

# **Bylaws of the Brookfield Free Public Library**

Village of Brookfield, Cook County, Illinois

Ratified: 12/19/2001

Last amended: 5/24/2006, 5/26/2010, 8/24/11, 2/27/13

These rules are supplementary to the provisions of the statutes of the State of Illinois as they relate to the procedures of Boards of Library Trustees, including but not limited to 75 ILCS 5/1 *et seq.*

## **Article I. Purpose**

### **Section 1.01 Establishment**

The Brookfield Free Public Library is established by Chapter 23 of the Code of Ordinances of the Village of Brookfield.

### **Section 1.02 Governance**

The Board of Library Trustees shall be responsible for the provision of library services in the Village of Brookfield and shall author, implement and publish governing policies.

## **Article II. Meetings**

### **Section 2.01 Regular Meetings**

The regular meeting of the Board of Library Trustees of the Brookfield Free Public Library shall be on the fourth Wednesday of each month. The meeting shall be at the library at 7:00 o'clock p.m. The meetings shall be open to the public and noticed in advance. At the beginning of each fiscal year the Board shall, by resolution, specify regular meeting dates and times. The secretary of the Board shall then post the schedule of meetings in the library-and on the library's website. All notices shall have the dates, times and places of such meetings.

### **Section 2.02 Special Meetings**

Special meetings shall be held at any time when called by the president or secretary 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 the Board members and 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 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.

### **Section 2.03 Annual Meeting**

An annual meeting shall be held at the beginning of the library's fiscal year for the purpose of hearing the annual reports of the Library Director and committees. The report should include a summary of the year's work with 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.

### **Section 2.04 Quorum**

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

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**Section 2.05      Absences**

Trustees having scheduled vacation time or who will miss a Board Meeting due to unavoidable scheduling conflicts should advise the Board President or the Library Director as soon as possible.

Trustees who miss four consecutive meetings without prior notification will be asked to resign from the Board.

**Section 2.06      Vacancies**

Vacancies in the office of Library Trustee shall be declared by the Board and filled by the Board in accordance with applicable law.

**Section 2.07      Telephone Conferencing**

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

**Article III. Board of Library Trustees**

**Section 3.01      Responsibility**

The Board of Library Trustees of the Brookfield Free 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 Board will meet at least once per month. These meetings will be open to the public and noticed in advance.

**Section 3.02      Procedures for Meetings**

**Board of Trustees Meetings**

The Library Director will distribute the agenda and/or information packet for the meetings to the Board five days prior to meetings. The Board President determines the agenda and Trustees wishing to have an item brought before the full group should contact him or her. The President reserves the right to determine items to be placed on the agenda and to decide the timing of when items will be placed. Trustees who have agenda suggestions should contact the Board President prior to the agenda being set.

Any Board member who is unable to attend a meeting will notify the library to indicate that he or she will be absent. Due to the fact that a quorum is required for each meeting, this notification should be placed as far in advance as possible.

**Committee and Other Meetings**

Similarly, respective Committee Chairs determine Committee meeting agendas and Trustees wishing to have an item brought before the group should contact him or her. A Committee Chair reserves the right to determine items to be placed on the agenda and to decide the timing of when items will be placed. Trustees who have agenda suggestions should contact the Committee Chair prior to the agenda being set.

## **Bylaws of the Brookfield Free Public Library (continued)**

### **Section 3.03 Compensation**

Board members are not to be compensated pursuant to statute but will be reimbursed for necessary and related expenses as trustees. Board members 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.

### **Section 3.04 Education**

To be effective, Board members should attend all meetings, read materials presented for review, and attend Library System (or other library-related) workshops, seminars, or meetings. 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, either in person or online. In their first year, new Trustees should make every effort to attend the orientation conducted by the Library Director and Board President as well as the workshops suggested to them by the President. Board members using their own vehicle will be reimbursed at the rate allowed by the Internal Revenue Service for travel to and from any Library System (or other library-related) workshop, seminar, or meeting.

### **Section 3.05 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 by a voice vote for 2-year terms at the regular meeting in the month of May. 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.

#### **(a) President**

The President shall preside at all Board meetings, appoint all standing and special committees, serve as ex-officio member of all committees and perform all other such duties as may be assigned by the Board. 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 Board of Library Trustees in all advisory, media-related, or disciplinary action directed to the staff.

