

BYLAWS OF THE BOARD OF TRUSTEES OF THE BARRINGTON PUBLIC LIBRARY DISTRICT

ARTICLE I: ORGANIZATION

Section 1. The Barrington Public Library District is established and organized under authority of the Statutes of the State of Illinois. The Board of Trustees is vested with the powers and duties set forth in the (75 ILCS 16/) Public Library District Act of 1991. The Bylaws of the Board of Trustees of the Barrington Public Library District shall be in accordance with the (75 ILCS 16/) Public Library District Act of 1991. References to the Act are made within this document as necessary. These Bylaws repeal and replace Ordinance 2015-1.

ARTICLE II: TRUSTEES AND DUTIES

Section 1. The Board shall consist of seven Trustees elected under the provisions of the Illinois Election Code and the Public Library District Act of 1991.

Section 2. Trustees shall be elected every two years at the regular election scheduled for Trustees of public library districts under the Election Code for 6-year terms.

Section 3. The Board of Library Trustees shall have those powers and duties prescribed by the Public Library District Act of 1991. It shall be the duty of each of the members of the Board of Trustees of the District to carry out the spirit and intent of The Illinois Public Library District Act in establishing, supporting and maintaining a public library or libraries within the District and for providing library service to the District.

Section 4. Trustees shall at all times comply with applicable statutes governing conflicts of interest; no trustee shall have a personal interest in any matter before the Board when such personal interest is prohibited by law.

Section 5. Trustees shall serve without compensation but shall be reimbursed from District funds, upon an affirmative roll call vote at an open meeting of the Board, for their actual and necessary expenses incurred in the performance of their duties. (75 ILCS 16/30-30) & (50 ILCS 150/15)

Section 6. Vacancies on the Board shall be filled forthwith by appointment by the remaining Trustees pursuant to the Public Library District Act of 1991.

Section 7. Each newly elected Trustee shall, within 60 days of being sworn in, make arrangements with the Executive Director for a Trustee Orientation Meeting.

ARTICLE III: MEETINGS

Section 1. The Board of Trustees shall hold the regular monthly meeting on the second Monday of each month at 7:00 PM in the Library located at 505 North Northwest Highway. The schedule of regular meetings for each year shall be established by ordinance. The Board shall call not fewer than 5 regular meetings each fiscal year.

Section 2. Notice of all meetings including the agenda shall be provided to all members of the Board of Trustees and to the news media having filed an annual request for such notice, and shall be posted at the place of the meeting and on the Library's website not less than 48 hours preceding the day of the meeting.

Section 3. Special meetings may be called by the President or Secretary, or at the request of four Trustees not less than 48 hours preceding the day of the Special Meeting. Notice of the meeting including the agenda shall be provided not less than 48 hours in advance of the meeting.

Section 4. Four Trustees shall constitute a quorum of the Board for the transaction of business; provided, however, that a meeting lacking a quorum may adjourn to a later date and time. A majority of those present shall determine the vote taken on any question, unless a larger majority is specified by law. Absentees or abstentions from voting shall be noted, but shall not be counted for or against the question being voted on.

Section 5. All meetings are conducted in accordance with the (5 ILCS 120/1.01) Open Meetings Act. The Board may adjourn to Executive Session for the purpose of considering matters authorized by the Open Meeting Act.

Section 6. The President shall decide all questions of order and shall be guided in their decisions by parliamentary law as prescribed by Robert's Rules of Order.

Section 7. Business at regular meetings shall include the following:

- I. Call to Order
- II. Roll call
- III. Audience recognition and public comment
- IV. Approval of minutes
- V. Miscellaneous Reports /Business
 - a. President
 - i. President's Report

- b. Treasurer
 - i. Treasurer's Report/Bills for payment
 - c. Executive Director
 - i. Executive Director's Report
- VI. Reports of Committees
- VII. Old business
- VIII. New business
- IX. General Information
- X. Adjournment

The order of business may be suspended by the President or upon a majority of those members present.

Section 8. The primary method of Board Packet retrieval is TrusteeNet. Trustee Board Packets are made available with documents linked on TrusteeNet prior to the regularly scheduled Board meeting.

ARTICLE IV: OFFICERS

Section 1. The nomination and election of Officers is considered to be the organization of the Board. Organization of the Board shall take place every two years within 74 days of each biennial Trustee election.

Section 2. Officers of the Board shall consist of President, Vice-President, Secretary, and Treasurer. Each officer shall be elected to serve a two-year term ending on the third Monday of the month following the applicable regular election or until their successor is duly elected by the Board.

Section 3. Following the biennial Trustee election and after the swearing in of new Trustees, the current President will put forth a slate of nominations to be voted on by the full Board. Before voting on the slate of officers, an opportunity shall be made to take other nominations from the floor. Consent must be obtained from the potential nominee before placing that person in nomination. Officers shall be elected by a majority vote of all Trustees present.

