

Bylaws of the Wood Dale Public Library District

Adopted on September 21, 2015

Most recent revision & approval June 18, 2025

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 Wednesday of each month at the Library at 520 Wood Dale Road, Wood Dale, Illinois at 7pm. 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. Pursuant to Section 2.02 and Section 2.03 of the Open Meetings Act, a schedule of such meetings shall be posted and made available at the Library and copies of such schedule shall be supplied to all news media which have filed an annual request for such notice. 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 four 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, Board President, 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.

Wood Dale Public Library District | Board of Library Trustees

To be effective, Trustees must 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.

Physical attendance is required unless the trustee can meet one or more of the following conditions: personal illness or disability; employment purposes or the business of the Library; a family, personal or other emergency; or an unexpected childcare obligation. Convenience is not listed as a condition.

Meeting Attendance via Electronic Means

Pursuant to the Illinois Open Meeting Act (5 ILCS 120/7) Library Trustees are permitted to attend Library Board meetings by means other than physical presence if they meet the below-mentioned conditions for not being able to attend physically.

Any member of the Library Board may attend a meeting electronically if the member meets each of the following conditions:

- A quorum of the members is physically present throughout the meeting.
- A majority of those members physically present votes in favor of allowing the electronic attendance of the member requesting to attend electronically. The availability of working equipment, operating difficulties and communication/technical issues may result in denial of such a request or inability to provide that service, even though the Library Board voted to approve the request.

The Board Secretary or President or Library Director shall notify all the Board members of the request for electronic attendance.

After a roll call establishes a quorum being physically present, a motion must be made to allow for the electronic attendance with a majority of the physical members agreeing to allow the procedure, and the equipment being available and working properly. Any member participating electronically shall be considered an off-site participant and the meeting minutes will reflect that fact as well as the means of communication.

A Library Board member participating electronically is afforded the same rights as Board members physically participating as well as being held to the same laws, standards of conduct, Robert's Rules of Order, and voting procedures.

Declaring a vacancy.

- Vacancies for the office of Trustee shall be declared by the Library Board when an elected or appointed Trustee:
 - Declines, fails, or is unable to serve;

Wood Dale Public Library District | Board of Library Trustees

- Becomes a nonresident of the district;
- Is convicted of a misdemeanor for failing, neglecting, or refusing to discharge any duty imposed upon him or her by the Illinois Public Library District Act (75 ILCS 16/1-1 et seq.);
- Has failed to pay the library taxes levied by the district; or
- Is absent, without cause, from all regular Library Board meetings for a period of one year.

Filling a Vacancy

- If a vacancy occurs, the Board President shall appoint an ad hoc committee to interview and recommend a replacement appointee for approval by the Board.
- The Trustee appointed by the Library Board serves until the next Consolidated Election, unless the vacancy occurs with less than 28 months remaining in the term, and less than 88 days before the next regular scheduled election for the office of Trustee. Any person appointed by the Library Board to fill a vacancy under these circumstances shall serve the remainder of the unexpired term without a required election to fill the vacancy.
- Per the Illinois Public Library District Act, any vacancies not filled by the Board within 90 days shall be remanded to the State Librarian to make the appointment (75 ILCS 16/30-25).

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 within 74 days after new or incumbent trustees are elected or appointed. An officer shall not serve more than two consecutive terms unless by unanimous Board consent.

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.

Wood Dale Public Library District | Board of Library Trustees

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 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.

Wood Dale Public Library District | Board of Library Trustees

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.