#### **(b) Vice-President**

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

#### **(c) Secretary**

The Secretary or 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 such clerical duties as may be assigned by the Board.

#### **(d) Treasurer**

The Treasurer is authorized by the Board to sign the warrants of bills to be paid, shall supervise the drawing up of checks, and 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 the library funds and income 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 the requirement of statute. The Treasurer is authorized to pay salaries and insurance bills as they come due.

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

### **(a) Authorization**

Any two of the officers shall sign checks on the authorization of the Board.

### **(b) Special Authorization for Payroll Checks**

Any two officers of the Board of Trustees or an officer and the Library Director shall be authorized to sign payroll checks of the Library Staff. Administrative Library staff members (Library Director and Administrative Assistant) shall be authorized to affix the signature stamp of any of the officers of the Library Board of Trustees on paychecks when such approval is received either by email or telephone.

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

### **(a) Scope**

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

### **(b) Trustee / Director Roles**

The relationship between the Director and the Board of Trustees should be a symbiotic partnership of mutual understanding and cordial cooperation with clearly defined areas of responsibilities.

The Library Board serves as the public's voice in the library, setting the policies that govern the library's operation and growth. The Director, on the other hand, serves the Board as its administrator and professional consultant. The Director should not attempt to set new library policy without board approval and the Board should not attempt to administer the day-to-day operation of the library.

The Library Board's relationship with staff members should be one of cordial and friendly interest, free from personal intervention between staff member and supervisor. The Library Board governs the library through its actions as a whole and not through individual instruction.

### **(c) Trustee Ethics**

PROVISIONS (copied directly from the sources)

- A. Official Statement from the Association of Library Trustees, Advocates, Friends and Foundations (Approved by the ALTAFF Board, January 2012)

Public library trustees are accountable for the resources of the library as well as to see that the library provides the best possible service to its community. Every trustee makes a personal commitment to contribute the time and energy to faithfully carry out his/her duties and responsibilities effectively and with absolute truth, honor and integrity.

1. Trustees shall respect the opinions of their colleagues and not be critical or disrespectful when they disagree or oppose a viewpoint different than their own.

## **Bylaws of the Brookfield Free Public Library (continued)**

2. Trustees shall comply with all the laws, rules and regulations that apply to them and to their library.
3. Trustees, in fulfilling their responsibilities, shall not be swayed by partisan interests, public pressure or fear of criticism.
4. Trustees shall not engage in discrimination of any kind and shall uphold library patrons' rights to privacy in the use of library resources.
5. Trustees must distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of the library, acknowledging and supporting the formal position of the Board even if they disagree.
6. Trustees must respect the confidential nature of library business and not disclose such information to anyone. Trustees must also be aware of and in compliance with Freedom of Information laws
7. Trustees must avoid situations in which personal interests might be served or financial benefits gained as a result of their position or access to privileged library information, for either themselves or others.
8. A trustee shall immediately disqualify him/herself whenever the appearance of or a conflict of interest exists.
9. Trustees shall not use their position to gain unwarranted privileges or advantages for themselves or others from the library or from those who do business with the library.
10. Trustees shall not interfere with the management responsibilities of the director or the supervision of library staff.
11. Trustees shall support the efforts of librarians in resisting censorship of library materials by groups or individuals.

### **Article IV. Standing and Special Committees**

The standing committees shall be appointed for two-year terms at the same time officers are established and shall consist of at least three Trustees. The President shall appoint a chairperson for each committee. 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 marketing committee. Formal minutes are required for each meeting and are the responsibility of the committee chair. Chairs may delegate responsibility for minutes to another sitting committee member.

#### **Section 4.01 Finance Committee**

The finance committee shall be comprised of three members of the Board of Library Trustees one of whom must be the Treasurer. The finance committee's responsibilities include, but are not limited to, drafting a Levy for the approval of the full Board, drafting a working budget for the approval of the full Board, monitoring the investments of the library, and implementing the library's investment policy.

## **Section 4.02 Personnel Committee**

### **(a) Primary Responsibilities**

The personnel committee shall be comprised of three members of the Board of Library Trustees. The personnel committee's responsibilities include, but are not limited to, preparation of 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, annually reviewing and recommending changes to the personnel policies contained in the Employee Handbook, and assuming a leadership role in the resolution of any personnel conflict which cannot be resolved by the Library Director in accordance with the Employee Handbook. The Library Director is responsible for the annual review of all other employees of the library.

