

**PLAINFIELD PUBLIC LIBRARY DISTRICT
BYLAWS**

ARTICLE I COMPLIANCE WITH THE LAW

The following Bylaws are directed specifically toward governing the operation of the Plainfield Public Library District. These rules are supplementary to the provisions of the statutes of the State of Illinois as they relate to the governance of Boards of Library Trustees. For questions not addressed within these bylaws, the current Illinois statutes (Illinois Public Library District Act 75 ILCS 16/1-16/50-20) shall apply. The Plainfield Public Library District shall comply with all provisions of the Illinois Revised Statutes pertaining to library districts and trustees.

ARTICLE II NAME

This organization shall be called the "Plainfield Public Library District, Will and Kendall Counties, Illinois" existing by virtue of the provisions of Chapter 75 of the Illinois Compiled Statutes of the State of Illinois (known as the Illinois Public Library District Act (75 ILCS 16/1-16/50-20) and exercising the powers and authority and assuming the responsibilities delegated to it under said statute.

ARTICLE III TRUSTEES, TERM OF OFFICE, VACANCIES

Section 1. Board of Library Trustees

The Board of Library Trustees (hereafter called the Board) shall consist of seven members elected by the voters of the Plainfield Public Library District, Will and Kendall Counties, Illinois. Newly elected trustees take office on the third Monday of the month following the biennial election [75 ILCS 16/30-10 (c)] and take the oath at the first regular board meeting following that date.

Section 2. Term of office - Board

Trustees shall serve a 4-year term of office as confirmed by Resolution 1999 R-1. [75 ILCS 16/30-10(d)]

Section 3. Resignations - Board

The resignation of any Trustee must be submitted in writing to the President of the Board. The President will accept the resignation at the next board meeting, unless the resignation is withdrawn prior to that meeting.

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Section 4. Vacancies - Board

The Board shall declare a vacancy when the elected or appointed Trustee resigns, declines or is unable to serve, or becomes a non-resident of the District. A vacancy is also declared when the Trustee is convicted of a misdemeanor by failing, neglecting or refusing to discharge any duty imposed upon him by this Act, or who shall have failed to pay the library tax levied by the District. A vacancy in any office shall be filled by the Board at any regular or special meeting. Vacancies occurring more than 180 days before the next election date shall be filled forthwith. (75 ILCS 16/30-25). First consideration for appointment to the Board will be given to individuals who have previously run for or held the office of Library Trustee. Selected candidates will be interviewed by the Board in Executive Session as provided for in the Open Meetings Act. Appointment shall be made by vote, requiring a majority of quorum for approval. (75 ILCS 16/30-50).

Section 5. Duties - Board

The Board of Library Trustees of the Plainfield Public Library District is charged with the responsibility of the governance of the library.

- A. The Board will hire a skilled Library Director who will be responsible for the day-to-day operations of the library.
- B. The Board will generally meet once per month. These meetings will be open to the public and noticed in advance.
- C. Each Trustee shall file a Statement of Economic Interest in the primary county they are located in by April 30 of each year.
- D. The agenda and/or information packet for the meetings will be distributed to the Board by the Library Director prior to meetings. Any Board member wishing to have an item placed on the agenda will contact the President and Library Director in sufficient time preceding the meeting to have the item placed.
- E. Any Board member who is unable to attend a meeting will contact the library to indicate that he or she will be absent. Due to the fact that a quorum is required for each meeting, this contact should be made as far in advance as possible.
- F. To be effective, Board members must attend most meetings, read materials presented for review and attend an occasional Library System (or other library related) workshop, seminar or meeting. A Trustee may be asked to resign for failure to attend regular board meetings. Though 75 ILCS 16/30-25 allows for absence without cause from all regular board meetings for one year before a vacancy is declared, Trustees of the Plainfield Public Library District hold themselves to a higher standard of participation. Attendance at meetings via telephone conferencing

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shall not constitute an absence.

- G. It is the goal of the Board of Library Trustees to have each member attend a minimum of one Library System (or other library related) workshop, seminar or meeting during each calendar year. The Library Director will make the dates of these workshops known to the Board in a timely manner.

