

1A | Trustee Bylaws**Revised:** 5/8/19**Article I: Mission Statement**

The Library will support a connected, well-informed community for all by providing access to a variety of cultural, educational, technological, and creative materials and services.

Article II: Board Members

The seven members of the Board of Trustees are selected by election or, in the case of a vacancy between elections, appointed in accordance with Illinois Statutes, to serve a term of four (4) years unless appointed to fill an unexpired term.

The terms of new and incumbent elected trustees begin no earlier than the third Monday of the month following the month of the Consolidated Local Election.

Article III: Officers

Section 1: The Officers shall be: President, Vice President, Secretary, and Treasurer. Following the Oath of Office of incumbent and new Trustees elected in the Consolidated Local Election, held during odd numbered years, the Trustees shall meet to organize the Board. The first action taken at this meeting shall be the election of Officers.

Section 2: The election process shall call for nominations from the floor. After nomination are closed, a vote shall be cast.

Section 3: The term of office for Officers is two (2) years.

Section 4: Duties of Officers are as follows:

A. President

1. Preside at all meetings of the Board.
2. Ensure the Board conducts all meetings in accordance with these Bylaws and the Open Meetings Act.
3. Appoint all necessary committees and committee chairs.

B. Vice President

1. Preside at meetings and perform the other duties of the President in case of absence or disability of the President.

C. Secretary

1. Keep and maintain all appropriate records of the Board, including: a record of the minutes of all meetings, resolutions, and ordinances adopted.

D. Treasurer

1. Keep and maintain accounts and records of the Library indicating record of receipts, disbursements, and balances in any funds.
2. Present an account of the status of the treasury at all meetings of the Board.
3. Be bonded in the amount required by Illinois Statute. The cost of the bond shall be paid by the Library.

Section 5: In the event of a resignation from an office, an election to fill the unexpired term of that office will be conducted by nomination at the next regular meeting of the Board.

Article IV: Meetings

Section 1: The regular meetings of the Board shall be held the second Wednesday of each month at 7:00 p.m. in the Conference Room of the Library.

Section 2: The order of business shall include, but not be limited to:

- I. Call to Order
- II. Pledge of Allegiance
- III. Adoption of the Agenda
- IV. Public Comment
- V. Consent Agenda

Roselle Public Library District

Trustee Policies

- a. Secretary's Report
- b. Approval of Expenditure Warrants
- c. Committee Reports
- d. Other Items to be Determined at the Time the Agenda is Set

- VI. Treasurer's Report
- VII. Correspondence
- VIII. Executive Director's Report
- IX. President's Report
-Trustees' Report
- X. Friends of the Library Report
- XI. RAILS Report
- XII. Library Foundation Report
- XIII. Unfinished Business
- XIV. New Business
- XV. Public Comment
- XVI. Adjournment

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

Section 4: Public notice of all meetings shall be given in accordance with Illinois Statute and the Open Meetings Act.

Section 5: A quorum for the transaction of business shall consist of four (4) Trustees of the Board present at the meeting.

Section 6: Proceedings of all meetings shall be governed by Robert's Rules of Order

Article V: Committees

Section 1: At the meeting immediately following the biannual Consolidated Election the President shall appoint Trustees to the following standing committees as chairpersons:

- A. Budget & Finance
- B. Policy
- C. Personnel & Salary
- D. Building
- E. Planning
- F. Audit
- G. Public Relations

Section 2: The President shall appoint special committees as needed.

Section 3. Standing committees shall meet as required. Special committees shall meet as needed until their special purpose has been accomplished, as decided by the Board.

Article VI: Amendments

These Bylaws may be amended at any regular meeting of the Board by a 2/3 majority vote of the Board membership present, provided written notice of proposed amendments has been presented at the last regular meeting.

Adopted: 9/9/15

