



AURORA
Public Library District

Bylaws of the Aurora Public Library District Board of Library Trustees

I. Name and Use of the Library

The name of this institution is the Aurora Public Library District, hereafter referred to as “the library”. In accordance with the statutes of the State of Illinois as they relate to public libraries, the library is established for the use of residents and taxpayers of the library district and other library users as authorized by law, subject to such reasonable rules and regulations as the Board of Library Trustees (hereafter referred to as “the board”) may adopt in order to ensure that the library provides library service to the residents and taxpayers of the library district.

II. Library Mission

We support and inspire our diverse community through access to fun and informative resources and experiences.

III. Board of Library Trustees

The board has all the powers provided for in applicable statutes, including the Public Library District Act, 75 ILCS 16/1-1 et seq.

a. Membership

There shall be seven (7) trustees on the board elected biennially. Terms of office are six (6) years unless four (4) year terms are approved by the board. Trustees shall be elected and serve terms as provided by statute (75 ILCS 16/30 – 10). Vacancies on the board shall be filled in the manner described by statute, i.e. by appointment by a majority vote of the remaining trustees for the remainder of the term until the next regular library election.

b. Responsibilities of the Board

Subject to the requirements established by applicable statutes, including the Public Library District Act, and in accordance with the standards recommended by the American Library Association and the Illinois State Library, the board is responsible for the overall governance of the library, including but not limited to the following: financial oversight of library district expenditures, operations, gifts, and endowments; approval of policies and regulations affecting library services; and employment and evaluation of an executive director.

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

The board will declare a vacancy on the board when a trustee resigns or is unable to serve; fails, neglects, or refuses to discharge any duty imposed upon them by the Public Library District Act; becomes a non-resident of the library district; or fails to pay library taxes levied by the library district. The board may request the resignation of any trustee who is absent six times in a calendar year. Vacancies on the board shall be filled in the manner described by statute (75 ILCS 16/30-25).

The executive director and the president of the board (or designee) will provide a comprehensive orientation for new trustees, encompassing tours of library facilities; review of library policies, procedures, and contracts; responsibilities of trustees; board minutes and financial reports; and any other relevant information.

c. Responsibilities of Individual Trustees

To be effective, productive, and fully functional members of the board, trustees are expected to fulfill their statutory obligations; to attend board and committee meetings and to notify the board president when an absence is anticipated; and to participate in library-sponsored events, functions, and training sessions.

Trustees receive no compensation, but shall be reimbursed for their actual and necessary expenses incurred in the performance of their duties in accordance with 75 ILCS 16/30-30.

d. Board Officers

The officers of the board will consist of president, vice president, treasurer, and secretary.

e. Duties of Board Officers

The president of the board presides at board meetings; appoints all standing and ad hoc committees; serves, at their discretion, as an ex-officio member of all committees; signs official documents; functions as the board spokesperson in official, public capacities; and performs other duties assigned by the board.

The vice president assumes the duties of the president in their absence and performs other duties as assigned by the president or the board.

The treasurer exercises general oversight authority over library funds and reviews the financial procedures and records of the library. The treasurer reports the state of the library's funds, ensures that an annual certified public audit of the library's funds is conducted, and directs an annual vendor's report as required by 30 ILCS 15/1 et seq. In the absence of the treasurer, the board president may direct that another officer fulfill the necessary duties of the treasurer, and the treasurer may perform other duties assigned by the president or the board.

The secretary records roll call votes, serves as president in the absence of the president and the vice president, signs official documents; has the power to administer oaths and

affirmances for the purposes of the library district, and performs other duties assigned by the president or the board.

IV. Elections and Vacancies of Board Officers

Board officers are elected for two year terms or until their successors are elected. No trustee will hold more than one office at a time. The president will take nominations for Board officers from the floor. No second to a nomination is needed, although nominees must consent to serve. Officers will be elected by a majority of trustees present. Tie votes will be decided by a run-off election. Newly elected board officers will begin their terms of service at the regularly scheduled board meeting following the election of officers.

A majority of trustees present may remove a board officer if, in the judgment of the board, the removal serves the best interests of the library district.

