

Bylaws of the Wood Dale Public Library District

Adopted on September 21, 2015

Revised & Approved June 19, 2023

These Bylaws are supplementary to the provisions of applicable statutes.

Regular Meetings

The regular meeting of the Board of Library Trustees (the Board) shall be on the third Monday of each month. The meeting shall be at the Library at 520 Wood Dale Road, Wood Dale, Illinois at seven thirty o'clock p.m. The meetings shall be open to the public and noticed in advance.

At the beginning of each fiscal year, the Board shall, by ordinance, specify regular meeting dates and times. The Library shall provide the local newspaper, that files an annual request, with the schedule of regular meetings of the Board and post the meeting schedule at the Library and on the Library's website. If a change is made in the regular meeting schedule, notice of the change will be given at least 10 days in advance by posting a notice at the Library or at the place of meeting and on the Library's website.

Special Meetings

Special meetings shall be held when called by the President or Secretary or by any three Trustees. Notice with the agenda of the special meeting shall be given at least 48 hours in advance, except in the case of an emergency. No business except that stated in the notice and agenda shall be transacted.

Annual Report

Not later than September 1 of each year, the Board shall prepare and file with the Illinois State Librarian a report in accordance with 75 ILCS 16/30-65.

Quorum

A quorum at any meeting shall consist of four Trustees.

Board of Library Trustees

The Board is charged with the responsibility of the governance of the Library. The Board will hire a skilled Library Director who will be responsible for the day-to-day operations of the Library. The Board will meet at least ten times per year. Board meetings will be open to the public and noticed in advance.

Posting of the agenda and Trustee attendance rules will follow the Open Meeting Act. Trustees who are unable to attend a meeting will contact the Board Secretary or Library Director to indicate their absence. Because a quorum is required for each meeting, contact should be made as far in advance as possible. To be effective, Trustees must

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attend 75% of regularly scheduled meetings and read materials presented for review. Trustees missing three consecutive meetings may be censured by the Board and may be asked to submit their resignation.

Trustees are not to be compensated but will be reimbursed for necessary expenses. Trustees using their own vehicle will be reimbursed at the rate allowed by the IRS for travel to and from any Library related workshop, seminar, or meeting.

Officers and Elections

The Officers of the Board shall be a President, a Vice-President, a Secretary, and a Treasurer. Officers shall be elected by the Board. An officer shall not serve more than two consecutive terms unless by unanimous Board consent. In the event a Trustee resigns from office, the Board will appoint a replacement Trustee to fill the unexpired term within 90 days. In accordance with Public Act 102-0977, failure to do so will result in the State Librarian (Secretary of State) appointing a trustee.

President

The President shall preside at all Board meetings, appoint all standing and special committees, may serve as ex-officio member of all committees, and perform or assign all other such duties as may be assigned by the Board or as required by statute. The President shall be the *only* spokesperson for the Board in all advisory or disciplinary action involving the Library Director.

Vice President

The Vice-President, in the absence of the President, shall assume all duties of the President.

Secretary

The Secretary shall keep minutes of all Board meetings, record attendance, and record a roll call on all votes. The Secretary shall perform such duties as may be assigned by the Board or as required by statute.

Treasurer

The Treasurer shall keep all financial records of the Library. The normal depository of all financial records shall be the Library. The Treasurer shall have charge of the Library funds and report at each meeting the state of the funds. In the absence of the Treasurer, the duties shall be performed by another Trustee as the Board President designates. The Treasurer shall be bonded or insured according to state statutes in the minimum amount (or higher amount as the Board determines).

Standing and Special Committees

Standing committees may be appointed by the President and may consist of three Trustees including the Library Director or function as a committee of the whole. Special committees may be appointed by the President to present reports or recommendations to the Board and shall serve until the completion of the work for which they were

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appointed. Examples of committees are finance, personnel, policy, and building and grounds.

Order of Business

Generally, the Order of Business for Board meetings will be as follows:

- Call to order
- Roll call, recording both present and absent members
- Public Comments
- Secretary's report, approval of minutes as received or corrected
- Financial report
- President's report
- Library Director's report
- Correspondence and communications
- Legal/Ethics Report
- Committee reports
- Continuing Business
- New business
- Executive Session
- Adjournment

Parliamentary Procedure

Robert's Rules of Order, Revised (latest edition) shall govern the parliamentary procedure of the Board.

Duties of the Library Director

The Library Director shall administer the policies adopted by the Board. Among duties and responsibilities of the Library Director shall be hiring personnel, directing, supervising, and disciplining staff members, monthly and annual reports as required by the Board, and recommending policies and procedures which will promote the efficiency and service of the Library.

Amendments

Amendments to or suspension of these Bylaws or any policies or procedures may be proposed at any regular meeting of the Board and will become effective if and as adopted by a majority of a quorum.