Section 6. Compensation

Board members are not to be compensated pursuant to statute, but will be reimbursed for necessary and related expenses as trustees. Board members using their own vehicle will be reimbursed at the rate allowed by the IRS for travel to and from any Library System (or other library related) workshop, seminar or meeting.

ARTICLE IV MEETINGS

Section 1. Regular meetings

The Board shall meet monthly on a regular basis, and shall call not less than 5 regular meetings each fiscal year. [75 ILCS 16/30-50 (a)] The time, day, date and place of all regular meetings shall be established by ordinance prior to the beginning of each fiscal year. A copy of the ordinance shall be posted in the library and supplied to any medium that has filed an annual request for such notices.

Section 2. Special meetings

Special meetings shall be called by the President or the Vice-President, or by a quorum of the Trustees of the Board. No special meeting shall be held unless written notice of the time and place thereof shall be given to all Trustees at least 48 hours in advance of the said special meeting or by appropriate oral notice in the case of a stated emergency. Written notice shall be posted in the Library no later than two days (48 hours) preceding the special meeting and supplied to a newspaper of general circulation in the District. Also, notice of any special meeting shall be given at least 48 hours in advance to any news media that has filed an annual request for such notice.

Section 3. Open Meetings Act

The Board shall comply with the Open Meetings Act.

Section 4. Quorum

A quorum shall consist of four Trustees and a majority of those present shall determine the vote taken on any question, unless a larger majority is specified by law.

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Section 5. Voting

Each Trustee, including the President of the Board of Library Trustees, shall be entitled to one vote upon each matter submitted to vote at a meeting of the Board of Library Trustees. All votes in any question shall be ayes, nays and abstains and the spread of record recorded by the Secretary. Roll call votes shall be required for all ordinances, resolutions and expenditures from all funds.

Section 6. Order of business

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

1. Call to Order, Pledge, Roll Call
2. Public Comment
3. Consent Agenda
 - a. Minutes of Previous
 - b. Approval of Bills Paid and Payable
4. Committee Reports
5. Library Director's Report
6. Action Items
 - a. Unfinished Business
 - b. New Business
7. Executive Session
8. Action for Items Discussed in Executive Session
9. Adjournment

Section 7. Executive session

Executive session may be used when deemed necessary by the Board and in accordance with the Open Meetings Act. A roll call vote shall be required to convene an executive session.

Section 8. Public comment

Members of the public must sign in on the sign-in sheet provided if they wish to address the board during the Public Comment portion of a regular board meeting. Each member of the public shall have a maximum of five (5) minutes to address the Board. A maximum of thirty (30) minutes per regular Board meeting will be allotted to Public Comment.

Section 9. Telephone conferencing

The use of telephone conferencing for meeting attendance and voting is permissible under the following conditions:

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- A. All notice of any regular or special meeting, recordkeeping or minutes of each meeting, agenda preparation and posting for each meeting and any use of closed sessions shall be in compliance with the Open Meetings Act.
- B. The location of the meeting included on the notice shall be equipped with a suitable speaker phone system in order that the public audience, the Board members in attendance and any staff or guests will be able to hear any input, vote or discussion of the teleconference.
- C. If a quorum of the board is physically present, a majority of the board may allow a board member to attend the meeting by other means (video or audio conference). The board member must be prevented from physically attending because of (1) personal illness or disability, (2) employment purposes or the business of the public body or (3) a family or other emergency.
- D. That sufficient security and identification procedures be employed, either at the outset of any meeting or at any time during the meeting as appropriate, to ensure that any and all Board members attending for quorum or voting purposes are, in fact, authorized Board members with the right to speak and vote.
- E. Board members shall give at least 1 hour advance notice of their meeting attendance by telephone conferencing. Notices of the meeting shall indicate that one or more Board members will or may be attending by telephone connection. If the notice of the meeting has been disseminated and posted, a follow-up notice indicating the above shall be placed as soon as possible. Any news media having filed the annual request for notice of meetings shall receive an updated notice in the same manner as the original notice was given.
- F. All Board members attending meetings by telephone conference are entitled to vote as if they were personally and physically present at the meeting site, so long as the telephone connection exists and there is a physical quorum of the Library board in physical attendance at the meeting.
- G. This policy shall not be construed to mean that teleconferencing shall be regularly used or used at every meeting of the Board but shall be used only as necessary to allow the participation of Board members who are unable to attend in person.
- H. The meeting minutes shall indicate those Board members who attend by telephone connection, and in the event the entire meeting is not so attended, shall indicate those portions of the meeting that were attended by telephone conference.

