

**GREEN HILLS PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
BYLAWS**

ARTICLE I: NAME

- Section 1.01 The name of the Library shall be the Green Hills Public Library District, Cook County, Illinois.
- Section 1.02 The name of the Library organization shall be the Board of Trustees of the Green Hills Public Library District, hereafter referred to as the “Board.”
- Section 1.03 The address of the Library shall be 10331 S. Interlochen Drive, Palos Hills, IL 60465.
- Section 1.04 The Library is organized and operated pursuant to the provisions of the Illinois Public Library District Act of 1991, 75 ILCS 16/1-1, *et seq.*, as amended.

ARTICLE II: TRUSTEES

- Section 2.01 The Board consists of seven popularly elected district residents who meet the qualifications established in 75 ILCS 16/30-20.
- Section 2.02 Trustees have staggered four-year terms.
- Section 2.03 Vacancies
- (a) All vacancies shall be filled by appointment by the remaining Trustees in accordance with 75 ILCS 16/30-25, as amended.
 - (b) The Board shall work to identify the best qualified candidate for appointment by soliciting applications from, and conducting individual interviews with interested persons.
 - (c) The names of individuals who apply for appointment but not selected may be kept on file for consideration during subsequent vacancies.
- Section 2.04 Trustees shall serve without compensation but shall be reimbursed from Library’s funds for their actual and necessary expenses incurred in the performance of their duties and according to any applicable Library policies.
- Section 2.05 Orientation
- New Trustees shall be oriented by the President and Director and be provided with the following:
- (a) A tour of the Library, including staff introductions
 - (b) Trustee Contact Information
 - (c) Trustee Bylaws

- (d) Reference publications describing the duties of a Trustee vs. duties of an administrator
- (e) General Policies
- (f) Employee Handbook
- (g) Current Budget and Appropriations Ordinance
- (h) Current Pay Grade Assignments
- (i) Current Illinois Public Library Annual Report

Section 2.06 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 judgement or action in the performance of such official duties.

Section 2.07 Trustees do their work collectively on the Board, and are expected at all times to act in the best interests of the Library.

ARTICLE III: OFFICERS

Section 3.01 The officers of the Board of Trustees shall be President, Vice-President, Secretary, and Treasurer.

Section 3.02 Officers shall serve a term of two years. The election of officers shall be held at the time of the regular meeting in either May or June of each election year. Officers may be subject to forfeiture of office if they miss more than three consecutive regularly scheduled Board meetings.

Section 3.03 The President shall:

- (a) Be bonded in an amount as may be required
- (b) Co-sign checks
- (c) Authorize calls for any special meetings
- (d) Sign all papers and documents authorized by the Board
- (e) Appoint and serve as an ex officio member of any committee as required to carry out their duties
- (f) Serve as the spokesperson for the Board in all public announcements

Section 3.04 The Vice-President shall:

- (a) In the absence of the President, perform the duties of the President to include but not be limited to:
 - (1) Preside at the Board meeting
 - (2) Act in place of the President and perform the duties associated with that office
 - (3) Co-sign checks
 - (4) Be bonded in an amount as may be required

- Section 3.05 The Secretary shall:
- (a) Keep a true and accurate record of all Board meetings
 - (b) Co-sign checks
 - (c) Issue notices of all regular and special meetings
 - (d) Administer oaths and affirmations of office
 - (e) Perform such other duties as generally associated with that office
 - (f) In the absence or inability of the Secretary, their duties shall be performed by such members of the Board as the Board may designate
 - (g) Be bonded in an amount as may be required

- Section 3.04 The Treasurer shall:
- (a) Be the disbursing officer of the Board
 - (b) Co-sign checks
 - (c) Perform such duties as are generally associated with that office
 - (d) In the absence or inability of the Treasurer, their duties shall be performed by such other members of the Board as the Board may designate
 - (e) Be bonded in an amount as may be required

ARTICLE IV: 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.

- Section 4.01 The principal accountabilities of the Library Director are:
- (a) To staff the Library with competent personnel
 - (b) Operate the Library to attain the greatest value in user satisfaction from funds available
 - (c) To advise the Board on all matters within its area of responsibility
 - (d) Attend all Board meetings, including executive sessions unless specifically excluded, act as advisor to the Board on professional Library matters
 - (e) Authorize capital expenditures in accordance with Library policy

ARTICLE V: COMMITTEES

- Section 5.01
- (a) The President shall appoint committees of one or more members for such specific purposes as the business of the Board may require from time to time.
 - (b) 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.
 - (c) Committees shall comply with the Open Meetings Act *et seq.*, as amended.

ARTICLE VI: MEETINGS

Section 6.01 Open Meetings

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

Section 6.02 Regular Meetings

Prior to the beginning of each fiscal year, the Board shall specify by ordinance or resolution the time, place, day and date of all meetings for the coming year, as provided by the Open Meetings Act.

The date, time or place may be temporarily changed by a roll call vote at the regular meeting prior to the meeting affected.

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

Section 6.03 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 Meetings Act.

Section 6.04 Committee Meetings

Committees shall report to the Board as necessary.

Section 6.05 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 6.06 Voting

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

Section 6.07 Order of Business

The Order of Business for regular meetings shall generally include, but not be limited to, the following items that 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. Approval of Minutes of Previous Meeting
5. Operating Fund Treasurer's Report and Warrant
6. President's Report
7. Public Comment
8. Director's Report
9. Department Reports
10. New Business
11. Action Items
12. Correspondence
13. Document Signing
14. Adjournment

Section 6.08 Public Participation

- (a) 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.
- (b) Members of the public may comment on any item, whether on the meeting agenda or not, during the time of public comment on the agenda. Any individual's comments shall not exceed 5 minutes. Thirty (30) minutes shall be allotted in whole for all public comments at a Board meeting.
- (c) Requests to make a longer presentation to the Board are required three (3) business days (seventy-two (72) hours) before a regular meeting for inclusion into the Board agenda. Business days are Monday-Friday 9am-5pm. Requests should state fully the reason for the audience with the Board, and should give the name of the spokesperson.
- (d) The Library Board reserves the right to confine the discussion to a definite period of time other than that stated herein, and to refer any matter discussed to a committee for further deliberation.

Section 6.09 Remote Attendance

Electronic/telephone/video Board meeting participation will be allowed to the extent permitted by the Open Meetings Act.

Section 6.10 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 6.11 Committee Meetings

Committees shall report to the Library Board as necessary.

ARTICLE VII: AMENDMENTS

Section 7.01 The Bylaws may be amended by the majority of the Board at the next regular meeting provided the proposed amendment was considered at a meeting prior to its adoption.

Adopted December, 1991
Revised September 16, 1992
Revised July 16, 1997
Revised July 10, 2001
Revised May 17, 2010
Revised August 16, 2010
Revised June 20, 2016
Revised October 17, 2016
Revised April 16, 2018
Revised April 19, 2021