

## **BY-LAWS OF LEMONT PUBLIC LIBRARY DISTRICT**

Adopted: November 10, 2010

### **ARTICLE I - NAME AND LOCATION**

The name of the organization shall be Lemont Public Library District. The Library District's main office is located at 50 East Wend Street, Lemont, Illinois, 60439.

### **ARTICLE II - MEETINGS OF THE BOARD**

**Section 1:** The regular monthly meeting and special meetings shall be held in accordance with the Illinois Open Meetings Act, as amended and modified from time to time.

**Section 2:** Notice of meetings shall be completed in accordance with the [Illinois Open Meetings Act](#).

**Section 3:** The President or any two (2) members of the Board may call special meetings at any time, provided that (a) either oral or written notice thereof be given to all the Trustees at least forty-eight (48) hours in advance of the special meeting, and (b) public notice is posted in accordance with the [Illinois Open Meetings Act](#). Emergency meetings may be called in accordance with provisions of the [Illinois Open Meetings Act](#).

**Section 4:** A quorum for the transaction of business shall consist of four (4) members of the Board, except as otherwise provided in the By-laws.

**Section 5:** Trustees unable to attend a scheduled meeting should notify the Library Director or Administrative Assistant prior to said meeting.

**Section 6:** Executive session may be entered during any meeting in accordance with the [Illinois Open Meetings Act](#).

**Section 7:** Written minutes of each meeting shall be kept in accordance with the [Illinois Open Meetings Act](#).

**Section 8:** The public is invited to participate at Board meetings. Each individual is limited to a five (5) minute presentation unless prior notice is given to the Library Director. Individuals wishing to speak at a Board meeting shall provide their name and address for the record.

### **ARTICLE III - TRUSTEES**

**Section 1:** Trustees shall be elected to the Board by district voters as prescribed by the [Illinois Election Code](#) and will serve for a four year term.

**Section 2:** Whenever a Trustee resigns or is found unable to legally fulfill their term, the remaining Trustees shall appoint a replacement pursuant to Section 30-25 of the Illinois Public Library District Act of 1991 (the “Act”) . [[75 ILCS 16/30-25](#)]

**Section 3:** Regular attendance of the Trustees at Board meetings and participation in Committee meetings shall be expected. The President, at the discretion of the Board, may request the resignation of any Trustee who shall be absent from three (3) or more Board meetings within a fiscal year without due cause.

**Section 4:** The President of the Board and the Library Director shall provide new Trustees with an orientation to the Board. In addition, new Trustees are expected to familiarize themselves with Library operations and policies and the duties of a Library Trustee.

**Section 5:** Trustees shall make an effort to attend meetings, workshops and seminars that offer educational opportunities specifically for the benefit of the Library and Trustees. Furthermore, the Board shall be authorized to send a Trustee and/or staff to the Illinois Library Association Conference (ILA) and to the American Library Association Conference (ALA) yearly.

### **ARTICLE IV - OFFICERS**

**Section 1:** The officers shall be President, Vice President, Secretary, and Treasurer who shall be elected by a majority vote of the Trustees at the May meeting during the year of a regular election scheduled for Trustees of a Public Library District pursuant to the [Illinois Election Code](#) (the “Election Year”) and will serve for a two year term. Officers may be removed from office with a simple majority vote of Trustees.

**Section 2:** The President shall preside over all meetings, appoint members of committees as needed and is authorized by the District’s regulations, and perform other duties specified by the District’s regulations, ordinances, or other appropriate action. In the President’s absence, the Vice President shall preside at meetings. In the absence of the President and Vice President, the Secretary shall preside at meetings. The President shall not have or exercise veto powers. [[75 ILCS 16/30-45\(b\)](#)]

**Section 3:** The Vice President’s duties shall be prescribed by these By-laws and as set forth by the Board of Trustees.

**Section 4:** The Secretary shall keep and maintain appropriate records for his or her term in office and shall include in those records a record of the minutes of all meetings, the names of those in attendance, the ordinances enacted, the resolutions and regulations adopted, and all other pertinent written matter affecting the operation of the district. The Secretary may administer oaths and affirmations for the purposes of the District.

**Section 5:** The Treasurer shall keep and maintain accounts and records of the District during the Treasurer's term in office, indicating in those accounts and records a record of all receipts, disbursements, and balances in any funds.

