

**By-Laws of the
Board of Trustees of the Forest Park Public Library**

Authority

Section 5/4-7-1, Chapter 75, of the Illinois Compiled Statutes (the “Local Library Act”) authorizes the Board of Library Trustees to make and adopt By-Laws for their own guidance and for the government of the Library.

Adoption

The By-Laws presented herein were adopted by the Board of Trustees this 15th day of May, 2023, and they supersede all prior By-Laws and all directives, rules, and procedures, orders, and acts of either the Library Administrator or Board of Library Trustees inconsistent therewith.

These rules are supplementary to the provisions of the statutes of the State of Illinois as they relate to the procedures, powers, and duties of the Board of Library Trustees.

Secretary

Adopted: _____

Article I. Authority

The Forest Park Public Library, and its Board of Library Trustees, hereinafter referred to as the Library, exist pursuant to the Illinois Local Library Act, Chapter 75 ILCS Act 5 of the Illinois Compiled Statutes (the "Act") as a local governmental entity of the Village of Forest Park and has powers as are now or may hereafter be granted by said statutes. The Board shall conduct itself in accordance with the current Act. In the event of a conflict between these By-Laws and the Act, the provisions of the Act shall prevail.

Article II. Purposes

The Library provides materials and services to help community residents of all ages meet their informational, recreational, educational, and intellectual needs.

Article III. Board of Library Trustees

Section 1. General Powers and Authority

The Board of Library Trustees (the "Board") exists pursuant to the Act and shall manage the affairs of the Library as authorized and empowered by said Act and other applicable statutes. To this end, the Board:

1. Is charged with the governance of the Library.
2. Shall secure adequate funds for Library operations, including the approval of the annual Library budget, appropriation, and tax levy.
3. Employ a skilled Library Director, who shall be the Board's only employee, and who will be responsible for the day-to-day operation of the Library.
4. Establish policies for the operation of the Library.
5. Be responsible for the interpretation of the objectives and goals of the Library on behalf of the community.
6. Promote use of the Library within the community.
7. Adheres to the ALA Ethics Statement for Public Library Trustees (See Appendix A).
8. Perform other duties as outlined in the Illinois Compiled Statutes.

Section 2. Membership

The Mayor and Village Council of the Village of Forest Park are authorized to appoint a Board of Library trustees of six (6) members, each of whom are to be Village residents. Appointments of Library Trustees are staggered terms in line with the State code. Per 75 ILCS 5/4-2, two (2) each, staggered over three (3) years, each holding a six (6) year term.

Section 3. Vacancy in Office of Trustee

Any vacancy occurring on the board shall be reported to the Mayor of the Village of Forest Park and be filled in like manner as original appointments.

Section 4. Compensation

Trustees shall serve without compensation, but shall be reimbursed for their actual and necessary expenses incurred in the performance of their duties from Library funds.

Section 5. Attendance

Library Trustees are expected to attend all regularly scheduled Board of Trustee Meetings. The Board may request the resignation of any member who fails to attend three consecutive regular monthly meetings or is absent from six regular meetings of the Board in a calendar year. Resignations shall be reported immediately to the Mayor of Forest Park.

Section 6. Conflict of Interest

No Trustee shall have an interest in any contract with the Library prohibited by the Public Officer Prohibited Activities Act (50 ILCS 105/3, *et seq.*), and no Trustee or employee of the Library shall engage in any business or transaction, or have a financial or personal interest, whether directly or indirectly, that is incompatible with the proper discharge of his or her official duties in the public interest or that may tend to impair his or her independence of judgment or action in the performance of such official duties.

Trustees and employees so required shall promptly file a copy of his or her annual Statement of Economic Interests. The copy of the statement filed shall be a true and correct copy of the statement required to be filed annually with the Cook County Clerk pursuant to the Illinois Governmental Ethics Act, as from time to time amended (5 ILCS 420/4A).

Article IV. Officers

Section 1. Designation

The officers of the Library shall be a President, Vice President, Treasurer, and Secretary. The Board may elect other officers deemed necessary and may combine the offices of Treasurer and Secretary. All officers shall be members of the Board.

Section 2. Election and Term of Office

The officers of the Library shall be elected annually by the Board at the regular meeting in the month of May. If the election of officers shall not be held at said meeting, such election shall be held as soon thereafter as practicable. Vacancies may be filled, or new offices created and filled at any meeting of the Board as provided by law. Each officer shall hold office for a term of one (1) year or until his/her successor shall have been duly elected. Any officer is eligible for

re-election and a majority vote shall elect.

