

# **Bylaws of the Stickney-Forest View Public Library District**

**Village(s) of Stickney and Forest View**

**County of Cook, Illinois**

**Adopted: June 25, 2001**

**Revised: January 2015; July 2018; October 2022**

## **Article I            PURPOSE**

The Stickney-Forest View Public Library District evolved from Stickney Library, which was founded in 1935 and was first established as a joint District for the Villages of Stickney and Forest View in April, 1954. In 2009, the Stickney-Forest View Public Library District annexed Central Stickney. As an established District, The Library is an independent government taxing agency which levies for a tax capped percentage of property taxes each year, based on the operational costs laid out in the Library's annual budget. The Cook County Assessor determines the amount and disbursement of tax dollars, regardless of the Library District's levy request.

### **Section 1.02      Governance**

The Library Board of Trustees, made up of 7 elected members (and appointed in the case of a vacancy) shall be responsible for the provision of Library services in the Villages of Stickney and Forest View and Central Stickney and shall author, implement and publish governing policies under the advisement of the Library Director. Trustees serve terms of six years. Appointed Trustees must run for the unexpired term which they were appointed for at the next consolidated election.

## **Article II           MEETINGS**

### **Section 2.01      Regular Meetings**

The regular meeting of the Library Board of Trustees of the Stickney-Forest View Public Library District shall be held on the fourth Wednesday of each month (conflict dates can be rescheduled by consensus amongst the Library Trustees.) The meetings shall be held in the Library and commence at 6:00 The meetings shall be open to the public and noticed in advance. At the beginning of each fiscal year, the Library Board of Trustees shall ensure and direct that this schedule is posted in the Library and on the Library's website.

### **Section 2.02      Special Meetings**

Special Meetings shall be held at any time when called by the President of the Library Board of Trustees or by the Board Secretary or by any three Library Board Trustees, 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. Notice of a Special Meeting shall be given to any news medium which has filed an annual request for notice under the Open Meetings Act [5 ILCS 120 et seq.]; no business, except that stated in the Notice and agenda, will be transacted. The Special Meeting Notice and agenda shall be posted 48 hours in advance within the Library and on the Library webpage except in the case of a bona fide emergency.

### Section 2.03     **Annual Meeting**

An annual meeting shall be held at the first meeting of the Library's fiscal year for the purpose of hearing the annual reports of the Library Director. The report should include a summary of the year's work with a detailed account of the Receipts and Expenditures and other information according to statute (75 ILCS 5/4-10). A copy of this report shall be forwarded to the Illinois State Library in accordance with the law. A copy should also be on file in the Library for public viewing upon request.

### Section 2.04     **Quorum**

A quorum for the transaction of business at any Library Board of Trustees meeting shall consist of four Board members. Two Board members constitute a quorum for any Committee meetings of the Board.

### Section 2.05     **Absences**

Trustees having scheduled vacation time or who will miss a Board meeting due to unavoidable scheduling conflicts should advise the Library Board President and/or the Library Director as far in advance as possible. Absence without cause from all regular board meetings for a period of one year shall be a basis for declaring a vacancy. (75 ILCS 16/30-25)

### Section 2.06     **Vacancies**

Vacancies in an office of the Library Board of Trustees shall be appointed by the Trustees and filed in accordance with the applicable laws.

### Section 2.07     **Telephone/Video Conferencing**

The use of conferencing tools for meeting attendance and voting is permissible as long as the conduct of the meeting is in accordance with the Open Meetings Act and any Trustees attending the meeting through a conferencing tool are not counted as part of the physical quorum.

## ARTICLE III     **THE LIBRARY BOARD OF TRUSTEES**

### Section 3.01     **Responsibility**

The Library Board of Trustees of the Stickney-Forest View Public Library District is charged with the responsibility of the governance of the Library. The Library Board of Trustees will hire a skilled Library Director who will be responsible for the day-to-day operations of the Library. The Public Library District's Board of Trustees has additional responsibilities as the governing/corporate authority. 75 ILCS 16/et al., are the portion of the statutes specifically governing Public Library Districts. Since the District is a corporate authority with taxing ability, the Trustees and the Library Director must also be familiar with all laws and regulations affecting a Library District. These laws include, but are not limited to Truth in Taxation [35 ILCS 200/18-55 to 18-100], Local Governmental and Governmental Employees Tort Immunity Act [745 ILCS 10/1-101 et seq], Audit of Accounts [65 ILCS 5/8 and 50 ILCS 310/1], and Ethics Acts [various, but especially 5 ILCS 420/4A-101], where applicable.

