

FOSSIL RIDGE PUBLIC LIBRARY DISTRICT

BYLAWS

ARTICLE I: NAME

This unit of local government shall be called the “Fossil Ridge Public Library District” (the District). The governing body is the Board of Library Trustees (the Board). The Board has the responsibility, authority, and exercises the powers delegated under the provisions of the Public Library District Act, 75 ILCS 16/1-1 *et. seq.* The Library is located at 386 West Kennedy Rd., Braidwood, IL. The District serves the towns of Braidwood, Bonfield, Braceville, Custer Park, East Brooklyn, Essex, Gardner, Godley, and South Wilmington, IL.

ARTICLE II: MISSION STATEMENT

Section 1. The District’s mission is to satisfy the 21st Century educational, recreational, and literary needs of all ages in our communities with superior service in physical and virtual environments that provide access to the world of social and cultural ideas and enrich the quality of lives.

Section 2. Implicit in the District’s Mission Statement and the District’s long range goals is a commitment on the part of the Board to assume a leadership role in promoting Library service.

ARTICLE III: LIBRARY TRUSTEES

Section 1. Elections of Library Trustees shall take place in accordance with the Illinois Election Code.

Section 2. The Board consists of seven Library Trustees elected by the voters of the District. Newly elected Library 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 3. Library Trustees’ duties and responsibilities include, but are not limited to, the following:

- A. Being aware of trends, developments, and community needs which affect the Library.
- B. Setting Library objectives, policies, Board and committee meetings and public relations programs.
- C. Ensuring the Library’s funds serve the community’s needs, conducting its financial dealings in a legal, prudent, and responsible manner.
- D. Keeping accurate and complete minutes of all official meetings, regularly reviewing meeting minutes and pertinent reports.

- E. Avoiding participation in any decision making which constitutes a conflict of interest in the administration or operational aspects of the Library.
- F. Employing a competent and qualified Library Director and supporting personnel decisions.
- G. Attending state or national Library Trustee meetings and workshops and being affiliated with the appropriate professional organizations as the budget allows.

Section 4. Board vacancies shall be filled by appointment by a majority vote of the remaining Library Trustees. An appointed Library Trustee will serve until the next election of Library Trustees. A Library Trustee shall be elected at the next regular library election for the remainder of an unexpired term.

Section 5. Library Trustees shall avoid any conflict of interest or any appearance of impropriety and shall not use Board membership for personal gain or publicity.

Section 6. A Library Trustee must attend meetings to maintain governance continuity, to be fully informed about the issues on which they will vote and to meet their responsibility to contribute to the decisions the Board is required to make.

#### ARTICLE IV: OFFICERS

Section 1. The Officers of the Board shall be a President, a Vice President, a Secretary, and a Treasurer, elected from among the Trustees at the Board's May meeting. Officers serve a term of two years.

Section 2. The President shall preside at all meetings of the Board, authorize calls for special meetings, appoint all committees, execute all documents authorized by the Board, serve as exofficio voting member of all committees, and generally perform all duties associated with that office.

Section 3. The Vice-President will preside at Board meetings in the absence of the President. The Vice-President will assume Presidential duties as Acting President when the President is unable to attend.

Section 4. The Secretary is responsible for keeping a true and accurate record of all meetings, for Board correspondence, and such other duties as are generally associated with that office. In the absence of the President and the Vice-President, the Secretary shall call the meeting to order. The Secretary shall preside until the Board elects a chairman pro tem. The Secretary shall keep and maintain an appropriate record of the minutes of all meetings, the names of those in attendance, the ordinances enacted, resolutions, rules and regulations adopted and all other pertinent written matter affecting the operation of the District.

Section 5. The Treasurer shall be the disbursing officer of the Board and shall perform all other such duties as are generally associated with the official business of the District. The Treasurer shall make available monthly financial reports to the Board and any other financial reports as requested by the Board. The Treasurer shall be bonded. The amount of the bond shall be based upon a minimum of 50% of the total funds received by the District in the previous fiscal year.

Section 6. A vacancy in any office shall be filled by the Board for the unexpired term.

#### ARTICLE V: MEETINGS

Section 1. The regular meetings shall be held each month, with the date and hour to be set by the Board at its June meeting.

Section 2. The date, place, and time of a particular meeting may be changed by the affirmative vote of a majority of the Library Trustees present at the regular meeting prior to the meeting affected.

Section 3. Special meetings may be called by the President or the Secretary or by four (4) Library Trustees.

Section 4. Library Trustees may attend Board meetings via electronic communication devices in accordance with the Open Meetings Act.

Section 5. A quorum shall consist of four Library Trustees who must be physically present at the meeting location. A majority of those present, either physically or electronically, shall determine the vote taken on any question unless a larger majority is required by law.

Section 6. The order of business for regular meetings shall include, but not be limited to, the following terms:

- A. Call to order
- B. Pledge of Allegiance
- C. Roll call
- D. Corrections to agenda
- E. Consent Agenda
- F. Correspondence, communications, and public comments
- G. Treasurer's report
- H. Director's report
- I. Unfinished business
- J. New Business
- K. Friends Report
- L. Other Business
- M. Announcements
- N. Adjournment

Section 7. A written agenda shall be prepared for each meeting by the President with the assistance of the Library Director. The agenda may have a consent agenda category that includes a list of routine, uncontroversial items that are approved with one motion and one vote. Library Trustees may add items to the agenda according to the time constraints set forth in the Open Meetings Act and Board of Library Trustees Policy.

Section 8. Proceedings of all meetings shall be governed by Roberts Rules of Order (latest edition).

## ARTICLE VI: COMMITTEES

Section 1. Ad hoc and special committees of the Board may be created from time to time as the Board may decide and direct.

Section 2. No committee will have other than advisory powers unless granted specific power to 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 the Board's 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 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: GENERAL

Section 1. These Bylaws are supplementary to the provisions of the statutes of the State of Illinois as they relate to the District.

Section 2. The Bylaws shall be reviewed bi-annually by the Board.

Section 3. Library policies will be reviewed bi-annually.

Section 4. The bookkeeper, and any Board designee shall be bonded. The amount of the bond shall be a minimum of 50% of the total funds received by the District in the previous fiscal year.

## ARTICLE IX: AMENDMENT OF BYLAWS

Section 1. Amendments to these Bylaws may be proposed in writing at any regular meeting and must be approved by a majority of Library Trustees present.