

Board of Trustees  
Mount Prospect Public Library  
10 S. Emerson Street, Mount Prospect, IL 60056

**Committee of the Whole Meeting**  
**June 11, 2020 7:00 p.m.**  
**Remotely via Electronic Means**  
**Agenda\***

The meeting of the Board of Library Trustees will be held without a quorum of Library Trustees physically present. The Library Trustees will conduct the Board meeting with Library Trustees attending remotely via electronic means. This method of conducting the Board meeting is authorized by Executive Order of the Governor (COVID-19 Executive Order No. 5, March 16, 2020). To submit public comment, send an email noting that you are submitting public comment to [sreynnders@mppl.org](mailto:sreynnders@mppl.org) at any time before the meeting. All comments noted as public comment and received prior to the meeting will be read aloud during the meeting.

**Place:** Remotely via Electronic Means

Zoom Meeting

<https://us02web.zoom.us/j/86927635020>

Meeting ID: 869 2763 5020

Password: 302572

+1 312 626 6799 US (Chicago)

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1. Call to Order
2. Roll Call
3. Review of Bylaws
4. Director and Trustee Reports
5. Public Comment
6. Calendar Items
  - a. Foundation Board Meeting – June 22 – Sylvia Haas
  - b. Regular Board Meeting – June 25
  - c. Committee of the Whole Meeting – July 2
  - d. Library Closed – July 4
  - e. 4<sup>th</sup> of July Parade canceled
  - f. Regular Board Meeting – July 16
  - g. Friends Book Sale in July 18 and 19 canceled
  - h. Village Block Party July 25 canceled
  - i. No Foundation Board Meeting in July
7. Adjournment

**Summary of Bylaws Proposed Revisions  
June 11, 2020**

The primary agenda item for the 6/11/20 COW meeting is to review proposed changes to the bylaws.

Your packet includes three versions of the bylaws:

- 1) Original (current) bylaws (**Pages 15-21**)
- 2) Redlined version that shows all changes (**Pages 8-12**)
- 3) Clean copy that shows what the final would look like if we accepted all of the changes (**Pages 3-7**)

Even though it looks like almost everything was changed, that is because I did some reorganizing, put items in the appropriate category, and removed extraneous language. Additionally, in several places text was just copied from the Illinois Laws and Rules, and in some of those cases I replaced the text with a reference to the statute. This is so if the statute changes, the bylaws are still accurate.

Anything highlighted in yellow are items that I wasn't sure about.

The substantive changes that Marie and I reviewed a lifetime ago are:

- I.A: Added an "Organization" section
- II.A.1: Replace specific Trustee Vacancy information with a reference to the appropriate statute
- II.C-H: Added nepotism, conflict of interest, and Friends and Foundation conflict statements, and moved the compensation statement
- III.B-E: Changed officers to President, Vice President, Treasurer, and Secretary and updated officer responsibilities
- IV.D: Added the statutorily approved electronic meeting policy
- V.A: Streamlined committee makeup (but kept Finance and Personnel as standing committees)
- VI.B: Consolidated the Executive Director responsibilities
- VIII: Streamlined the Amendments guidelines

Also, there are two supplemental Board/Trustee documents, the "Standards of Conduct" and the "Practices and Procedures" (**Pages 22-26**). Those are in the packet as well, and we should determine if we need to keep all three separate documents, or if we can combine them into a single document (or eliminate them).

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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 Public Library District 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.
- 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.

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 two-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.
- 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

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shall be the only spokesperson for the Board in all advisory or disciplinary action directed toward staff.

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 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 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 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 as representative of the Board of Trustees.

#### 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 two (2) 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

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be binding unless approved at an open meeting.

- 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

1. 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:
  - a. The date, time, and place of the meeting,
  - b. The Library Trustees recorded as being present or being absent, and
  - c. A general description of all matters, proposed, discussed, or decided; as well as a record of any votes taken
2. 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.
3. 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

1. 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.
2. 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.
3. 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

1. 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.
2. 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 Hoc.