**Section 6:** Annual audit and financial report requirements shall conform to Section 3 of the Governmental Account Audit Act ([50 ILCS 310/3](#) 1 et seq.).

## **ARTICLE V - COMMITTEES**

**Section 1:** Standing committees shall include:

- Finance
- Building and Grounds
- Planning and Goals
- Policy and Personnel
- Technology

**Section 2:** Each committee shall consist of a chairman and at least one (1) additional Trustee, with the President and Library Director serving as ex-officio members of each committee without voting rights. Standing committees shall be formed in May of an Election Year for two (2) year terms. Committees, other than standing committees, may be formed at such time and with such responsibilities and terms as determined by the President.

## **ARTICLE VI - ORDER OF BUSINESS**

**Section 1:** The order of business at all regular meetings of the Board shall be as follows:

- I. Call To Order
- II. Pledge Of Allegiance
- III. Roll Call
- IV. Approval Of Minutes
- V. Treasurer's Report
- VI. Approval Of Bills
- VII. Public Participation
- VIII. Reports:
  - a. President
  - b. Library Director
  - c. Attorney
  - d. Committee Reports
    1. Finance
    2. Building & Grounds
    3. Policy & Personnel

4. Planning & Goals
  5. Technology
  6. Other (if applicable)
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- IX. Unfinished Business
  - X. New Business
  - XI. Communications/Correspondence
  - XII. Executive Session
  - XIII. Adjournment

**Section 2:** Any business may be taken out of its above order, or the order of business suspended at any meeting by a majority vote of the Trustees present.

### **ARTICLE VII - PERSONNEL**

**Section 1:** The Board shall employ a Director to carry out the policies established by the Board. The Library Director shall employ the staff authorized by the Board; acquire library materials and equipment in accordance with the Collection Development and Finance Policies, and shall administer other District affairs in accordance with Board policy.

**Section 2:** The Library Director shall attend all meetings of the Board.

**Section 3:** The Board shall conduct an evaluation of the Library Director annually at an appropriate time.

### **ARTICLE VIII - CONDUCT OF MEETINGS**

**Section 1:** Unless otherwise provided, meetings shall be conducted in accordance with Roberts Rules of Order, current revised edition, except as specified herein:

A roll call vote shall be taken of the Trustees on all actions concerning finance, or at the request of any one (1) Trustee.

**Section 2:** In the absence of a quorum, the Board may adjourn a meeting to a specified-date, place and time, notice of which shall be given according to Article II.

### **ARTICLE IX - FISCAL YEAR**

**Section 1:** The fiscal year of the District shall be from July 1<sup>st</sup> through June 30<sup>th</sup>.

## **ARTICLE X - RECORDS AND FINANCIAL ACCOUNTING**

**Section 1:** All records of the District and the Board including those of the Treasurer shall be maintained at the Library.

**Section 2:** Financial records and activities shall be maintained in accordance with generally accepted accounting principles, consistently applied. The action of the Board in regard to approval of bills for payment shall be recorded.

**Section 3:** An audit of the District and Board records shall be performed each year by a qualified independent public accountant licensed to practice public accounting in the State of Illinois. Copies of auditors' reports shall be distributed to each Board member and to the County Clerk, State Comptroller, and to the State Library, and as otherwise provided by law.

## **ARTICLE XI – CONFLICT OF INTEREST**

Trustees of the Lemont Public Library District and all employees of the Library District shall not use their Board or Association relationships for personal gain; and shall at all times conduct themselves in compliance with the State Officials and Employees Ethics Act ([5 ILCS 430/1-1 et seq.](#)). To ensure recognition of the responsibility, any Trustee or employee aware of a conflict of interest with a matter coming before the Board or any of its committees shall bring this to the attention of the Board or committee, shall not vote on the subject or attempt to influence the vote of others and shall not be counted in determining the quorum if that has not already been established for the meeting. These points shall be recorded in the minutes of such meetings.

## **ARTICLE XII - AMENDMENTS**

Adoption of amendments to these By-laws shall require an affirmative vote of five (5) Trustees, except that these By-laws shall, without the need for specific Board action, be deemed amended by, and to the extent of, any amendments or modification of or new enactments concerning the Act, any statute or law intended to replace, modify or supplement the Act, or any other statute or law intended to regulate the actions or responsibilities of the District, Board, Officers, Trustees, Director or any Library employees, patrons or contracting parties.