

## **Governance and Organizational Structure**

### **GOV-1: Location and Hours**

The Lake Bluff Public Library (the Library) is located at 123 East Scranton Avenue in Lake Bluff, Illinois 60044.

The hours are:

- Mondays and Thursdays 10 a.m. to 9 p.m.
- Tuesdays, Wednesdays and Fridays 10 a.m. to 6 p.m.
- Saturdays 10 a.m. to 4 p.m. and
- Sundays (Labor Day to Memorial Day) 1 to 5 p.m.

### **GOV-2: Library Board Bylaws**

#### **1.1 Name**

The name of this municipal body is the Lake Bluff Public Library (hereafter referred to as the Library).

The Library operates under the Illinois Local Library Act (75 ILCS 5/4-1 et seq). The Lake Bluff Public Library Board of Library Trustees (hereafter referred to as the Board), is a publicly elected body of seven individuals having the duties, responsibilities, and privileges set forth in Illinois State Law.

#### **1.2 Use**

The Library shall be used by the residents and taxpayers of the Village of Lake Bluff and other patrons as authorized by law subject to such reasonable rules and regulations as the Board may adopt.

#### **1.3 Library Board**

##### **1.3.1 Responsibilities of the Board**

Legal and financial responsibility for the operations of the Library is vested in the Board. Subject to existing statutes, the powers of the Board include but are not limited to:

- Determining rules and regulations governing library service;
- Exercising exclusive control of all expenditures of money credited to the library fund, and any grant, gift, or endowment funds provided for library purposes;
- Determining the property tax levy required to support the Library within the law, and;
- Hiring, evaluating, and, if necessary, dismissing the Library Director.

The Board may adopt such policies, rules, and regulations for the conduct of its business as shall be deemed advisable or necessary and may, in the execution of the powers granted, appoint such agents as it may consider necessary.

##### **1.3.2 Qualification and Tenure**

Consistent with the Local Library Act (75 ILCS 5/4), the seven Trustees of the Board are elected to four-year terms, serving until their successors are elected and have qualified. Terms are staggered so that if three positions are up for election, the other four Trustees serve for another two years and vice versa.

All Trustees elected to serve on the Board shall be residents of incorporated Lake Bluff.

### **1.3.3 Trustee Resignation**

Any Trustee may resign at any time by giving written notice to the President or Secretary. Such resignation shall be effective when the notice is delivered unless the notice specifies a future date; and, unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

### **1.3.4 Trustee Removal**

Per the Illinois Local Library Act (75 ILCS 5/4-4) a Trustee vacancy shall be declared under the following circumstances:

- An elected Trustee declines to serve or is unable to serve;
- A Trustee is absent without cause from all regular Board meetings for one year;
- A Trustee becomes a nonresident of the Village of Lake Bluff;
- A Trustee fails to pay the Library taxes levied by the local corporate authority;
- A Trustee is convicted of a felony or misdemeanor for failing, neglecting, or refusing to perform any duty imposed by the Local Libraries Act, or;
- If at a general election not enough Trustees were elected to create a seven-member board.

### **1.3.5 Trustee Vacancies**

When a Trustee vacancy occurs the Library Director shall notify the Lake County Clerk's office. The Board will act to fill the position forthwith by selecting a qualified candidate by majority vote to fill the vacant position until the next regular library election at which Library Trustees are scheduled to be elected under the consolidated schedule of elections under the general election law. At this election a Trustee will be elected to serve the remainder of the term at the next regular Board meeting.

### **1.3.6 Board Officers**

The officers of the Board shall be a President, a Vice-President, a Secretary, and a Treasurer. Officers shall be elected at the Annual Meeting by majority vote of the Board to fill a one-year term. Nominations, with the consent of the nominee, will be made at the Annual Meeting. No Trustee shall hold more than one office at a time. In the event of a resignation, an election to fill the unexpired term of that office shall be conducted.

All officers shall sign such official and financial documents as necessary, including but not limited to contracts, grant applications, and checks. All officers shall be bonded as specified by law. All officers shall perform any other duties as may be assigned by the Board. Specific job descriptions of the officers are as follows:

- President – The President of the Board shall preside at all regular and special meetings of the Board, authorize calls for any special meetings, execute and sign all documents authorized by the Board, approve agendas for regular and special meetings, serve as the Library's representative to the Village of Lake Bluff, and generally perform all duties associated with that office and as assigned by the Board. The President also serves as an ex-officio member of all committees, with the same expectations and rights as any other member of each committee. The President's attendance counts towards a quorum.

- Vice President – The Vice-President shall assume and perform all duties of the President in the temporary absence of the President. In case of the permanent absence of the President, by resignation or otherwise, the Vice-President shall assume and perform all duties of the President until such time as a successor is elected.
- Treasurer –The Treasurer shall serve as the Board’s financial officer and Chairperson of the Finance Committee. The Treasurer shall cause to be received and safely kept all monies belonging to the Library in depositories approved and designated by the Board, in the name of the Library or in such other investments as may be authorized by law, and shall disburse the same only upon the authority of the Board. The Treasurer shall cause to have prepared a monthly report to the Board of all receipts and disbursements and shall review and report on the annual financial audit. In the absence of the President and Vice President, the Treasurer shall act as President. In the absence of the Treasurer, the President or Vice President may perform the duties of the Treasurer.
- Secretary – The Secretary shall keep a true and accurate record of all meetings, both regular and special, of the full Library Board. In the absence of the President, Vice President, and Treasurer the Secretary shall serve as President. In the absence of the Secretary, the President shall appoint a secretary pro tempore to keep a record of the meeting. The Secretary shall also maintain any other records required by law.