In the event of a vacancy in a board office, the remaining unexpired term will be filled by majority vote of the trustees.

V. Board Committees

Following board officer elections, the president will appoint a minimum of three trustees, assigning one as a chairperson, to serve with the executive director on each of the following standing committees: Building and Grounds Committee, Finance Committee, and Policy and Personnel Committee. Committee chairs and members serve for two year terms or until their successors are appointed.

Each trustee will be appointed to at least one committee.

The president may appoint special committees, which will serve until the completion of their work, on an ad hoc basis.

a. Building and Grounds Committee

In collaboration with the executive director, the building and grounds committee will regularly review various physical plant and building needs to ensure that they meet the requirements of the library and the community. The committee oversees capital plans for current and future years for all library facilities to be used in the budget planning process.

b. Finance Committee

In collaboration with the executive director, the responsibility of the finance committee is the preparation of budgets, financial ordinances, investment strategies, revenue and expenditure forecasting, and the performance of audits.

c. Policy and Personnel Committee

In collaboration with the executive director, the policy and personnel committee facilitates the regular review of library policies and presents library policies governing the use of the library for board consideration and approval. The committee serves as

the board liaison with the executive director to address personnel policies and issues and to assist, as necessary and appropriate, with the resolution of library user conflicts and complaints. The committee prepares, administers, and analyzes an annual performance review of the executive director. Unless a special committee is appointed by the president, this committee serves as the search committee when a vacancy occurs in the position of the executive director, following the Succession and Continuity Plan in recommending an interim executive director to the board and managing the search process for the replacement of the executive director.

VI. Board Meetings and Quorum

The regular meetings of the board will generally be held on the fourth Wednesday of each month at 6:00 p.m. November and December meetings will generally be held on the third Wednesday at 6:00 p.m., unless otherwise ordained by the board. At the beginning of each year, the board will establish regular meeting dates, times, and locations; and notice will be properly given in accordance with the Open Meetings Act. The board may change the date, time, or location of any regular meeting to accommodate special situations. Special meetings may be called by the president or the secretary or by any four (4) trustees, pursuant to 5 ILCS 16/30-50.

The board may adjourn to executive session (closed session) for the purpose of considering matters in accordance with the Open Meetings Act. No final action may be taken in executive session (5 ILCS 120/2).

All meetings are open to the public, with the exception of executive sessions. Public notice for all meetings and all changes in meeting date/time/place will be posted in accordance with the Open Meetings Act.

A quorum shall consist of four (4) Trustees and a majority of those present shall determine the vote taken on any question (75 ILCS 16/30-50).

VII. Remote Participation at Meetings

Under certain circumstances and as allowable by law, trustees unable to be physically present at a public meeting may participate in the meeting via electronic means (5 ILCS 120/7).

VIII. Conduct of Board Meetings

The president is empowered to preserve order and decorum and decide questions of order. In the case of disturbance or disorderly conduct, the president is authorized to take all action reasonably necessary to allow the board to conduct business.

IX. Board Meeting Agenda

Beginning the meeting, the president verifies that a quorum is present and calls the meeting to order. The order of business includes, but is not limited to the following items:

Additions/Changes to the Agenda

Approval of Previous Meeting Minutes

Public Comments
Financial Report and Approval of Payments
Committee Reports
Director's Report
Former Business
New Business
Adjournment
The president may vary the order of business.

X. Parliamentary Procedure

Board meetings are governed by the latest version of Robert's Rules of Order. Compliance with these rules of order may be waived or suspended by majority vote of trustees in attendance.

XI. Public Comment

Comments from the public are limited to three (3) minutes per person, with an overall limit of thirty (30) minutes of public comment allowed at each board meeting. Members of the public wishing to address the board are asked to register on the form provided prior to the meeting or to notify the library of intent to comment in the manner otherwise suggested. Commenters are asked to limit their comments to library district business.

XII. Amendment of the Bylaws

Amendments to these bylaws may be made at any board meeting. Advance written notice of any proposed amendment should be submitted to each trustee. Compliance with these bylaws may be waived or suspended by majority vote of trustees in attendance.

Approved by the Aurora Public Library District
Board of Library Trustees
June 26, 2024