

# Bylaws

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## I. Organization

- A. The Mount Prospect Public Library is established and organized under authority of the Statutes of the State of Illinois. The Board of Trustees is vested with the powers and duties set forth in the Illinois Local Library Act.

## II. Trustees and Duties

- A. The Board of Library Trustees shall be composed of seven (7) members elected under provisions of the Illinois Election Code and the Local Library Act. Trustees are elected for six-year terms and shall serve until their successor is elected and qualified.
- B. Vacancies on the Board shall be filled by appointment by the remaining Trustees pursuant to 75 ILCS 5/4-4.
- C. Each newly elected or appointed Trustee shall, within 60 days of being sworn in, make arrangements with the Executive Director for a Trustee orientation meeting.
- D. Trustees shall comply with applicable statutes governing conflicts of interest; no Trustee shall have a personal interest in any matter before the Board when such personal interest is prohibited by law. When there is a conflict of interest for a Trustee on a particular issue, said member shall make a disclosure statement in an open Board meeting and abstain from voting and commenting on that issue.
- E. All Trustees must file the Disclosure of Economic Interests Statement as required by the Illinois Governmental Ethics Act. [5 ILCS 420/4A-101], and with the Village of Mount Prospect.
- F. Trustees or members of their immediate families may not be employed by the Library.
- G. No Trustee may simultaneously serve as an officer on the Boards of the Mount Prospect Public Library Foundation or the Friends of the Mount Prospect Public Library.
- H. Trustees shall serve without compensation but shall be reimbursed for their actual and necessary expenses incurred in the performance of their duties from Library funds.
- I. Trustees should strive for excellent attendance and actively participate in meetings of the full Board and Board Committees. Per 75 ILCS 5/4-4, a vacancy will be declared when a Trustee is absent without cause from all regular Board meetings for a period of one year.
- J. Trustees will follow power and duties as outlined in the Illinois Revised Statutes 5/4-7.
- K. Trustees will support the American Library Association's Bill of Rights, Interpretations of the ALA Bill of Rights, and the Freedom to Read statements.

## III. Officers and Duties

- A. At or before the regular May meeting following the regular library election, newly elected Library Trustees shall take their oaths of office and meet with the incumbent Library Trustees to organize the Board of Library Trustees.
- B. The first action taken at the regular May meeting of the Board of Library Trustees shall be the election of a President, Vice President, Secretary, and Treasurer. Each Officer shall be elected to serve a one-year term ending on the first Monday of the month following the applicable regular election or until their successors are duly elected by the Board. An officer may not ordinarily be elected to succeed themselves more than once, but officers may be elected to a third successive term with five affirmative votes of Board members.

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C. Officer Duties

1. The President shall preside at all meetings of the Board and appoint all committees, authorize calls for any special meetings, and generally perform the duties of a presiding officer. The President shall be an ex-officio member of all committees. The President shall be the official spokesperson for press releases and official messaging.
  2. The Vice President shall act as a presiding officer in the absence of the President and assume the duties and responsibilities of the President in the event of a vacancy in the office of the President. The Vice President shall review the minutes and audio tapes of closed meetings prior to the Board's semi-annual review of such minutes.
  3. The Treasurer shall be the Chief Fiscal Officer of the Board and is responsible for all funds under the authority of the Board of Library Trustees; and shall prepare or cause to be prepared the appropriate monthly reports and annual reports of the funds. The Treasurer is authorized by the Board to sign checks, shall serve on the Finance Committee, and keep or cause to be kept all financial records of the Board. The Treasurer shall be bonded in the amount to be approved by the Board and according to statute requirements.
  4. The Secretary shall maintain and keep or cause to be kept true and accurate minutes and account of all proceedings and correspondence of the Board of Library Trustees; issue or cause to be issued all notices for all meetings of the Board of Library Trustees; and be the custodian of all records of the Board of Library Trustees and of the Mount Prospect Public Library.
- D. A library trustee will attend the monthly meeting of the Mount Prospect Public Library Foundation (MPPLF) as representative of the Board of Trustees. Per MPPLF bylaws, this Trustee is authorized to act on behalf of the Board of Trustees as a voting member.

IV. Meetings

- A. The regular meetings of the Board of Library Trustees of the Mount Prospect Public Library shall be held at 7:00 p.m. on the third Thursday of each month at the Mount Prospect Public Library.
- B. Special meetings may be called by the President or any four (4) Library Trustees, upon forty-eight (48) hours written notice to each Library Trustee and which notice otherwise shall be given in the manner provided by law.
- C. Notice of all Board meetings shall be posted in the Library and on the Library website forty-eight (48) hours prior to the meeting.
- D. If a quorum of the members of the Board or a Board committee is physically present as required by subsection (b), a majority of those physically present, or at least 3 physically present members of a committee consisting of 5 members, may allow a member of that body to attend the meeting by other means (video or audio conference) if the member is prevented from physically attending because of:
  1. personal illness or disability;
  2. employment purposes or the business of the public body; or
  3. a family or other emergency.
- E. All meetings of the Board shall be open to the public and be conducted in accordance with Illinois Compiled Statutes. The Board may adjourn to a closed Executive Session for the purpose of considering matters of personnel, land disposition, and other matters as authorized by Chapter 5, Act 120, ILCS, The Open Meeting Act. Matters discussed in Executive Session shall not be binding unless approved at an open meeting.

