

**BY-LAWS OF THE
MAYWOOD PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES**

Article I. Name

This organization shall be called the Board of Trustees of the Maywood Public Library District, and all trustees shall serve in the compliance with the following by-laws

Article II. Board Members

Section 1. The Board shall consist of seven members. Trustees shall serve for six-year terms as elected, or as provided by law to serve an unexpired term.

Section 2. Vacancies shall be declared by the Board when a trustee declines or is unable to serve or becomes a non-resident of the Library District.

Section 3. Vacancies may be filled by the Board until the next election with the approval of the majority of all the remaining trustees. Vacancies may be published in the local newspapers.

Section 4. Trustees shall serve without compensation

Article III. Officers

Section 1. The officers shall be the President, Vice-President, Secretary and Treasurer, elected biennially from among the elected trustees at an annual meeting of the Board. Officers may hold one office at a time. Election shall be by voice vote.

Section 2. Officers shall serve a term of two (2) years with the privilege of re-election, but no more than two (2) successive terms from the meeting at which they are elected, and until their successors are duly elected.

Section 3. President. 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, serve as an ex-officio voting member of all committees, and generally perform all the duties associated with the office of President. The President may cast a vote on all ballots. The President's name shall be called last on roll-call votes.

Section 4. Vice-President. The Vice-President, in the event of the absence or disability of the President, or of a vacancy in that office, shall assume and perform the duties and functions of the President and shall act as liaison with the legal counsel of the Board.

In the event that the President and Vice-President are absent a temporary chair shall be elected by the Board for that meeting only.

Section 5. Secretary. The Secretary shall keep a true and accurate record of all meetings of the Board, shall issue notice of all regular and special meetings, shall perform such other duties as are generally associated with the office, and shall act as election clerk as designated by law.

The Secretary may deputize anyone to perform all of their duties to allow for ease of operations, with the exception of signatures on legal and financial documents.

Section 6. Treasurer. The Treasurer shall be the disbursing officer of the Board and shall perform such duties as generally associated with the office, including chair of the Finance Committee. The Treasurer shall be bonded in the amount as may be required by state statute, at District expense. In the absence or disability of the Treasurer, the duties shall be performed by such other members of the Board as the Board may designate.

The Treasurer shall report monthly on the finances of the Library through the Treasurers Report. They shall, whenever possible, be one of the two signatories on all checks approved for bills approved by the Board.

Section 7. Signatories. All trustees and the Library Director shall be authorized to sign on all library bank accounts. All accounts require two signatures.

Section 8. Vacancy in Office. Upon notice of a vacancy, the Board shall immediately inform the Illinois State Library and elect a new officer, within 60 days of vacancy, for the remainder of the term.

The President will issue a call to the public about the vacancy and letters of interest/resumes will be collected for review by the Board. The Board will convene, interview candidates and select a new Trustee, by voice vote, to fill the vacancy

Article IV. Meetings

Section 1. Regular meetings shall be held each month, the date and hour to be set by the Board at its annual meeting.

All meetings shall be open to the public and shall be posted within 48 hours in advance thereof, in accordance with the requirements of the Illinois Open Meetings Act.

Section 2. The meetings for the purpose of the election of officers biennially shall be held at the regularly scheduled meeting of the Board in May.

Section 3. The agenda shall be prepared by the Library Director in consultation with the Board President. Copies of the agenda and minutes must be sent to each Board member no less than three (3) days prior to the regular meeting. Any pertinent documents which require Board discussion and/or approval must be included along with the agenda.

Section 4. The order for regular meetings shall include, but not limited to, the following items which shall be covered in the sequence shown as far as circumstances will permit:

1. Call to Order & Roll Call
2. Approval of Agenda
3. Introduction of Visitor
4. Public Comment
5. Approval of minutes of previous meeting and any special meetings
6. Communications & Announcements
7. Treasurer's report, Accounts Payable, Library Payroll
8. Library Directors report
9. Committee Reports
10. Old Business
11. New Business
12. Comments from Board
13. Adjournment

Members of the audience may comment on, or be asked to comment on, specific agenda items during the meeting at the discretion of the President or presiding officer.

