

**BYLAWS OF THE HIGHWOOD PUBLIC LIBRARY**  
**Board of Trustees**

These rules are supplementary to the provisions of the statutes of the State of Illinois as they relate to the procedures of the Boards of Library Trustees.

**Regular Meetings**

The regular meeting of the Board of Library Trustees of the Highwood Public Library ("Board") shall be held on a monthly basis. In addition to the regular meeting of the Board of Library Trustees, a Committee of the Whole and/or regular committee meetings may meet on an as needed basis. No binding decisions shall be made during a meeting of the Committee of the Whole. The meetings shall be open to the public and noticed in accordance with the Open Meetings Act. At the beginning of each fiscal year, the Board shall, by ordinance, specify regular meeting dates and times. The Secretary of the Board shall then (1) provide the schedule of regular meetings of the Board for the ensuing fiscal year to any new medium which has filed an annual request for notice under the Open Meetings Act, and (2) post the schedule of meetings in the Library. Both notices shall have the dates, times, and places of such meetings.

**Special Meetings**

Special meetings shall be held at any time when called by the President or by any three Trustees of the Board, provided that notice with the agenda of the special meeting is given at least 48 hours in advance, except in the case of a bona fide emergency, to Board members and to any new medium which has filed an annual request for notice under the Open Meetings Act; no business except that stated in the notice and agenda shall be transacted. Notice and agenda shall be posted 48 hours in advance on the front door of the Library except in the case of a bona fide emergency.

**Annual Meeting**

An annual meeting shall be held in May which will include the annual reports of the Library Director, Board President, and committees. The reports should include a summary of the year's work with detailed account of the receipts and expenditures, a budget for the following year, and other information according to statute. A copy should be on file in the Library.

**Quorum**

A quorum shall consist of 5 Board members. In the event of unfilled vacancies on the Board of Trustees, a quorum shall be the majority of the Trustees in office, provided at least 5 Board members must participate in any meeting to enact any ordinances or resolutions and to approve any contracts for the expenditure of Library funds.

### **Board of Library Trustees**

The Board of Library Trustees of the Highwood Public Library is charged with the responsibility of the governance of the Library. The Board will hire a skilled Library Director who will be responsible for the day-to-day operations of the Library.

The agenda and /or information packet for the meetings will be distributed to the Board by the Library Director 5 days prior to meetings, provided, however, that items may be added to the agenda up to 48 hours in advance of a meeting if circumstances require a prompt decision on such matters. In the event an item is added to the agenda between 2 and 5 days prior to a meeting, the Library Director shall take all necessary actions reasonably calculated to give the Trustees actual notice of the new items added to the agenda. Any Board member wishing to have an item placed on the agenda will notify the Library Director or Board President in sufficient time preceding the meeting to have the item so placed.

Any Board member who is unable to attend a meeting will notify the Library Director or Board President to indicate that he or she will be absent and the reason for the absence. Due to the fact that a quorum is required for each meeting, this notification should be made as far in advance as possible. If advance notice of Trustee attendance will not constitute a quorum a rescheduled meeting date may be selected with notification 48 hours in advance.

Board members are not to be compensated pursuant to statute, but will be reimbursed for necessary and related expenses as Trustees. To be effective, Board members must attend most meetings, read materials presented for review, and attend an occasional Library System (or other library related) workshop, seminar, or meeting. The Library Director will make the dates of these workshops known to the Board in a timely manner. It is the goal of the Board of Library Trustees to have each member attend a minimum of one Library System (or other library related) workshop, seminar, or meeting during each calendar year. Board members using their own vehicle will be reimbursed at the rate allowed by the IRS for travel to and from any Library System (or other library related) workshop, seminar, or meeting. Board members are not exempt from late fees, fines, or other user fees.

### **Membership**

The Board of Trustees shall be composed of nine members, appointed by the Mayor of the City of Highwood with the approval of the City Council. The term of office of Trustees shall be three years, and shall be staggered so that in each year three seats are open for appointment.