### **(b) Special Responsibility: Director Search**

When the position of Library Director falls vacant, the Board shall immediately select an acting Library Director for the interim and charge the personnel committee to conduct a search for a new Library Director. Applications for the position of Library Director shall be filed at the library and available to all Board members. While the full board actually hires the library director, the personnel committee may recruit, screen, interview applicants, and make a recommendation concerning top candidates. The entire Board will interview finalists. Five votes shall be required for the Board to hire a Library Director.

## **Section 4.03 Policy Committee**

The policy committee shall be comprised of three members of the Board of Library Trustees. The primary responsibility of the policy committee is to develop Library Policy. This policy shall include the division of responsibility between the Board and staff, a Library Material 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 determine the library regulations governing the use of the library and review sections of existing policy in a systematic fashion to insure that all policy is reviewed at an interval not to exceed 3 years. As a result of such policy reviews, the policy committee will make recommendations regarding additions or changes to existing policy as well as deleting policies that are no longer appropriate or of value. All library policies must be approved by the vote of the Board and made readily available to the public.

## **Section 4.04 Building and Grounds Committee**

The building and grounds committee shall be comprised of three members of the Board of Library Trustees. The building and grounds committee's responsibilities include, but are not limited to, planning for and monitoring the continual development of the entire site, 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.

## **Section 4.05 Marketing Committee**

The marketing committee shall be comprised of three members of the Board of Library Trustees. The marketing committee's responsibilities include, but are not limited to, the development, implementation and evaluation of a plan to market the library's services and programs to the residents of Brookfield and to the community at large.

## **Article V. Parliamentary Procedure**

*Robert's Rules of Order, Newly Revised* shall govern the parliamentary procedure of the Board, unless otherwise specified in the Bylaws.

## **Bylaws of the Brookfield Free Public Library (continued)**

### **Article VI. New Trustees**

The Library Director and a current trustee appointed by the President shall meet with new trustees to examine the property and review services and shall present to new trustees a packet that includes the Library Policy and other procedural material, a list of trustees and committees, minutes and financial reports for the previous 12 months, and other pertinent information.

### **Article VII. Duties of the Library Director**

The Library Director shall administer the policies adopted by this Board. Among duties and responsibilities of the Director shall be that of hiring personnel, directing, supervising and disciplining of all staff members, monthly and annual reports as required by the Board, and recommending such policy and procedure as will promote the efficiency and service of the library.

### **Article VIII. Amendments**

Amendments to these Bylaws, the Library Policy, 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 those members present providing they represent a quorum.

### **Article IX. Administrative Records**

#### ***Section 9.01 General 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 as the Board or Library Director shall file there.

#### ***Section 9.02 Personnel Records***

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

#### ***Section 9.03 Confidential Records of the Board***

Executive session tapes and written minutes, the Board's copy of the Director's personnel records, and any confidential materials will be kept in a locked box inside the Administrative Assistant's office. The keys shall be kept by the President and Secretary of the Board. In the event the President or Secretary are not available the Vice President will be responsible. No staff will be responsible for the box or materials inside. Any Trustees wishing to review any of the stored tapes or written materials will request the key from the Board President or Secretary and will make arrangements to read or listen to these items in the library. If for physical reasons a Trustee is unable to do this in the library, that Trustee will make a request to the Board President or Secretary for a copy, which may then be taken to their home. Trustees are responsible for returning the key directly to the Library Board officer who provided it to them, and also for returning any copies of materials that were taken home.

### **Article XII. 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. (Note: A quorum of the Library Board is 4 Trustees. A majority of a quorum is 3 Trustees. On Committees, 2 Trustees constitutes a majority of a quorum).

Given the ease with which e-mail can be forwarded, copied or misdirected, either intentionally or inadvertently, e-mail should be used only with caution. When communicating via e-mail, the use of "reply

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all” responses, “forward” or “cc” of a response must not be used thereby avoiding communication which could constitute a gathering of a majority of a quorum.

There are limited instances in which e-mail may be used for routine non-substantive communications between Trustees and Library staff. Examples include:

- Requests for available dates and times for meetings (“reply all” is appropriate here)
- Meeting reminders
- Sending agenda materials in advance of a meeting
- Sending other documents for personal review or editing
- Dissemination of information

E-mail constitutes a public record which must be maintained in accordance with the Local Records Act.