

WINNETKA-NORTHFIELD PUBLIC LIBRARY DISTRICT
By-laws of the Board of Trustees

1.0 Trustees and Officers

- 1.1 Trustees of the Board must reside in the District. The Board consists of seven people.
- 1.2 At least two of the Trustees shall reside in the Village of Northfield.
- 1.3 Trustee terms will be four years.
- 1.4 Vacancies on the Board may be filled by appointment of the remaining Trustees, as specified by Illinois Law.
- 1.5 The Board shall retain the names of alternate candidates nominated by the Winnetka Caucus Council or the Northfield Caucus, as appropriate, and shall consult the alternate slate in the event of a vacancy.
- 1.6 The officers shall be a President, a Vice-President, a Secretary, and a Treasurer. All officers shall be members of the Board.
- 1.7 The slate of officers shall be nominated by the Trustees following the Oath of Office after the election of Trustees.
- 1.8 Officers of the Board of Trustees shall be elected to a two-year term on the third Monday in May and shall take office immediately. No officer shall hold that office for more than two consecutive terms. In case of the resignation of an officer or inability to perform the duties of the office, the successor shall be elected to fill the unexpired term at the next meeting of the Board.

2.0 Duties and Authorities

- 2.1 The President shall preside over all meetings of the Board and set the Board meeting agenda. The President shall appoint Trustees to Committees, based on the recommendations of and in consultation with the Board.
- 2.2 The Vice-President shall serve as President in the President's absence.
- 2.3 The Secretary shall oversee records including the minutes of all meetings, the names of those in attendance, the ordinances enacted, resolutions, rules and regulations adopted, and all other pertinent written matter as affect the operation of the District.
- 2.4 The Treasurer shall be the financial officer of the Board. The Treasurer shall oversee records of the District, including a record of all receipts, disbursements, and balances in any funds. At the end of the fiscal year, an audit shall be performed and accompanied by the

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professional opinion of an accountant certified to practice public accounting under the Laws of the State of Illinois. The Treasurer shall give bond to the District to discharge faithfully the duties of the office. The minimum amount of the bond shall be based upon 50% of the total annual library taxes collected by the District. The cost of any surety bond shall be borne by the District.

2.5 The Library Director shall be the Operating Officer of the Library District and shall have charge of the administration of the library under the direction and review of the Board. The Director shall prepare an annual budget, a Budget and Appropriation Ordinance, and a Levy Ordinance for Board approval, see that books of account are kept in which all financial transactions of the Library District are accurately recorded, shall receive all bills, ascertain their correctness, and prepare checks in payment, and shall prepare minutes of all meetings for the approval of the Board and signatures of the President and Secretary.

The Library Director shall be responsible for the recruitment, selection, and appointment of staff members and their direction. The Library Director shall have the authority to accept resignations from or institute dismissal procedures against staff members. Subject to Board approval, the Library Director shall authorize staff salaries within the framework of the schedule of salary ranges as set forth by the Board. The Library Director shall be responsible for the care of the buildings and equipment and shall place all orders for books and supplies and order all emergency repairs. The Library Director shall attend the meetings of the Board and shall submit a monthly report of the operations of the library. The Library Director shall submit an Annual Report of the operations of the library no later than the September meeting. The Library Director shall keep the Board informed of all changes in applicable legislation and regulations.

3.0 Committees

3.1 Any recommendation by a Committee must be presented to the Board of Trustees for action.

3.2 Any proposed expenses incurred by a Committee must be approved in advance by the Board of Trustees.

3.3 Persons who are not Trustees may be appointed to Committees.

3.4 The Board of Trustees may add, delete, or change the duties of a Committee by an affirmative vote of a majority of the quorum.

3.5 Special Committees may be created by the Board of Trustees to address a specific issue or issues by an affirmative vote of a majority of the

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quorum. Each such Special Committee shall be disbanded upon completion of its assigned task(s) or by vote of a majority of the quorum.

4.0 Meetings

4.1 The regular monthly meeting of the Board of Trustees shall be held in the main library or the branch at 7:00pm on the third Monday of each month, except December, when the meeting shall be held on the second Monday. The Board may, by majority vote, change the date, time, or place of the Board meeting.

4.2 A quorum for the transaction of business shall consist of four (4) Trustees.

4.3 If a quorum is physically present, a majority of the Board members present may allow another Board member to attend the meeting by an audio or video link (Other Means) if that member is prevented from physically attending because of (i) personal illness or disability, (ii) employment purposes or the business of the Library Board, or (iii) a family or other emergency. If a member wishes to attend a meeting by Other Means, the member must notify the Library Director or a Board officer no less than one hour before the meeting is scheduled to begin.

4.4 Special meetings may be called by the President or the Secretary or by any four Trustees, by written notice posted at least 48 hours immediately preceding the day of the Special meeting, or by oral notice to all Trustees in the case of a stated emergency.

4.5 A Trustee who misses more than three of the regular monthly meetings in a calendar year may be asked by the Board of Trustees at its discretion to submit his or her resignation.

4.6 All meetings must comply with the Illinois Open Meetings Act.

4.7 Any member of the Board who has any interest of a personal nature in a matter before the Board shall recuse him/herself from discussion and abstain from voting on said matter.

5.0 Order of Business

5.1 The order of business at a regular meeting of the Board shall be at least as follows:

Call to Order
Approval of Minutes
Public Comments
Library Director's Report
Committee Reports
Old Business

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New Business
Public Comments
Adjournment

6.0 Disbursements

- 6.1 Checks drawn against the General Fund of the library for amounts of \$500.00 or more shall be signed by any two of the following: President, Vice-President, Treasurer, and Library Director
- 6.2 Checks drawn against the General Fund for amounts under \$500.00 shall be signed by any one of the officials designated above.
- 6.3 Trustee expenses in excess of \$100 per expense for library-related matters, such as membership in library associations, education activities, and attendance at meetings, shall not be paid by the District without prior approval of the Board.

7.0 Rules and Regulations

- 7.1 The Board of Trustees shall prepare the rules and regulations of the Library and designate the days and hours of service. The Library District shall publicly post this information. The Board shall establish, equip, and maintain the library for the greatest benefit to the greatest number of residents in the District.
- 7.2 Communications to and from the Board:
- 7.2.1 Board members' substantive questions or communications to staff should be channeled through the Director's Office.
- 7.2.2 E-mail communications to, by, and between Board members, in their capacity as Board members, shall be conducted in accordance with the provisions of the Illinois Open Meetings Act.

8.0 Amendments

These By-laws may be amended by a vote of a majority of a quorum of the Board.

Approved: July 16, 1981
Revised: March 21, 1983
January 21, 1985
January 19, 1987
September 19, 1994
January 16, 1995
February 20, 1995
September 21, 1998

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March 18, 2002
September 23, 2002
January 17, 2005
October 17, 2005
December 11, 2006
August 20, 2007
April 18, 2011