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AMENDED: August 20, 2008
AMENDED: January 19, 2011

**BY-LAWS OF THE
WARRENVILLE PUBLIC LIBRARY DISTRICT
BOARD OF LIBRARY TRUSTEES**

**ARTICLE I
NAME**

The name of this organization shall be the Board of Library Trustees of the Warrenville Public Library District of Illinois, being a unit of local government organized February, 1979.

**ARTICLE II
GENERAL PROVISIONS**

SECTION 1: These rules, adopted pursuant to the provisions of the Public Library District Act, 75 ILCS 16/1-1 *et seq.*, are intended to set out the duties of the Board of Library Trustees (the Board), provide procedures by which meetings of the said Board are to be conducted, set out methods by which the business of the Board is to be carried on, to specify the powers and duties of the Library Director (Director) of the Warrenville Public Library District (Library), and to provide other general rules relating to the government of the Board.

SECTION 2: These rules are supplementary to the provisions of the Statutes of the State of Illinois as they relate to the procedures of the Board.

SECTION 3: Any Trustee who has any interest of a personal nature in a matter before the Board shall not vote thereon and shall remove himself or herself from any meeting or hearing at which said matter is under consideration.

SECTION 4: The office of the Board shall be located at the Library, 28W751 Stafford Place, Warrenville, Illinois 60555.

SECTION 5: The Board shall have the authority necessary to carry out the spirit and intent of the Public Library District Act.

ARTICLE III MISSION AND GOALS

SECTION 1: Mission Statement

It is the mission of the Warrenville Public Library District to collect, organize and make available the representative records of humanity's actions, concerns and aspirations. It exists for the common good to support a literate and informed citizenry.

SECTION 2: In 2004, the Board adopted a set of Principles of Professionalism to serve as a framework for the mission, goals and governance of the Library. The Principles of Professionalism (in no particular order) are:

- a. Accountability (Confidentiality, Dedication to the Library Mission Statement, Direction, Stewardship)
- b. Integrity (Commitment, Loyalty to the Organization, Principle-based)
- c. Teamwork (Collaboration, Flexibility, Open Communication, Open-mindedness, Recognition, Relaxed but Businesslike Attitude, Respect)
- d. Customer Service Orientation (Hospitable Atmosphere, Inclusiveness, Information-orientation, Responsive Service)

SECTION 3: Goals

Within the context of the Principles of Professionalism, the goals of the Warrenville Public Library District are:

- a. To make library services available for every citizen in the Warrenville Public Library District.
- b. To provide an adequate and competent staff.
- c. To provide an adequate stock of books and other materials sufficient in size and varied in kind and subject matter to satisfy the recreational, educational and cultural needs of the area.
- d. To foster the economic and efficient utilization of public funds.
- e. To promote the full utilization of local pride, responsibility, initiative and support of library service.
- f. To investigate, solicit and make use of other appropriate sources of funding as a supplement to local support.

SECTION 4: The Library Board will engage in strategic planning which specifies strategic priorities, goals and objectives. These priorities, goals and objectives will be reviewed and revised at least every 3 years.

ARTICLE IV
MEMBERSHIP

SECTION 1: The Library shall be governed by a seven person Board of Library Trustees elected at large for 6 year terms. All Trustees shall have one vote on the Board.

SECTION 2: The Board shall be elected at large in a regularly scheduled election by all voters residing in the Library District and their terms shall be staggered. Any resident of the Library District is eligible to run for the Board upon compliance with State Election Law procedures.

SECTION 3: Elections shall be held biennially in each odd-numbered year on the date specified by state election laws.

ARTICLE V OFFICERS AND DUTIES

SECTION 1: The Officers of the Board shall be a President, a Vice-President, a Secretary and a Treasurer.

SECTION 2: The Board shall elect a President, Vice-President, Secretary, and a Treasurer from among its members. Each of the said Officers shall be elected at the first regular meeting of the Board after May 1 or within sixty days following the canvass of returns from the general election at which the Trustees are elected. Each Officer shall serve a term of two years and until their successors are duly elected and qualified. If a vacancy occurs in any of the said Officers, the vacancy shall be filled by a Board appointment for the balance of the term. The Officers of the Board shall not serve more than two consecutive two-year terms in any one office nor shall any Trustees hold more than one office at a time.

SECTION 3: The President shall supervise the affairs of the Board. He or she shall preside at all meetings of the Board, and shall appoint such committees and subcommittees as may be necessary to carry out the purpose of the Board. The President shall be an ex-officio member of all committees and subcommittees.

SECTION 4: The Vice-President, in the absence of the President, shall preside at the meetings, perform all duties and responsibilities of the President and be the recipient of all the powers of the President. Any official business may be conducted when a Board meeting is chaired by the Vice-President or a temporary chairman.

SECTION 5: The Secretary shall keep and maintain appropriate permanent records for his/her term in office. He or she shall make certain that a written record and permanent minutes of the Board's proceedings, the names of those in attendance, resolutions, rules and regulations adopted, and all other pertinent written matter as affect the operation of the Library, are kept on file.