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- F. The vote of each Library Trustee on the question of holding a meeting or portion thereof closed to the public and a citation to the specific statutory authorization for such closed meeting shall be recorded and entered into the minutes of the meeting or portion thereof open to the public.
- G. Meeting Minutes
- Minutes shall be kept of all meetings of the Mount Prospect Board of Library Trustees. Such minutes shall include but need not be limited to:
    - The date, time, and place of the meeting,
    - The Library Trustees recorded as being present or being absent, and
    - A general description of all matters, proposed, discussed, or decided; as well as a record of any votes taken
  - Minutes of meeting or portions thereof open to the public shall be approved within thirty (30) days after the meeting or at the Library's second subsequent regular meeting, whichever is later.
  - Minutes of meeting or portions thereof open to the public shall be available for public inspection within ten (10) days of their approval by the Board of Library Trustees; however, minutes of meetings closed to the public shall be available only after the Board of Library Trustees determines that it is no longer necessary to protect the public interest or the privacy of an individual by keeping them confidential.
- H. Conduct of Business During Meetings
- Quorum: A majority of the Library Trustees of the Board shall constitute a quorum (4) for the conduct of business at any regular or special meeting of the Board of Library Trustees and a majority of a quorum (3) may transact any business of the said Board of Library Trustees.
  - Enforcement of Decorum During Meetings: In accord with the Illinois Compiled Statutes and ordinances of the Village of Mount Prospect, it is unlawful to disturb or interrupt any meeting of the Board of Library Trustees; any person violating any provision of this Section may be subject to law enforcement action.
  - The Board of Library Trustees shall be governed by parliamentary law as laid down in *The Standard Code of Parliamentary Procedure* by Sturgis.
- I. Order of Business
- The business of the Board of Library Trustees shall be based on the agenda distributed to the Library Trustees at least forty-eight (48) hours prior to the meeting in accordance with the Open Meetings Act.
  - A waiver of the rules for the purpose of discussing an item out of order or not on the written agenda may be requested by any Library Trustee and shall be allowed by concurrence of a majority of all the Library Trustees present.
- V. Committees of the Board of Library Trustees
- A. Committees shall be Committee of the Whole, Standing, and Special.
- The Committee of the Whole studies and discusses specific issues.
  - Standing committees shall be appointed by the President one month after election of officers at the regular meeting of the Board. Standing committees are Personnel and Finance.

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3. Special committees for the study and investigation of particular issues or to provide input and advice, may be appointed by the President with the advice and consent of the Board of Library Trustees. These committees may include staff and community members and must include at least one Trustee. Each committee shall serve until the completion of the work for which it was established, and then shall be dissolved.

#### VI. Executive Director

- A. The Executive Director of the Mount Prospect Public Library shall be appointed by the Board of Library Trustees at a salary to be evaluated on a yearly basis.
- B. The Executive Director shall be the chief administrative officer of the Mount Prospect Public Library and shall:
  1. Administer and operate the Library under the direction and review of the Board of Library Trustees;
  2. Oversee all activities of the Library;
  3. Hire, dismiss, oversee, and supervise all Library personnel and shall determine all individual salaries, subject to the approval of the Board, except his/her own, which shall be set by the Board;
  4. Present an annual budget;
  5. Create and implement a strategic plan in accordance with Board direction.
- C. The implementation of administrative and personnel matters concerning the Library are the primary responsibility of its Executive Director. Any concerns of any Trustee regarding such matters must be directed only to the Executive Director or, in his or her absence, to the Deputy Director. The Executive Director will give the Board advance notification of significant organizational changes.

#### VII. Legal Counsel

- A. Library Trustees will retain legal counsel. Such counsel shall be used as needed by the President of the Board of Library Trustees and the Executive Director. Requests for legal counsel by the other Library Trustees shall be made through the President.

#### VIII. Amendments

- A. These bylaws may be altered, amended, or repealed by a majority vote of the Board at a regular or special meeting, provided that any such proposed changes shall have been presented in writing at a regular or special meeting preceding the meeting at which the vote is to be taken. These bylaws supersede any and all bylaws previously adopted by the Board.

#### Revision History

*6/25/20, 5/16/2019, 9/15/2016, 9/18/2014, 7/18/2013, 5/2013, 3/2013, 7/2012, 6/16/2011, 10/16/2008, 3/16/2006, 12/15/2005*