Section 10. Parliamentary procedure

The Board of Trustees shall abide by the most recent revision of ***ROBERT'S RULES OF***

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ORDER unless otherwise specified in the Bylaws.

ARTICLE V OFFICERS

Section 1. Officers

The officers of the Board shall be President, Vice-President, Secretary and Treasurer, elected from among the Board members.

Section 2. Nominations – Officers

The President shall timely appoint a nominating committee composed of Trustees. They shall present a slate of officers at the first meeting of the month following the biennial election and swearing in of Trustees. Additional nominations may be made from the floor.

Section 3. Term of office - Officers

Officers shall serve a term of two years ending the first Monday of the month following each regular election or until their successors are duly elected by the Board. [75 ILCS 16/30-40(e)] In the event of a resignation from an office, an election to fill the unexpired term of that office will be conducted at the next regular meeting.

Section 4. President

The President of the Board shall preside at all meetings of the Board and shall appoint such committees as may be necessary to carry out the purposes of the Board. In the President's absence, the Vice-President, or in the Vice-President's absence, the Secretary, and in the Secretary's absence, the Treasurer, shall preside.

- A. The President shall sign the ordinances, resolutions and contracts of the Board and perform other such duties as the District may specify by its bylaws, policies or other appropriate action.
- B. The President authorizes call for a special meeting.
- C. The President may vote upon all motions and may move or second a proposal.
- D. The President shall oversee the setting of the agenda for all meetings of the Board.
- E. The President is responsible for seeing that the bylaws and other policies of the Board are reviewed at regular intervals.
- F. The President is an ex-officio member of all committees.

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- G. The President shall neither have nor exercise veto power.

Section 5. Vice-President

The Vice-President, in the temporary absence of the President, shall preside over meetings.

- A. In the event of the President's temporary refusal or inability to act in that office, the Vice-President shall assume and perform the duties and functions of the President.
- B. In the event of a vacancy in the office of President, the Vice-President shall assume that office until the next scheduled election of officers.

Section 6. Secretary

The Secretary shall be the custodian of the files of the Board and the records of the District during the term of office and shall include therein the records of the meetings, the names of those in attendance, the ordinances enacted, resolutions, rules and regulations adopted and all other pertinent written matters as affect the operation of the District.

- A. The Secretary shall serve as Clerk of Election for the Plainfield Public Library District.
- B. The Secretary shall have the power to administer oaths and affirmations.
- C. The Secretary will attest to the President's signature as required on official documents.

Section 7. Treasurer

The Treasurer shall keep and maintain accounts and records of the District, indicating therein, a record of all receipts and disbursements and balances in any fund which shall be reported monthly to the Board. The Treasurer shall disburse library funds only upon authority of the Board.

- A. The records of the Treasurer shall be reviewed at the end of each fiscal year by two other Trustees and a report filed with the Board not later than the 90th day following the completion of that fiscal year. A professional opinion of an accountant authorized to practice public accounting under the laws of the State of Illinois shall be obtained prior to October 1st each year with respect to the financial status of the District and the accuracy of its records. The audit must accompany and be a part of the Annual Report to the State Librarian.
- B. The Treasurer shall be bonded with approval of the Board for faithful discharge of

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the duties of the office and for all District funds coming into the Treasurer's hands. The minimum amount of the bond shall equal 50% of the total funds received by the District in the previous fiscal year. [75 ILCS 16/30-45(e)] Cost of any surety bond shall be borne by the District.