The Board of Trustees may request the resignation of any Trustee who demonstrates an inability to serve by: (1) having more than 3 unexcused absences in a fiscal year; (2) persistently neglecting the business of the Board; or, (3) using the position of Trustee for personal gain. Notice of a motion to request a resignation must be made in writing to all Trustees before the meeting at which the motion will be made. The results of any vote on a motion for resignation shall be reported to the Mayor of the City of Highwood.

Notwithstanding any request for the resignation of a Trustee, the power of removal lies solely with the Mayor of the City of Highwood in the manner provided by law.

### **Officers and Elections**

The Officers of the Board shall be a President, a Vice-President, a Secretary, and a Treasurer. Those officers shall be elected for 1 year terms at the regular meeting in June. The President shall not serve more than two consecutive terms unless by unanimous Board consent. In the event of a resignation or other vacancy in office, an election to fill the unexpired term of that office will be conducted at the next regular meeting. An officer demonstrating inability to serve by persistently neglecting the duties and responsibilities of the office may be removed from office on the majority vote of all Trustees.

### **President**

The President shall preside at all Board meetings, appoint all standing and special committees, serve as ex-officio member of all committees, conduct a timely annual review of the Director, and perform all other such duties as may be assigned by the Board. The President is authorized to co-sign Library checks together with the Treasurer. The President shall be the *only* spokesperson for the Board of Library Trustees in all advisory or disciplinary action directed to the staff.

### **Vice President**

The Vice-President, in the absence of the President, shall assume all duties of the President.

### **Secretary**

The Secretary shall keep minutes of all Board meetings, record attendance, and record a roll call on all votes. The Secretary shall perform all other such clerical duties as may be assigned by the Board. The Secretary shall be the custodian of all Library records.

### **Treasurer**

The Treasurer shall serve on the finance committee. The Treasurer shall keep all financial records of the Board. The normal depository of all financial records shall be the Library. The Treasurer shall have charge of Library funds and income, sign checks on the authorization of the Board, and report at each meeting the state of the funds. 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. The Treasurer shall be bonded in the amount to be approved by the Board and according to statute requirement. The Treasurer is authorized to pay salaries and insurance bills as they come due.

### **Standing and Special Committees**

The standing committees shall be appointed at the Annual Meeting and shall consist of a minimum of two members including the Library Director. Committees may also include members of the community. The standing committees at their first meeting shall elect a chairperson. Special committees may be appointed by the President to present reports or recommendations to the Board and shall serve until the completion of the work for which they were appointed. The **standing committees** shall be the **finance** committee, the **personnel** committee, the **policy** committee, the **building and grounds** committee, and the **technology** committee. The Library shall be the depository of all committee reports.

### **Finance Committee**

The Finance Committee shall contain at least two members of the Library Board of Library Trustees, including the Treasurer, and the Library Director. The Finance Committee's responsibilities include, but are not limited to, drafting all required budget and tax levy documents for full Board approval, monitoring library investments, and implementing the Library's investment policy.

### **Personnel Committee**

The Personnel Committee shall contain at least two members of the Library Board of Library Trustees, including the President, and the Library Director. The Personnel Committee's responsibilities include, but are not limited to, preparation for the annual review of the Library Director for discussion among the full Board prior to the formal review, assisting the Library Director in the preparation of his or her annual statement of goals and objectives for the coming year, and assuming a leadership role in the resolution of any personnel conflict which cannot be resolved by the Library Director. The Library Director will perform or cause to be performed an annual review of all other library employees.

### **Policy Committee**

The Policy Committee shall contain at least two members of the Library Board of Library Trustees and the Library Director. The primary responsibility of the Policy Committee is to develop the Library Policy Manual. This policy shall include the division of responsibility between Board and staff, a Library Materials Selection Policy, and shall adhere to the "Library Bill of Rights" and the "Freedom to Read" statements of the American Library Association. The committee shall recommend Library regulations governing the use of the Library and review sections of the existing policy manual in a systematic fashion to insure that all policies are reviewed at an interval not to exceed three years. As a result of such policy reviews, the Policy Committee will make recommendations regarding additions or changes to existing policies as well as deleting policies which are no longer appropriate or of value. The entire Library Policy Manual must be approved by Board vote and made readily available to the public.