SECTION 6: The Treasurer shall keep and maintain accounts and records of the Library during his/her term in office. The Treasurer shall review and recommend for approval by the Board, all payment vouchers for purchases of books, payroll expenses and other expenses for the Library.

All Trustees and the Director are authorized to disburse funds and sign checks. Two signatures are required on all checks. In the absence of the Treasurer, or his or her inability to serve, the President, Vice-President, or Secretary may perform the duties of the Treasurer. The Treasurer shall report monthly to the Board on the financial and investment status of the Library. All investments are to be made according to the Library's Investment Policy. The Treasurer, in the absence of the President, Vice-President, and Secretary is empowered to perform all the duties and responsibilities of the President.

ARTICLE VI
BOOKS OF RECORD, AUDIT, FISCAL YEAR, BOND

SECTION 1: Books and Records

The Board shall keep:

- a. Records of all proceedings of the Board and Committees; and
- b. All Financial Statements of the Library; and
- c. Bylaws of the Board and all amendments and restatements; and
- d. Other records and books of account necessary and appropriate to the conduct of Library business.

SECTION 2: Audit

An audit for each fiscal year shall be conducted by an accountant licensed to practice public accounting under the laws of the state. The audit shall certify for the fiscal year just ended: (1) Total cash receipts from all sources, (2) total disbursements and (3) discrepancies.

SECTION 3: Fiscal Year

The Fiscal Year of the Library will be from July 1 to June 30 of each year.

SECTION 4: Bond

The Treasurer shall give bond to the Library to faithfully discharge the duties of his office and to account to the Library for all Library funds coming into his hands and which bond shall be in such amount and with such sureties as shall be approved by the Board. The amount of the bond shall be based upon a minimum of 50% of the total funds received by the Library in the last previous fiscal year. Cost of the surety bond shall be borne by the Library.

ARTICLE VII
MEETINGS

SECTION 1: The Board shall meet at least 11 times a year to conduct the business of the Library. Regular monthly meetings of the Board shall be held in the Library or locations properly noticed by the Board and according to state statutes.

SECTION 2: The regular meetings of the Board shall be held at 7:00 P.M. on the third Wednesday of the designated month. In the event the third Wednesday falls on a holiday, the regular meeting will be rescheduled as agreed upon by the Board.

SECTION 3: The date, place or time of a particular meeting may be changed as provided in applicable statutes.

SECTION 4: Special meetings may be called by the President, Secretary, or by any four Trustees.

SECTION 5: All meetings of the Board shall be open to the public and be conducted in accordance with applicable statutes.

SECTION 6: A quorum of the Board shall consist of four Trustees. All motions shall be decided by a majority vote of the Trustees present.

SECTION 7: Robert's Rules of Order shall govern the deliberations of the Board, except when such rules are in conflict with any of the rules provided herein.

SECTION 8: The rules of order, other than such rules as may be prescribed by statute may be suspended at any time by the consent of a majority of the Trustees present at any meeting.

SECTION 9: An agenda for each regular meeting of the Board shall be prepared by the Director in cooperation with the President preceding such meeting. Trustees who wish to have items placed on the agenda must notify the Director or the President on or before 12:00 Noon the Wednesday preceding such regular meeting. Items for discussion only may be added to the agenda at the start of the meeting at the request of the Director or any Trustee upon majority approval of those Trustees present.

SECTION 10: Within ten days after the beginning of each calendar year, the Board shall list its regular meetings and post a copy of the notice at the principle office of the Board (Warrenville Public Library District, 28W751 Stafford Place, Warrenville, IL 60555). Notice of meetings shall be announced in accordance with the Illinois Open Meetings Act, 5 ILCS 120/1 *et seq.*

SECTION 11: Visitors are welcome at all meetings of the Board of Trustees and its committees. Anyone who wishes to address the Board during Public Comments must fill out a sign up sheet prior to the start of the meeting. Speakers are limited to three minutes. The Board requests that a group appoint one speaker to present the views of the entire group. Speakers will state name and address before addressing the Board. While the Board appreciates all questions and comments, they will not respond at the meeting, but may choose to do so at a later time.

ARTICLE VIII CLOSED MEETINGS

SECTION 1: The Board may adjourn to a "closed meeting" to discuss matters as permitted by the Open Meetings Act.

No final action may be taken at a closed meeting.

SECTION 2: Minutes must be kept of closed meetings as well as a verbatim record of all closed meetings in the form of an audio or video recording. The minutes shall be made available to the public "only after the Board determines that it is no longer necessary to protect the public interest or the privacy of an individual by keeping them confidential".

SECTION 3: Procedures for a "Closed Meeting"

At a public meeting properly called with appropriate notice and quorum present:

- a. There must be a citation of the specific exception permitting a closed meeting.
- b. A roll call vote must be taken on the motion for a closed meeting with a majority required to close the meeting; voting must be recorded in the minutes.
- c. Only topics specified in the vote for a closed meeting may be considered in the closed meeting.