- C. The Treasurer shall be responsible for the investment of library funds with Board approval and subject to the limitations of the Illinois statutes.
- D. The Treasurer shall chair the Finance Committee.

Section 8. Additional duties of officers

In addition to the duties previously specified, each officer shall perform such other duties as may be required by law or by the ordinances or by resolutions of the Board.

Section 9. Signatories

The designees with signatory powers shall be the Director and four Trustees designated by the Board biennially. All signatories may also be bonded.

- A. Withdrawals from the regular checking and saving accounts shall require two signatures.
- B. Withdrawals from all other special funds shall require two signatures.

Section 10. Legal counsel

The Board shall retain legal counsel and other professional consultants as needed.

ARTICLE VI COMMITTEES

In general, the committees make reports and recommendations to the full Board, which are subject to full Board approval.

Section 1. Appointments

The President shall appoint committees of two or more Trustees. The President and Library Director are ex-officio on all committees.

Section 2. Standing committees

Appointments to standing committees will be made biennially following the reorganization of the Board. These committees will remain in effect for a period of two years. These committees will meet as needed. The Standing Committees are:

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A. Building and Grounds

This committee is responsible for the oversight of the maintenance of the library facility and its grounds. The chair is appointed by the President when the committee is appointed.

B. Finance

This committee's responsibilities include, but are not limited to, drafting a preliminary Budget and Appropriations Ordinance, drafting a Levy, drafting a working budget, monitoring the library's investments and implementing the library's investment policy. This committee is chaired by the Treasurer.

C. Personnel

This committee's responsibilities include, but are not limited to, preparation of the annual review of the Library Director and assuming a leadership role in the resolution of any personnel conflict which cannot be resolved by the Library Director.

Section 3. Ad hoc committees

The President may appoint Ad Hoc Committees for specific purposes as the business of the Board may require from time to time. Each 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.

Section 4. Reports

All committees shall make a progress report to the Board at each of its meetings. All final committee reports shall be written and filed with the regular board minutes.

Section 5. All committee meetings

All committee meetings shall abide by the regulations of the Open Meetings Act.

ARTICLE VII LIBRARY DIRECTOR

The Board shall appoint a qualified Library Director who shall be the executive and administrative officer of the Library on behalf of the Board and under its review and direction. The Library Director shall have full professional responsibility for administration of library policy, personnel selection and management, monthly and annual reports as required by the

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Board and recommending such policy and procedure as will promote the efficiency and service of the library. The Library Director shall attend all Board meetings.

ARTICLE VIII AMENDMENTS

Section 1. Amendment of bylaws

These bylaws may be amended by a two-thirds vote at any regular meeting of the Board of Trustees.

Section 2. Notice

Written notice of the text of proposed changes must be distributed to all trustees a minimum of 10 days prior to such meeting. All non-substantive changes such as misspelling, punctuation and formatting shall be excluded from the 10 day notice provision.

ARTICLE IX INDEMNIFICATION OF TRUSTEES, EMPLOYEES AND VOLUNTEERS

If any claim or action not covered by insurance is instituted against a Trustee of the Plainfield Public Library District, out of an act or omission by a Trustee acting in good faith for a purpose believed to be in the best interest of the Plainfield Public Library District; or if any claim or action not covered by insurance is instituted against an employee or volunteer of the Plainfield Public Library District allegedly arising out of an act or omission occurring within the scope of his or her duties as employee or volunteer; the Plainfield Public Library District shall, at the request of the Trustee, employee or volunteer:

- A. Appear and defend against the claim of action; and
- B. Pay or indemnify the Trustee for a judgment and court costs, based on such claim or action; and
- C. Pay or indemnify the Trustee for a compromise or settlement of such claim or action, providing the settlement is approved by the Board of Trustees.

For the purpose of this Section, the term Trustee, employee and volunteer shall include a former Trustee, employee and volunteer of the Library District. **Article VIII** shall not apply if the Board of Trustees finds that the claim or action is based on malicious, willful or criminal misconduct. In such cases, indemnification will be determined after an investigation of the facts.

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