#### **1.4 Meetings of the Board of Trustees**

All Board meetings shall meet the requirements of the Illinois Open Meetings Act (5 ILCS 120/2(c) et seq.).

##### **1.4.1 Regular Meetings**

Before December 31 of each calendar year a regular monthly meeting schedule for the subsequent calendar year will be established by the Board and publicly posted.

##### **1.4.2 Annual Meeting**

The first regular meeting after May 1 shall be the Annual Meeting of the Board at which the Annual Report will be presented, per the Illinois Local Library Act (75 ILCS 5/4-14). The report shall include a summary of the year’s work, a statement of plans for the following year, a detailed account of the receipts and expenditures of the previous fiscal year, and any other information required by State Statutes. Officers and committee members for the next year shall be elected by majority vote at the Annual Meeting.

##### **1.4.3 Special Meetings**

Special meetings of the Board may be called by the President, or upon the request of any three Trustees. Notice of the special meeting shall be given at least 48 hours in advance, except in the case of a bona fide emergency. No business shall be transacted other than stated in the notice. For an emergency meeting, notice shall be posted as far in advance of the meeting as possible.

##### **1.4.4 Posting of Notice**

In keeping with the Illinois Open Meetings Act (5 ILCS 120/2.02) notice of all meetings shall be posted at the library, at the location of the meeting if the meeting is not to be held at the library, and online on the Library’s

website. Posting shall occur a minimum of 48 hours in advance of the meeting except in the case of a bona fide emergency. Any news medium that has filed an annual request for meeting notice per the Illinois Open Meetings Act (5 ILCS 120/2.02(b)) shall receive notice of regular, special, emergency, rescheduled, and reconvened meetings.

The Library Director shall prepare and post notice of meetings with the input and approval of the President of the Board or, in the case of a Committee posting, a Committee Chair.

## **1.5 Board Meeting Rules**

### **1.5.1 Quorum**

For the transaction of business at any regular or special meeting of the Board a quorum shall consist of a majority of the Board. If a meeting has been properly posted and a quorum is not present, the meeting can continue but no action can take place.

### **1.5.2 Remote Participation at Meetings**

Under limited circumstances, Trustees unable to be physically present at a public meeting may participate in the meeting via communication devices. Communication devices include, without limitation, audio and/or video equipment which allows all Trustees and other meeting participants to interact on all motions, discussions, and votes. The limited circumstances which allow a Trustee to participate via communication devices are personal illness, disability, travel due to employment, family emergency, or other emergency. A Trustee wishing to attend via communication devices must give advance notice to the Board President and Library Director of the desire to attend via communication devices, unless notice is impractical. A majority of a quorum must vote in favor of a Trustee attending via communication devices. The circumstances supporting use of communication devices shall be announced at the start of a meeting, and such circumstances shall be noted in the minutes of the meeting.

Only Trustees attending in person shall be counted toward establishing a quorum.

### **1.5.3 Conduct of Meeting**

The most current available edition of Robert's Rules of Order shall be the basis for the conduct of Board meetings. The President shall preserve order and decorum and decide questions of order. In the case of disturbance or disorderly conduct, the President shall have the power to:

- Remove the offenders;
- Clear the meeting room of all spectators, or;
- Suspend or adjourn the meeting.

### **1.5.4 Trustee Participation**

Trustees are expected to attend and participate in all regular Board meetings and to fulfill their committee obligations.

## 1.6 Board Committees

### 1.6.1 Standing Committees

Library Trustees shall be appointed to Standing Committees at the Annual Meeting by a majority vote of the Trustees. Standing Committees shall consist of at least two Trustees. Each Committee shall elect a chairperson. New Standing Committees may be designated by a resolution adopted by a majority of the Trustees present at a meeting at which a quorum is present. Any Trustee may be removed from a Committee by majority vote of the Board of Library Trustees should, in the judgment of the Trustees, the best interests of the Library be served by such a removal. Specific Standing Committees are:

- Building and Grounds Committee – Responsibilities include reviewing proposals for the repair or improvement of the building and/or landscaping and making recommendations to the Board.
- Community Engagement Committee – Responsibilities include acting as community liaison to community and library organizations, including the ‘Reaching Across Illinois Library System’ (RAILS). This Committee shall also undertake any measures necessary to communicate with the public regarding the Library’s status, activities, and needs.
- Finance Committee – The Treasurer shall be included as a member of this committee. Responsibilities include but are not limited to approving a preliminary Budget for Board approval, recommending a tax levy for Board approval, and monitoring funds invested according to the Library’s investment policy.
- Human Resources Committee – Responsibilities include preparation of the annual review of the Library Director for discussion by the Trustees prior to the formal review, and assisting the Library Director in the preparation of his/her annual goals for the coming year. The Library Director is responsible for the annual review of all other Library employees.
- Intergovernmental Committee – The Intergovernmental Committee shall be comprised of at least two Trustees and the Library Director. As established by the 1999 Intergovernmental Agreement between the Lake Bluff History Museum, the Village of Lake Bluff, and the Lake Bluff Public Library, an Intergovernmental Committee of two Museum Representatives, two Library Trustees, and a Village Representative shall meet four times annually to discuss concerns and coordinate activities relating to both the Museum and the Library. The Committee Chair shall prepare an annual report.
- Long Range Planning Committee – Responsibilities include working with Library staff in the preparation of a Long Range Plan. A Long Range or Strategic Plan of some type should always be in place.
- Technology Committee – Responsibilities include assessing the Library’s technology needs and making recommendations to the Board.

### 1.6.2 Special Committees

Special committees may be created by a resolution adopted by a majority of the Trustees present at a meeting at which a quorum is present. Such committees shall be created for a project with a limited duration, with the expectation that they will disband when their project has been completed. The President shall appoint members to special and ad hoc committees as deemed appropriate. Any special committee member may be removed by the President if, in the President’s judgment, the best interests of the Library can be served by such a removal.

### **1.6.3 Quorum for a Committee**

A majority of the total membership of any committee shall constitute a quorum.

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

The Board shall select, appoint, and evaluate a qualified librarian as Library Director, who will be the Library's chief executive and be responsible for the day-to-day administration of the Library under the general policies approved by the Board.

The Director shall be responsible to the Board pursuant to the provisions of the Local Library Act (75 ILCS 5/1-0.1).

The Director will report directly to the Board, will execute the policies adopted by the Board, and shall be authorized to establish organizational structure, purchase materials and services, and undertake such activities as may be necessary for the library's operation, subject to the policies established by the Board. The Library Director shall have the authority to execute contracts on behalf of the Library within the parameters established by the Board. The Library Director shall attend all meetings of the Board. The Director shall make a monthly report to the Board and submit an Annual Report at the Annual Meeting.

In a manner consistent with the Library's Personnel Policies and applicable State and Federal Laws, the Library Director shall hire, supervise, evaluate and may terminate the employment of staff members necessary to carry out the work of the Library. The Director shall direct and supervise staff members to ensure the efficient delivery of high quality services.

The Director is responsible to the Board for all properties and funds belonging to the Library.

The Director shall make other reports at the meetings of the Board in such form and on such subjects as the Board may direct.

#### **1.7.1 Termination and Resignation**

At least 4 weeks (28 days) notice of resignation is requested should the Director choose to submit his/her resignation and depart in good standing. A resolution adopted by a majority of the Trustees present at a meeting at which a quorum is present is necessary to terminate the employment of the Library Director.

### **1.8 Conflict of Interest**

A Trustee has a conflict of interest in a matter if the member's interest, either through business, investment, or family might reasonably create the appearance of or result in:

- Using public office for direct or indirect private gain;
- Giving preferential treatment to any organization or person;
- Losing impartiality of action;
- Making a government decision outside official channels, or;
- Adversely affecting the confidence of the public in the integrity of the Board.

### **1.8.1 Disclosure**

Prior to the Board taking action on a matter in which a Trustee has or may have a conflict of interest, the Trustee shall disclose the potential conflict to the other Board members. If a Trustee has a conflict of interest, he/she will recuse him/herself from the discussion relating to the matter that he/she has a conflict with in order to maintain the impartiality of the Board.

If a Trustee believes he/she may have a conflict of interest, he/she will coordinate with the President of the Board and the Library Director to determine whether or not this is the case.

## **1.9 Records**

### **1.9.1 Personnel Records**

Staff personnel records are confidential and shall be kept by the Library Director in a secure place. Only the Library Director or any person authorized by the Director has access to these records.

### **1.9.2 Confidential Records**

Confidential records of the Board, such as minutes of meetings still closed to the public, shall be kept secure, and only Library Trustees shall have access to these records. Space may be provided at the Library for confidential Board documents to be securely stored. The President and Secretary shall have keys to this access confidential documents.

### **1.9.3 Regular Meeting Minutes**

Minutes will be kept of each regular meeting, reviewed and approved at the subsequent regular meeting, and made publicly available in a timely fashion. Minutes will be kept and approved according to the Illinois Open Meetings Act (5 ILCS 120).

### **1.9.4 Committee Reports**

Minutes will be kept of all Committee Meetings and will be presented at the next regularly scheduled Board meeting. The minutes will be approved at the next meeting of each committee.

### **1.9.5 Board Packets**

Packets of information provided to Trustees prior to regular, special, and committee meetings will be kept on file at the Library and made available to the public upon request.

## **1.10 Amendment of the Bylaws**

These bylaws may be amended at any regular meeting of the Board of Trustees by a two-thirds vote of a quorum of the Trustees present. A copy of the proposed amendment must accompany the call of the meeting.