

BYLAWS

ARTICLE I: NAME

This organization shall be called “The Board of Trustees of the Green Hills Public Library District” existing by virtue of the provisions of the Illinois Library Code, and exercising the powers and authority and assuming the responsibilities delegated to it under the said statute.

ARTICLE II: OFFICERS

- Section 1. The officers shall be a president, a vice president, a secretary, and a treasurer, selected from among the elected trustees following the election of the Board.
- Section 2. Officers shall serve a term of two years.
- Section 3. The president shall preside at all meetings of the Board, authorize calls for any special meetings, appoint all committees, execute all documents authorized by the Board, co-sign checks, serve as an ex officio member of all committees, and generally perform all duties associated with that office. He/she shall be bonded in an amount as may be required.
- Section 4. The vice president, in the absence of the president, shall preside at Board Meetings, co-sign checks, and otherwise act in place of the president and perform the duties associated with that office. She/he shall be bonded in an amount as may be required.
- Section 5. The secretary shall keep a true and accurate record of all meetings of the Board, co-sign checks, issue notice of all regular and special meetings, and shall perform such other duties as are generally associated with that office. She/he shall be bonded in an amount as may be required. 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.
- Section 6. The treasurer shall be the disbursing officer of the Board, co-sign all checks and shall perform the duties of the office. She/he shall be bonded in the amount required by law. In the absence or inability of the treasurer, his/her duties shall be performed by such other members of the Board as the Board may designate.

ARTICLE III: LIBRARY DIRECTOR

The Library Director is responsible for the administration of the Green Hills Public Library District, in accordance with the laws of the State of Illinois and within the guidelines established by the Board of Trustees. The principal accountabilities are to staff the Library with competent personnel, operate the

Library to attain the greatest value in user satisfaction from funds available, and to advise the Board on all matters within its area of responsibility.

ARTICLE IV: COMMITTEES

The president shall appoint committees of one or more members each for such specific purposes as the business of the Board may require from time to time. The committee shall be considered to be discharged upon the completion of the purpose for which it was appointed and after the final report is made to the Board. Committees shall comply with provisions of the Open Meeting Act.

ARTICLE V: MEETINGS

Section 1. Open Meetings

All meetings of the Library Board of Trustees shall be public meetings held in accordance with the Open Meetings Act, 5 ILCS 120/1 *et seq*, except for closed sessions which shall be held only as authorized by the Open Meetings Act.

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. Trustees should strive to attend a minimum of seven (7) of the regularly scheduled ten (10) meetings per year.

Section 3. Special Meetings

Special Meetings of the Board may be called by the President, or Secretary, or by any four (4) Trustees. All meetings shall comply with the provisions of the Open Meeting Act.

Section 4: Quorum

As provided by statute, a quorum shall consist of four (4) Trustees who are physically present at the meeting site and a majority of those present shall determine the outcome of any vote taken on a question, unless a greater than majority vote is required by law.

Section 5. Voting

As provided by statute, all votes on any question shall be by ayes and nays and recorded by the Secretary. Absentees and abstentions from voting shall be noted.

Section 6. Order of Business

The Order of Business for regular meetings shall include, but not be limited to, the following items which shall be covered in the sequence shown so far as circumstances will permit: (1) Call to Order; (2) Roll Call and Pledge of Allegiance; (3) Acknowledgement of Visitors; (4) Minutes of Previous Meetings; (5) Financial Report and Authorization of Expenditures; (6) President's Report; (7) Public Comment; (8) Director's Report; (9) Department Reports; (10) New Business; (11) Correspondence; (12) Unfinished Business; (13) Adjournment.

Section 7. Public Participation

All regular, annual and special meetings shall be open to members of the public. Citizens, individually or as organized groups, desiring to make a presentation to the Library Board may do so.

Because the Library Board recognizes its responsibilities to conduct the business of the Library in an orderly and efficient manner, it is necessary to have such requests seventy-two hours before the regular meeting so that they may be included in the board agenda for that month. Requests should state fully the reason for the audience with the Library Board, and should give the name of the spokesman. In extraordinary circumstances, and at the discretion of the President, any matter may be raised even though not included in the board agenda for that meeting.

In addition, members of the public may comment on any item, whether on the agenda or not, during the time for public comment on the agenda. Any individual's comments shall not exceed 5 minutes.

The Library Board reserves the right to confine the discussion to a definite period of time, and to refer any matter discussed to a committee for further deliberation.

Section 8. Conduct of Meetings

Proceedings of all meetings shall be governed by the most recent edition of Robert's Rules of Order and applicable laws of the State of Illinois.

Section 9. Committee Meetings

Committees shall report to the Library Board as necessary.

ARTICLE VI: GENERAL

Section 1. No trustee or employee of the Library shall engage in any business or transaction or have a financial or personal interest, whether directly or indirectly, that is

incompatible with the proper discharge of his/her official duties in the public interest, or that may tend to impair his/her independence of judgment or action in the performance of such official duties.

- Section 2. Library Trustees do their work collectively on the Board, and are expected at all times to act in the best interests of the Library District.
- Section 3. A dispute regarding fines, fees, or policies may be addressed to the Board in the form of a detailed letter articulating the concerns and position of the patron. The whole Board and appropriate staff will discuss the issue and announce the disposition at a public meeting.
- Section 4. An affirmative vote of the majority of all members of the Board present shall be necessary to approve any action before the Board.
- Section 5. The bylaws may be amended by a majority of the Board provided the proposed amendment was considered at a meeting prior to its adoption.
- Section 6. Electronic/telephone Board meeting participation will be allowed by a trustee if the trustee cannot attend due to an emergency, employment conflict, Library business conflict, illness, or disability. A quorum of trustees must be physically present for the meeting. The trustee participating electronically cannot comprise the quorum.

ARTICLE VII: BOARD DEVELOPMENT

Trustees shall serve without compensation, but shall be reimbursed for actual and necessary expenses incurred in the performance of their duties.

Necessary expenses include reimbursement for mileage, meals and the cost of attending the conference (Illinois Public Library District Act 1991:75 ILCA 16/30-30)

Adopted December 18, 1991
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