



Section 1: Trustee Bylaws

1A | Board Organization Policy

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.

Board Members

Section 1: 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.

Section 2: 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.

Section 3: Vacancies shall be declared in the office of trustee by the Board when an elected or appointed trustee (i) declines, fails, or is unable to serve, (ii) becomes a nonresident of the district, (iii) is convicted of a misdemeanor by failing, neglecting, or refusing to discharge any duty imposed upon them by the Illinois Public Library District Act, or (iv) has failed to pay the library taxes levied by the district. Absence without cause from all regular board meetings for a period of one year shall be a basis for declaring a vacancy.

The Board typically declares a vacancy by taking action at a board meeting, and posting notice locally and on the Library's website invited qualified electors of the library district interested in being appointed to the vacancy to submit an application and letter of interest. From this pool of applications the remaining trustees will select candidates to interview.

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Previous Revisions/Reviews: 11/10/21, 5/18/19

All vacancies shall be filled by appointment by the remaining trustees until the next regular library election, at which time a trustee shall be elected for the remainder of the unexpired term. If, however, the vacancy occurs with less than 28 months remaining in the term, and if the vacancy occurs less than 88 days before the next regular scheduled election for this office, then the person so appointed shall serve the remainder of the unexpired term and no election to fill the vacancy shall be held.

Vacancies shall be filled within 90 days after a vacancy has been declared. If the trustees fail to appoint a new member within 90 days after a vacancy has been declared, the State Librarian shall appoint an individual to fill the vacancy within 60 days after the trustees have failed to fill the vacancy. If the State Librarian fails to fill the vacancy within the 60 days after the trustees have failed to fill the vacancy, the vacancy shall be filled at the next regularly scheduled election.

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.

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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. In lieu of a personal bond on the Treasurer, the Library may secure an insurance policy or other insurance instrument that provides the district with coverage for negligent or intentional acts by district officials and employees that could result in the loss of district funds.

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.

Meetings

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

Section 2: The order of business may include, but is not limited to:

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- I. Call to Order
- II. Pledge of Allegiance
- III. Adoption of the Agenda
- IV. Public Comment
- V. Consent Agenda
 - 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
 - Department Reports
 - Foundation Report
 - Friends of the Library Report
- IX. President's Report
 - Trustees' Report
- XI. Unfinished Business
- XII. New Business
- XIII. Public Comment
- XIV. Adjournment

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

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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.

Committees

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

- A. Budget & Finance
- B. Policy
- C. Personnel & Salary
- D. Building & Planning

Section 2: The President may appoint ad hoc committees as needed.

Section 3: Ad hoc committees shall meet as needed until their special purpose has been accomplished, as decided by the Board.