### Section 3.02     **Procedures for Meetings**

The Library Director shall distribute the agenda and/or information packets for the meeting to the Library Trustees 72 hours prior to the Board Meeting. Trustees wishing to have an item brought before the Library Board should contact the Library Director prior to the mandatory publishing and notification time of 48 hours prior to the meeting. The Library Board President reserves the right to determine items to be placed on the agenda and to decide the timing of discussion items and where they are placed on the agenda.

#### Committee and Other Meetings

Committee Chairs, with the assistance of the Library Director, determine items to be placed on the Committee Meeting agenda. The Committee Chair reserves the right to determine items to be placed on the agenda and to decide the timing of discussion items and where they are placed on the agenda. Trustees who have agenda suggestions should contact the Committee Chair and/or the Library Director prior to the agenda being set.

### Section 3.03     **Compensation**

Library Trustees are not compensated pursuant to statute but will be reimbursed for necessary and related expenses (conference fees, meals, parking, mileage etc.). Trustees are not exempt from late fees, fines or other user fees. All Trustees shall file a Statement of Economic Interest with the County Clerk pursuant to the Illinois Governmental Ethics Act. All Trustees must reside within the District borders. Any Trustee requiring a change of residence to outside of the voting district must immediately resign.

### Section 3.04     **Education**

To be effective, Trustees should attend all meetings, read materials presented for review, and attend Library related workshops, conferences, seminars and meetings. The Library Director will make the dates of these workshops and events known to the Library Board of Trustees in a timely manner. Trustees are required to attend at least one Library related professional development program or meeting each calendar year, either in person or online. During the first year, new Trustees should commit to studying orientation materials and attending any workshop recommended to them by the Library Director. Trustees using their own vehicles to attend workshops etc. will be reimbursed at the rate allowed by the Internal Revenue Service for travel to and from the event.

### Section 3.05     **Officers and Elections**

The Officers of the Library Board of Trustees shall be a President, a Vice President, a Secretary and a Treasurer. Those Officers shall be elected by voice vote or ballot vote at the regular meeting in the month of May for a two year term. In the event of a resignation from an office, an election to fill the unexpired term of that office will be conducted by a voice vote at the next regular meeting.

#### President

The President shall attend all monthly Library Board of Trustee meetings, appoint all standing and Special Committees, serve as ex-officio member on all Committees and perform all other such duties as may be assigned by the Library Board of Trustees. The outgoing President and President-Elect shall jointly nominate all Committee Chairs and Officers for the upcoming term. The President shall be the

only spokesperson for the Library Board of Trustees in all advisory, media-related or disciplinary action directed to the staff.

#### Secretary

The Secretary and his/her designee shall keep the minutes of all Board meetings, record attendance and record a roll call on all votes (except when a ballot vote is taken.) The Secretary shall perform all other clerical duties as may be assigned by the Library Board of Trustees.

#### Treasurer

The Treasurer is authorized by the Library Board of Trustees to oversee the signing of the warrants of bills to be paid, supervise the drawing up of checks, and serve on any Financial Committees that may be established. The Treasurer shall be in charge of the Library funds and report on the state of the funds at each meeting. In the absence of the Treasurer, the President may perform the duties as described. The Treasurer shall be bonded in the amount to be approved by the Library Board of Trustees and according to statute requirements.

### Section 3.06 **Signing of Checks**

The Library Board of Trustees President and Treasurer, as well as the Library Director are authorized to sign checks.

### Section 3.07 **Trustee Roles and Ethics**

The Library Board of Trustees embraces all statutes enacted by the State of Illinois regulating the conduct of officials appointed and elected to governing boards. In addition, the Library Board of Trustees adopts and incorporates into the Library's policy those ethics statements that are recommended by the American Library Association and the Illinois Library Association to the extent permitted by law.

#### Trustee/Director Roles

The relationship between the Director and the Library Board of Trustees should be a symbiotic partnership of mutual understanding and cordial cooperation with clearly defined areas of responsibilities. The Library Board of Trustees serves as the public's voice in the Library, setting the policies that govern the Library's operation and long-term growth. The Director, on the other hand, serves the Library Board of Trustees as their administrator and professional consultant. The Director should not attempt to set new Library policy without the approval of the Library Board of Trustees and the Library Board of Trustees should not attempt to administer the day-to-day operations of the Library. The Trustee's relationship with Library staff should be one of professional and friendly interest and should be free from direct intervention. The Library Board of Trustees governs the Library through its actions as a whole and not through individual interactions with staff.