### **Building and Grounds Committee**

The Building and Grounds Committee shall contain at least two members of the Library Board of Library Trustees and the Library Director. The Building and Grounds Committee's responsibilities include, but are not limited to, creating a maintenance plan and schedule, conducting an annual inspection of the Library's physical facility to identify areas which are in need of repair, and making recommendations to the full Board regarding any and all repairs which are deemed necessary either as a result of the annual inspection or throughout the year as the need arises. The Building and Grounds Committee shall also be responsible for recommending a long-term capital replacement and investment schedule.

### **Technology Committee**

The Technology Committee at minimum shall contain at least one member of the Library Board of Library Trustees and the Library Director. The Technology Committee's responsibilities include, but are not limited to, annual review of the technology plan, recommendations on website content, privacy and restriction policies, electronic storage protocols, and library software and hardware needs and purchases.

### **Librarian Search Committee**

When the position of Library Director falls vacant, the Board shall immediately select an Acting Director for the interim and establish a Library Director Search Committee, which shall consist of the President and two members elected from the Board. Applications for the position of Library Director shall be filed at the Library and be available to all Board members. The Search Committee shall report the results of applications and interviews to the Board. Five votes shall be required for the Board to hire either a Library Director or Co-Directors (a shared position), after which the Search Committee is dissolved.

### **Order of Business**

The following Order of Business shall be followed at regular meetings:

- Call to order
- Roll call, recording both present and absent members
- President's report
- Secretary's report, approval of minutes as received or corrected
- Correspondence, communications, and public comments
- Financial report, approval of bills payable
- Librarian's report
- Committee reports, in order of their appearance in the Bylaws
- Unfinished business
- New business
- Executive Session (Cite Statutory Reason, if necessary)
- Adjournment

### **Parliamentary Procedure**

Robert's Rules of Order, Revised, shall govern the parliamentary procedure of the Board, except as otherwise specified in the Bylaws.

### **New Trustees**

The Library Director and/or Board President shall meet with new Trustees to examine the property and review services and shall direct new Trustees to the Library Policy Manual and other procedural material, a list of Trustees and committees, minutes, and financial reports for the previous 6 months, and other pertinent information.

### **Duties of the Library Director**

The Library Director shall administer and implement the policies, and take such actions towards the achievement of the goals and objectives, adopted by this Board. Among duties and responsibilities of the Library Director shall be that of hiring personnel, directing, supervising and disciplining of all staff members, providing monthly and annual reports as required by the Board, and recommending such policies and procedures that will promote the efficiency and service of the Library. The Library Director shall ensure a diverse selection of adults' and children's programming which appeals to the community's interests. The Library Director shall present the budget for the upcoming fiscal year at the regular April meeting. The Library Director shall be the Library's Freedom of Information and Open Meetings Act Officer/s and perform such tasks as are required to comply with the duties incumbent upon such officials under the respective laws and administrative regulations.

### **Amendments**

Amendments to these Bylaws, the Library Policy Manual, or any other policy or procedural document may be proposed at any regular meeting of the Board and will become effective if and as adopted by a majority of a quorum.

### **Copyright and Copying**

The Library may copy for its own collection materials that have been lost or deteriorated only if such materials are not available at a fair cost. It will post prominently notices regarding state and federal copyright and intellectual property laws and patrons' responsibilities in the copying of any materials in an appropriate library location.

### **Administrative Records**

Administrative records of the Library shall be kept in the Library and shall be available to the general public according to the Freedom of Information Act. These shall include the monthly and annual reports of the Library, all financial reports, minutes of the public Board meetings (with the exception of "Closed Sessions" in compliance with the *Open Meetings Act*), and other actions and items as the Board of Trustees or Library Director shall file there.

### **Circulation Records**

Circulation records and other records identifying the names of Library users with specific materials shall be maintained, recorded and made available to law enforcement authorities in compliance with the Library Records Confidentiality Act.

Approved May 22, 2023