Section 5. Special meetings of the Board may be called by the President, or the President shall call such meetings upon written request of four (4) members, for the transaction of business as stated in the call for the meeting, and must be posted in accordance of the Illinois Open Meeting Act, at least 48 hours in advance.

Section 6. A quorum for the transaction of business at any meeting shall consist of four (4) members of the Board, present in person. A majority of those present shall determine the vote taken on any question, unless a larger majority is required by law.

Section 7. Proceedings of all meetings shall be guided by Robert's Rules of Order (most current edition), in all cases to which they are applicable, and in which they are not inconsistent with the by-laws of this Board.

Article V. Committees

Section 1. The President shall appoint "ad hoc" committees of one or more members of the Board, or one or more residents of the District at large with the approval of the Board, for 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 a final written report is presented to the Board.

Section 2. The President may appoint the following standing committees: Finance, Personnel and Policy, Facilities and Long range Planning, Public Relations and Outreach.

Commented [KP1]: These were my old committees. I cant remember what ones MLPD had

Section 3. No committee shall have other than advisory posers, unless by suitable action of the Board it is granted specific power to act.

CURRENT MPLD BY-LAWS

Adopted and Revised January 20, 2016
Policy 1.0

RESOLUTION OF THE BOARD OF LIBRARY TRUSTEES OF THE MAYWOOD PUBLIC LIBRARY DISTRICT, COOK COUNTY, ILLINOIS, ADOPTING BY-LAWS

WHEREAS, the Board of Library Trustees of the Maywood Public Library District has determined the need to adopt by-laws to govern the actions of the members of the Board of Library Trustees;

NOW THEREFORE, BE IT RESOLVED that all present and future members of the Board of Library Trustees of the Maywood Public Library District and the Library Director shall serve in compliance with the following by-laws:

BY-LAWS OF THE BOARD OF THE LIBRARY TRUSTEES OF THE MAYWOOD PUBLIC LIBRARY DISTRICT, COOK COUNTY, ILLINOIS

The following by-laws hereby set forth the duties of the officers of the Board, provide procedures for the conduct of meetings and the business of the Board, specify the powers and duties of the Library Director and provide general rules relating to the government of the Board of Library Trustees.

ARTICLE I - OFFICERS

1. The officers of the Board of Library Trustees of the Maywood Public Library shall be President, Vice-President, Secretary and Treasurer, elected at the biennial meeting from among their own members to serve for the term of two (2) years.

2. Vacancies shall be declared in the office of Trustee by the Board when the elected or appointed Trustee declines or is unable to serve, or has five unexcused absences from regular Board meetings in one year, convicted of a misdemeanor for failing, neglecting or refusing to discharge any duty imposed upon a Trustee by the Illinois Public Library District Act, or becomes a non- resident of the Library District, or who fails to pay the library tax as levied by the Maywood Public Library District. Vacancies shall also be declared in the office of Trustee by the Board when, at any election, there are not sufficient Trustees elected to fill an entire Board of seven (7) Trustees.

If a vacancy occurs, the vacancy may be filled with the remaining Trustees until the next Public Library District election, in which Trustees are scheduled to be elected under the consolidated schedule of the elections in the General Election Law, at which time a Trustee shall be elected to fill the vacancy.

Commented [KP2]: This is actually a library resolution which seems to have been being used as bylaws. I recommend not using a resolution but taking the main tenants and creating cleaner bylaws, as I did above.

3. The President shall preside at all meetings; appoint all committees; authorize calls for any special meetings; be ex-officio member of all committees; and generally perform the duties of chief officer. In the absence of the President, the Vice-President shall preside at meetings, and if both are absent, a temporary chairman shall be elected by the Board. He/she shall not have nor exercise veto powers. The President's signature shall be required on all papers or documents. In the absence of the President, signature of line of authority will prevail.

4. The Vice-President shall perform any and all duties of the President in his/her absence.

5. The Secretary shall keep accurate minutes of all meetings; shall send notices to all members; and shall perform such other duties as may properly belong to the office or which may be assigned by the President or the Board.

6. The Treasurer shall report monthly on the finances of the Library through a treasurer's report. He/She shall sign checks for bills approved by the Board. In Treasurer's absence another Board member may sign checks for all approved expenditures.