#### Trustee Ethics

The Library Board of Trustees will review and adopt an Ethics Statement issued by the Association of Library Trustees, Advocates, Friends and Foundations (ALTAFF) each year.

#### Section 3.08 **Standing and Special Committees**

The Standing Committees shall be appointed for two year terms at the same time the officers are established and shall consist of three Trustees. 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. Committees, if established, should include a Finance Committee, A Personnel Committee, a Policy Committee, a Building and Grounds Committee, and a Marketing Committee. Formal minutes are required for each meeting and are the responsibility of each Committee Chair.

#### Section 3.09 **Parliamentary Procedure**

Robert's Rules of Order, Newly Revised shall govern the parliamentary procedure of the Library Board of Trustees.

#### Section 3.10 **New Trustees**

The Library Director and one Trustee appointed by the President shall meet with new Trustees to examine the property and review services. A packet that includes the Library policies and other procedural materials, a list of Trustees and Committees, minutes and financial reports for the previous 12 months, and other pertinent information will be presented to each new Trustee.

#### Section 3.11 **Duties of the Library Director**

The Library Director shall administer the policies adopted by the Library Board of Trustees. The duties and responsibilities of the Library Director include the hiring/firing of employees with final approval of said decisions by the Board of Trustees. The Executive Director shall also recommend to the Board of Trustees the salary and benefits for each position however, said salary and benefits shall be subject to approval of the majority of the Board of Trustees. The Executive Director shall also supervise all staff members and oversee facilities management and all aspects of Library service. The Library Director shall also be responsible for securing background checks, including criminal background checks and fingerprinting, for all employees. The Library Director may, if requested by the Board of Trustees, be required to secure a criminal background / finger printing check for volunteers, including minors, but only with the minor's parental consent. The Director is responsible for advising Trustees on policy creation and legal matters, preparing the Annual Budget and Levy, directing the financial operations of the Library and preparing all Ordinances and Resolutions to be presented to the Library Board of Trustees for adoption. It is the responsibility of the Library Director to fulfill all filing obligations to the Federal Government, The State of Illinois, The State Library and the various departments of Cook County on behalf of the Library Board of Trustees. The Library Director represents the Library in various public capacities and is a liaison between the Library, community groups and philanthropic organizations.

#### ARTICLE IV      **AMMENDMENTS**

Amendments to these Bylaws, the Library policies, or any other procedural document may be proposed at any regular Board meeting and will become effective if, and as, adopted by a majority of those Trustees present, providing they represent a quorum.

#### ARTICLE V      **ADMINISTRATIVE RECORDS**

Administrative records of the Library shall be kept in the Library and shall be available to the general public upon request. These shall include the monthly and annual reports of the Library, all financial reports, minutes of the public Board Meetings and actions and other such items that the Library Director shall file there.

Staff personnel records are confidential and shall be kept in a secure place, and only the Library Director and the Business Manager, shall have access to those records.

Confidential Records of the Library Board of Trustees such as closed session tapes shall be kept locked in the Library Director's office. No staff member will have access to these records. Should a Trustee wish to review confidential records, this should be done within the Library. Closed session tapes should be reviewed every six months and a decision to make the content accessible to the public or have the content remained sealed should be made in accordance with the Illinois Open Meetings Act. Any taped closed session content that is deemed to remain sealed can be disposed of after 18 months of its recording. (This is in accordance with the Open Meetings Act and the Local Records Disposal Act.)

##### Section 5.01      **E-Mail Communications**

E-Mail shall not be used to discuss or transmit messages discussing Library business between and among a majority of a quorum of Library Trustees. (A quorum of the Library Board of Trustees is four, a majority of a quorum is three and a Committee quorum is two.) Given the ease with which e-mail can be forwarded, copied or misdirected, e-mail should be used with caution. When communicating via e-mail, Trustees should refrain from using the "reply all", "forward" or "cc" responses. E-mail can be used for routine, non-substantive communications such as meeting reminders.

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#### **Related**

Open Meetings Act [5 ILCS 120, et seq.]

Truth in Taxation [35 ILCS 200/18-55 to 18-100]

Local Governmental and Governmental Employees Tort Immunity Act [745 ILCS 10/1-101, et seq.]

Audit of Accounts [65 ILCS 5/8 and 50 ILCS 310/1]

Ethics Acts [5 ILCS 420/4A-101]

SFVPLD Open Meetings Act Policy