library Association Conference, and the American Library Association Conference. Attendance at these conferences may be authorized with the Board's consent. In conjunction with a Board Member's attendance at these conferences, the Board may direct the attendee to present a written report of the conference at a subsequent Board meeting. Any funds advanced to a conference attendee, as well as an attendee's expenditures at a conference, shall be documented.

SECTION 4, RESIGNATION

Any Trustee may resign at any time by giving written notice to the President or Secretary. Such resignation shall take place effective when the notice is delivered unless the notice specifies a future date.

ARTICLE III ORDER OF BUSINESS

The order of business at all regular meetings of the Board shall be as follows:

Call to Order and Roll Call
Approval of the Minutes
Treasurer's Report
Public Participation
Library Director's Report
Reports of the Committees
Old Business
New Business
Adjournment

SECTION 1, PUBLIC PARTICIPATION

Each regular agenda provides time for public participation. Patrons wishing to address the Library Board must limit comments to three minutes. Please refer to the Public Participation Policy for more information.

ARTICLE IV PARLIAMENTARY PROCEDURE

Robert's Rules of Order shall govern in the parliamentary procedure of the Board.

ARTICLE V LIBRARY DIRECTOR

The Board shall appoint 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. The Library Director shall be responsible for the appointment and specification of duties, direction and supervision of the library staff, for the care and maintenance of Library property, for an adequate and proper selection of Library materials in keeping with Board policy, for the efficiency of library service to the public, and for its financial

operation within the limitations of the budget as approved by the Board. The Library Director shall administer the policies adopted by the Board.

**ARTICLE VI
AMENDMENTS**

These by-laws may be amended by a two-thirds vote of the entire Board of Trustees. In the case of an inability to be present, any Trustee may register his or her vote on any proposed amendment in writing.

Revised November 2006

Revised August 2010

Revised July 2023