Subjects which may be discussed in closed meetings may be discussed, at the Board's discretion, in open session.

ARTICLE IX COMMITTEES

SECTION 1: The President shall appoint standing committees for two-year terms at his/her discretion. The terms of all committees shall be concurrent with the terms of the Officers. Ad-hoc committees may be appointed by the President and shall serve until the completion of the work for which they were appointed within the term of the current President. The duties of each committee shall be such as associated with its name, or as shall be assigned to it by action of the Board. All committees are responsible to the Board and will report to the Board on a timely basis.

SECTION 2: All Trustees are members of the Finance Committee. The Treasurer of the Board serves as Chairman of the Finance Committee.

SECTION 3: The President and the Director shall be ex-officio members of all committees.

SECTION 4: Each committee shall take its recommendations to the Board for action.

ARTICLE X PROCEDURES

SECTION 1: The order of business at all regular meetings shall be as follows:

1. Call to order
2. Roll Call
3. Approval/Changes to the agenda
4. Presentations
5. Public Comments
6. Correspondence
7. Consent Agenda
8. Regular Agenda
9. Unfinished Business
10. New Business
11. Director's Report
12. Department Head Reports
13. President's Report
14. Treasurer's Report
15. Secretary's Report
16. Committee Reports
17. Trustee Comments
18. Items for information and/or discussion
19. Closed Session
20. Action resulting from closed session
21. Adjourn

SECTION 2: Any item preliminarily placed on the consent agenda may be removed upon the request of any Trustee.

SECTION 3: The order of business can be changed at any given meeting by a vote of the Board at "Approval/Changes to Agenda."

SECTION 4: Privilege of calling for a roll call vote may be exercised by any Trustee.

SECTION 5: No vote or action of the Board shall be rescinded at any special meeting of the Board unless there be present at such special meeting as many members of the Board as were present at the meeting when such vote or action was taken.

**ARTICLE XI
LIBRARY DIRECTOR**

The Director shall administer the policies adopted by the Board. The Director shall be the Chief Administrative Officer of the Library. The Director shall attend all Board Meetings except those at which his/her appointment, dismissal, or salary is to be discussed or decided, but he or she shall have no vote. The Director shall submit to the Board monthly reports on the operation of the Library and shall recommend to the Board such policies and procedures as in the opinion of the Director will promote the efficiency of the Library in its service to the people of the Library District. He or she shall certify to all bills and money expended, and shall be responsible for the maintenance and care of all Library properties and the routine expenditures for such purposes. The Director may hire other employees deemed necessary by the Director, fix their compensation, and remove those employees, subject to the approval of the Board. He or she shall have the power to expend funds as specified in the working budget.

**ARTICLE XII
AMENDMENT OF BYLAWS**

SECTION 1: The Board may amend these bylaws to include or omit any provision which could be lawfully included or omitted. Any number of amendments, or an entire revision or restatement of bylaws may be submitted and voted upon at a single meeting of the Board and be adopted at such meeting a quorum being present, upon receiving the affirmative vote of not less than four Trustees. However, amendment of Article III (Mission and Goals) of these bylaws may be made only with the unanimous approval and resolution of all Trustees.

SECTION 2: These Bylaws shall be reviewed at least every four years.

SECTION 3: If any provision of these Bylaws is held invalid, such invalidity does not affect other provisions or applications of these provisions.

**ARTICLE XIII
GIFTS**

The Board may, at its discretion, accept gifts, donations, or endowment funds for the Library.

**ARTICLE XIV
BOOK SELECTION AND PURCHASING LIBRARY MATERIALS**

The selection of all Library materials in all formats, including books, periodicals, sound recordings, video recordings, electronic resources, pictures, pamphlets, etc. shall be the responsibility of the Director. All members of the Board shall affirm their support of the Library Bill of Rights and the Freedom to Read Statement.

ARTICLE XV
ETHICS STATEMENT FOR TRUSTEES

The Board subscribes to the following code of ethics, approved by the Public Library Association and American Library Trustee Association Boards of Directors in July 1985 and amended in 1988 and 1989.

- a. Trustees in the capacity of trust upon them, shall observe ethical standards with absolute truth, integrity and honor.
- b. Trustees must avoid situations in which personal interests might be served for financial benefits gained at the expense of library users, colleagues, or the situation.
- c. It is incumbent upon any Trustee to disqualify himself or herself immediately whenever the appearance or a conflict of interest exists.
- d. Trustees must distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of the institution, acknowledging the formal position of the Board even if they personally disagree.
- e. A Trustee must respect the confidential nature of library business while being aware of and in compliance with applicable laws governing freedom of information.
- f. Trustees must be prepared to support to the fullest the efforts of librarians in resisting censorship of library materials by groups or individuals.
- g. Trustees who accept appointment to a Library Board are expected to perform all of the functions of Library Trustees.

(End of By-laws)