Section 3. Removal

Any officer elected or appointed by the Board may be removed by the Board whenever in its judgment the best interests of the Library would be served thereby. Any resulting vacancy shall be reported to the Mayor of Forest Park, who will then work to replace the appointment.

Section 4. President

The President shall preside at all Board meetings, appoint special committees, serve as ex-officio member of all committees, and perform all other such duties as may be assigned by the Board. The President shall be the *only* spokesperson for the Board in all advisory or disciplinary action directed to the staff. All matters other than those pertaining to the Library and its general supervision, except as otherwise provided by law or these By-Laws, or by action of the Board, shall be taken care of by the President.

Section 5. Vice President

The Vice President, in the absence of the President, shall assume all duties of the President. The Vice President shall perform all other such duties as may be assigned by the Board.

Section 6. Treasurer

The Treasurer shall be overseer of all receipts and disbursements from Library Funds. The Treasurer shall present the monthly financial report to the Board. An annual report shall be prepared for the annual meeting and copies of this report shall be sent to the Village Council. In the absence of the Treasurer or when he or she is unable to serve, the President or Vice President may perform the duties of the Treasurer. All financial transactions are to be signed by two signatories of the Board, except Petty Cash disbursements. In the absence of a second Board signer, the Director may provide the second signature on a check with the permission of the President or Treasurer.

Section 7. Secretary

The Secretary shall keep minutes of all Board meetings, record attendance, record a roll call on all votes (except when a ballot vote is taken). The Secretary shall perform such duties as may properly belong to this office, or be delegated to this office by the President, or by action of the Board.

Article V. Committees

Section 1. Standing Committees

The Library Board of Trustees shall have three standing committees: Finance, Policy, and

Building. All three committees consist of the members outlined below. The committees may also invite staff to participate by invitation from the Library Director. Trustee Committee assignments shall be voted on at the May regular board meeting. The Committee may also seek up to one (1) community member to serve on a committee. The committee seeking a community member shall work with the Executive Director to advertise the opportunity. The community member will submit a resume or letter of interest and be interviewed by the whole Board. The community member shall serve a one year term and may be reappointed for additional terms.

A majority of committee members constitutes a quorum.

FINANCE COMMITTEE

The Committee shall consist of at least two (2) Library Trustees, Library Director, a Manager, and a staff member.

Duties are to monitor the working budget, prepare yearly budget, annual Appropriation and Tax Levy and funding sources.

POLICY COMMITTEE

The Committee shall consist of at least two (2) Library Trustees, Library Director, a Manager, and a staff member.

Duties are to review current policies and make recommendations to the Board for changes and additions and to make recommendations on new policies.

BUILDING COMMITTEE

The Committee shall consist of at least two (2) Library Trustees, the Library Director, and a staff member.

Duties are to address major and special projects pertaining to the Library building and/or grounds, and do not include general up-keep, routine repairs, and maintenance.

Section 2. Ad Hoc Committees

The Board of Trustees may from time to time appoint special committees for selected tasks and subjects. These ad hoc committees shall be created by majority vote of the Board which may also discontinue such special committees when the purpose of their creation has been accomplished. The President shall appoint the members of such ad hoc committees unless they are appointed by the vote of the board.

Article VI. Meetings

Section 1

Regular meetings of the Board shall be held on the third Monday of each month. In the month of December, the regular meeting shall be held on the second Monday of the month. At the May meeting, a schedule of meetings for the fiscal year shall be published. Four (4) members of the Board shall constitute a quorum.

The President of the Board shall establish the agenda as required.

All meetings shall be posted and open to the public as required by the Open Meetings Act and the Illinois Compiled Statutes.

Notice of upcoming Board Meetings shall be posted on the Library's website and in the vestibule 48 hours in advance of the meeting. Special meetings of the Board may be called by the President provided that proper notice is given not less than forty-eight (48) hours in advance of the meeting.

Notice of a meeting held in the event of a bona fide emergency need not be given forty-eight (48) hours prior to such a meeting, but must be posted prior to the holding of such a meeting, and any news medium which has filed a request for notice must be notified.

Section 2. Parliamentary Procedures

Where these By-Laws are silent, Robert's Rules of Order, as revised, shall govern.