ARTICLE II – COMMITTEES

1. The President of the Board shall appoint committees as he/she deems necessary. Ad Hoc committees may be appointed at the discretion of the President. The Library Director shall be an ex-officio member of all committee, standing and Ad Hoc.

2. Trustees shall serve without compensation

ARTICLE III – MEETINGS

1. The Board of Library Trustees shall meet eight times yearly at 6:30p.m., in the Carnegie Building. Dates for the regular Board Meetings are approved prior to the next calendar year. The Board shall post notice of each meeting at the library at not less than one (1) public place within the corporate limits of the Library District at least 48 hours in advance thereof, and in accordance with the requirements of the Illinois Open Meetings Act.

2. Special meetings of the Board may be called by the President, or the President shall call such meetings upon the written request of three (3) members of the Board, for the transaction of the business stated in the Call for the meeting. Notice of any special meeting shall be posted at the Public Library and not less than one (1) public place within the corporate limits of the Library District at least 48 hours in advance thereof, and in accordance with the Illinois Open Meetings Act.

3. Notices of all meetings shall be sent by the secretary of the Board or designee to all Board members at least three (3) days prior to the date of the meetings. Copies of the previous meetings' minutes should also be sent at this time, along with any other pertinent documents which will require Board Discussion and/or approval

4. A quorum for the transaction of business shall consist of four (4) members of the Board. The Board members shall, when possible, give accordance notice to the Secretary or Librarian when unable to attend.

ARTICLE IV – FINANCES

1. The Library District Treasurer shall be the designated custodian of the general library fund as derived from taxes and from routine Library District operations.

2. The Board of Library Trustees, Library Director, Finance Director and all staff shall be bonded through the Library's insurance policy. The cost of any surety bond shall be borne by the Library District.

3. All money received by the Library District in the course of routine Library District operations shall be deposited regularly by the Librarian/or designated staff member to be credited to the general Library District fund.

4. Except as required by Article 5 of the Illinois Library District Act, any work or other public improvement which is not paid for in whole or part by special assessment or special taxation, when the expense thereof will exceed \$20,000.00, shall be constructed or performed by contract let to the lowest responsible bidder. The purchase of any other material may, by ordinance, be furnished by contract, let to the lowest responsible bidder.

ARTICLE V – PARLIAMENTARY PROCEDURE

Except as provided by these by-laws, and by relevant Illinois Statutes, the procedures and deliberations of the Board of Library Trustees shall be in accordance with Robert's Rules of Order, Revised.

ARTICLE VI – LIBRARY ADMINISTRATION

The Library Director appointed by the Board shall be the executive director of the Library District and shall administer the policies adopted by the Board. The Director shall be responsible for all Library District functions subject to the policies of the Board. Among the duties and responsibilities of the Director shall be the direction and supervision of all staff members in the performance of their duties, the submission to the Board of monthly and yearly reports of Library District activities; maintenance of a permanent file of the Secretary's minutes and Treasurer's monthly financial statement, budget report, bill payable report and the making of recommendations to the Board of such policies and procedures as in the opinion of the Director will promote the efficiency of the Library District in its service to the people of the community. *The Board members, individually and communally, shall not interfere in the Directors performance of his or her duties and supervision of the day-to-day operations of the Library District.*

ARTICLE VII – MISCELLANEOUS

These by-laws may be amended by a two-thirds vote of the members present at any regular monthly meeting of the Board, provided that the proposed amendment has been presented to the Board members in writing at a preceding regular meeting of the Board.

ARTICLE VIII – EFFECTIVE DATE

This Resolution shall be in full force and effect upon its adoption as provided by law.

ADOPTED by the Board of Library Trustees of the Maywood Public Library District, Cook County, Illinois, and this 20th day of January, 2016 pursuant to a roll call vote as follows:

ADOPTED by the Board of Library Trustees of the Maywood Public Library District, Cook County, Illinois, this day of , 20 , pursuant to a roll call vote as follows:

AYES: MOSLEY, WIMBUSH, BUTLER, GALARZA, & MOLONY NAYS:

ABSENT: VINA

APPROVED by me this day of , 20 .

President

Commented [KP3]: These are more procedural and the finance stuff should be written as Library Finance policies and not part of any bylaws.

ATTEST:

Secretary

