

**1A | Board of Trustees Organization****Revised:** 10/12/22**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**

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.

**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.

For the office of Treasurer, the Board may, instead of electing a Treasurer from among the trustees, by majority vote, appoint and fix the compensation of a qualified Treasurer that is not a trustee of the Board.

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.

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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.

## 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 or Community Room of the Library.

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

- I. Call to Order
- II. Pledge of Allegiance
- III. Adoption of the Agenda

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- 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
  
- IX. President's Report
  - Trustees' Report
  
- X. Friends of the Library 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.

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.

**Adopted:** 9/9/15

**Revisions:** 11/10/21, 5/18/19