Section 3. Suspension of Rules

Any rule or resolution of the Board, whether contained in these By-Laws or otherwise, may be suspended temporarily in connection with business at hand, but such suspension, to be valid, may be taken only at a meeting at which two thirds (2/3) of the members of the Board (5 or more) shall be present and two thirds (2/3) of those present (4 or more) shall so approve. Statutory requirements may not be suspended.

Section 4. Order of Business

Business at regular meetings shall include the following:

1. Call to order
2. Approval of Agenda
3. Audience recognition and public comment
4. Approval of minutes
5. Trustee Reports and comments
6. Treasurer's Report
7. Director's Report
8. Approval of payment of bills
9. Unfinished business

10. New business

11. Adjournment

Article VII. Remote Attendance

Section 1

If a quorum of the members of the Board is physically present as required by Section 2.01 of the Open Meetings Act, 5 ICLS 120/2.01, the Board may allow a physically absent Trustee to attend the meeting by other means if the Trustee is prevented from physically attending because of: (a) personal illness or disability; (b) employment purposes or the business of the public body; or (c) a family or other emergency; provided, no Trustee may attend a Board meeting by other means more than five times in any calendar year. "Other means," as used in these regulations, shall mean by video or audio conference.

If a Trustee wishes to attend a meeting by other means, the Trustee must notify the Secretary of the Library before the meeting unless advance notice is impractical. A Trustee may participate by other means at either an open meeting or a closed meeting of the Board. Written minutes of all Board meetings, whether open or closed, shall include whether the Trustee was physically present or present by means of audio or video conference. As the first item of business, the Trustees who are physically in attendance at a Board meeting shall determine, by majority vote, whether a Trustee who is not physically in attendance may participate in that meeting by other means. After such a vote in favor of participation, the remote Trustee may vote on matters before the Board.

Section 2. Remote attendance in the event of a Public Health Emergency. In the event that the Governor of Illinois or the Director of the Illinois Department of Public Health has issued a disaster declaration related to public health concerns affecting all or part of the jurisdiction of the Library, a meeting may be conducted by audio or video conference if the President of the Board determines that an in-person meeting is not practical or prudent because of said disaster. In that event, the meeting shall be subject to the requirements of 5 ILCS 120/7(e).

Article VIII. Amendments to By-Laws

These By-Laws may be altered, amended, or repealed and new By-Laws may be adopted at any regular meeting or special meeting called for that purpose by the majority of the Trustees.

Article IX. Indemnification and Insurance

Any person made or threatened to be made a party to any action, suit or proceeding, because such person served on the Board or a committee thereof or was an officer or employee of the Library, shall be indemnified, to the extent permitted by law, against all judgments, amounts paid in settlement, reasonable costs and expenses, including attorney fees and other liabilities that may be incurred as a result of such action, suit or proceeding, if said person acted within the scope of his or her employment and in the performance of his or her employment and in the performance of his or her duties for a purpose which he/she reasonably believed to be in the best interests of the Library. Such indemnification shall be provided whether the said person is holding office at the time of such action and whether any such liability is incurred prior to the adoption of this Article. Such indemnification shall not be exclusive of other rights the said person may have. Such indemnification shall pass to the successor, heirs, executors, or administrators of said person. The termination of any civil action or proceeding by judgment or settlement, or its equivalent, shall not in itself create a presumption that said person did not act in good faith for a purpose he/she reasonably believed to be in the best interests of the Library. If any such action, suit or proceeding is to be compromised, and for which indemnification from the Board will be sought, such compromise must be with the approval of the Board.

The Library may purchase and maintain insurance on behalf of any person to the fullest extent permitted by applicable law.

Section 2. Entitlement

In each instance in which a question of indemnification arises, entitlement thereto shall be determined by the Board acting by a quorum consisting of persons who are not parties to said action, suit or proceedings; provided, however, that a person who has been wholly successful, on merits or otherwise, in defense of a civil action or proceeding of the character described in Section 1 of this Article shall be entitled to indemnification. If a quorum is not obtainable with due diligence, entitlement to indemnification shall be determined by the Board upon written opinion of independent legal counsel that indemnification is proper in the circumstances because the applicable standard of conduct has been met by such person. Nothing herein shall be deemed to bind a person who the Board has determined not to be entitled to indemnification, or to preclude said person from asserting the right to such indemnification by appeal from the Board.

Article X. Illinois Local Library Act

The creative act of the Library is the Illinois Local Library Act, which establishes the nature and parameters of its Board, its officers, and its authority. Therefore, nothing contained in these By-Laws, or the Board policy shall be construed to conflict with this Act.