ARTICLE V: DUTIES OF OFFICERS

Section 1. The President shall be the Presiding Officer of the Board and, as such, shall preside over all meetings and appoint all Committees and Committee Chairpersons. The President shall approve the agenda for all meetings, authorize calls for special meetings, excuse Trustees from meetings when notified of the proposed absence, execute all documents authorized by the Board, and assume

all other such duties with the consent of the Board. The President shall not have nor exercise veto power.

Section 2. The Vice-President shall assume the duties and responsibilities of the President in the absence of the President.

Section 3. The Treasurer shall direct the maintenance of financial accounts and records of the Library, subject to yearly audit. The Treasurer shall sign checks on the authorization of the Board and shall report the status of funds to the Board at regular meetings. The Treasurer shall be bonded in an amount set by 75 ILCS 16/30-45(e) and the cost of such bond shall be paid by the District. The Treasurer serves as the chairperson of the Budget, Finance, and Levy Committee.

Section 4. The Secretary shall sign official documents and direct the maintenance of Board documents and minutes. The Secretary may administer oaths and affirmations for the purposes as provided by 75 ILCS 16/30-45(g) and shall assume all other duties assigned by law. The records maintained by the Secretary shall be subject to audit by two other Trustees appointed by the President, as and in the manner provided by 75 ILCS 16/30-65(c).

Section 5. In event that the President and Vice-President are not present at a meeting, a President Pro Tempore shall be elected from those Trustees present by a majority vote immediately after the meeting has been called to order and for that meeting only.

ARTICLE VI: COMMITTEES

Section 1. Committees are advisory groups. They present non-binding recommendations to the Board which the Board then decides to accept, reject or modify. All committees, with exception of the Audit Committee, are considered committees-of-the-whole unless otherwise determined by a vote of the majority of the Board. The Board President shall appoint a chair to each Committee.

Section 2. The chair of each Committee shall work with the Executive Director to prepare information to provide to the Committee.

Section 3. The Audit Committee shall consist of two Board members appointed by the Board President to conduct an annual audit of the Secretary's records in accordance with the Public Library Act of 1991.

Section 4. The Budget, Finance, and Levy Committee is charged with reviewing proposed budgets, including the annual working budget, budget and appropriation, and

levy. The Treasurer serves as the chairperson of this Committee.

Section 5. The Long Range Planning Committee is charged with guiding the Library’s long range direction, ensuring sustainability, and fostering innovation to ensure a strong Library over the long term.

Section 6. The Personnel Committee, advised by the Human Resources Manager, is charged with overseeing personnel policy, recommending compensation for the Executive Director, and such personnel matters set by statute.

Section 7. The Policy Committee is charged with overseeing Library policy, ensuring Library policies support the values, mission, and vision of the Library.

Section 8. The Building Committee is responsible for assessing the Library building and grounds as established in *Serving Our Public 4.0*.

ARTICLE VII: ETHICS

Section 1. Upon election or appointment to the Barrington Public Library District Board of Trustees, each Trustee shall abide by and sign a written commitment to follow the Public Library Trustee Ethics Statement located in the Board Policies. Public Library Trustees are accountable for the resources of the Library as well as to see that the Library provides the best possible service to its community. Every Trustee makes a personal commitment to contribute the time and energy to faithfully carry out his/her duties and responsibilities effectively and with absolute truth, honor, and integrity.

ARTICLE VIII: EXECUTIVE DIRECTOR

Section 1. The Board shall appoint a qualified librarian as Executive Director pursuant to 75 ILCS 16/30-55.35(a). The Executive Director shall serve as liaison between the Board, Staff, and the Library Professional community. The Executive Director shall recommend such policies and procedures as will increase the efficiency of the Library’s operations and promote the continuous improvement of library service to the communities within the District. The Executive Director shall administer all policies adopted by the Board and supervise the operation of the Library, either directly or through the Deputy Director/Department Heads and shall prepare monthly, annual, and special reports as required by the Board and the Illinois Compiled Statutes. The Executive Director shall be responsible for the hiring, directing, supervising and/or firing of all staff members and shall determine all individual salaries, subject to the approval of the Board, except as

to their own, which shall be set by the Library Board. The Executive Director shall serve as an ex-officio member of the Board without a vote.

ARTICLE IX: REVIEW

Section 1. The Board shall endeavor to review these Bylaws no less than once every two years.

ARTICLE X: AMENDMENTS

Section 1. Any proposed amendments to these Bylaws shall be presented in writing at a regular or special Board meeting preceding the Board meeting at which the vote is to be taken.

Section 2. These Bylaws may be amended by affirmative majority vote of all members of the Board of Trustees present at the meeting. These bylaws supersede any and all previously adopted by the Board of Trustees.