1. The Committee of the Whole studies and discusses specific issues.
2. 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 Hoc 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. 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;
  3. Serve as an ex-officio member of the Board without a vote;
  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.

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.

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IX. Standards of Conduct (from separate document) Include?

A. Board

1. Follow power and duties as outlined in the Illinois Revised Statutes 5/4-7.
2. Establish and revise library policies, through careful study and thoughtful discussion that will determine the proper course of action.
3. Keep abreast of library trends and standards.
4. Know the community needs for library services.
5. Maintain adequate funding for the library.
6. Promote good public relations.
7. Provide orientation for new trustees.
8. Study and support legislation that will bring about the greatest good to the greatest number of library users.
9. Support American Library Association's Bill of Rights, Interpretations of the ALA Bill of Rights and the Freedom to Read.

B. Trustee

1. Advocate for Mount Prospect Public Library within community.
2. Advocate for libraries with other elected officials at local, state and federal levels.
3. Attend regular and special meetings or committee of the whole.
4. Be active in community.
5. Be familiar with and abide by the basic tenets of parliamentary procedure.
6. Come prepared for meetings.
7. Have an open mind and respect all opinions.
8. Participate actively on the board.
9. Participate in continuing education opportunities.
10. Understand the role of the board and the role of the director.

Revision History

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

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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. Composition of the Board of Library Trustees — Officers 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 Public Library District Act. Trustees are elected for six-year terms and shall serve until their successor is elected and qualified. (each member is referred to hereinafter by the title "Library Trustee"), each of whom shall be elected for a term of six years until his/her successor is elected and qualified, pursuant to the Illinois Compiled statutes, made and provided.

1. ~~A vacancy shall be declared in the office of Library Trustee by the Board of Library Trustees, whenever:~~

- ~~a. A Library Trustee declines or is unable to serve, or~~
- ~~b. A Library Trustee is absent without cause from all regular board meetings of the Board of Library Trustees for a period of one (1) year, or~~
- ~~c. A Library Trustee is convicted of a misdemeanor for failing, neglecting, or refusing to discharge any duty imposed upon a Library Trustee by the Illinois Compiled statutes, or~~
- ~~d. A Library Trustee becomes a non-resident of the Village of Mount Prospect, or~~
- ~~e. A Library Trustee fails to pay the taxes of the Mount Prospect Public Library as levied by the President and Board of Trustees of the Village of Mount Prospect.~~

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.

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.



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~~B. If a vacancy occurs upon the Board of Library Trustees, the vacancy is filled by the remaining Library Trustees by appointment until the next regular library election at which Library Trustees are scheduled to be elected under the consolidated schedule of elections in the general election law of the State of Illinois, at which election a Library Trustee shall be elected to fill such vacancy. In the event of a failure to elect a Library Trustee, the appointed Library Trustee, if any was so appointed, may continue in the office of Library Trustee until his successor has been elected and qualified.~~

III. Duties of Library Trustees 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 ~~(from amongst the membership of the said Library Trustees)~~ of a President, Vice President, Secretary, ~~and /~~Treasurer, ~~and Assistant Treasurer.~~ Each Officer shall be elected to serve a **two-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.**
- C. ~~Each Board of Library Trustees shall carry out the spirit and intent of the Illinois Compiled statutes in establishing, supporting, and maintaining the Mount Prospect Public Library — exercising such powers as shall be conferred by the said Illinois Compiled statutes.~~
- D. ~~All officers of the Board of Library Trustees shall hold such office for a term of one (1) year or until their successors are elected. An officer may not ordinarily be elected to succeed himself/herself more than once, but officers may be elected to a third successive term under special circumstances. Five affirmative votes of board members are required to extend the tenure of an officer to a third successive term.~~
- E. Officer Duties
1. The President shall ~~supervise the affairs of the Board of Library Trustees. He or she shall preside at all meetings of the Board and and shall appoint such all committees, authorize calls for any special meetings, and generally perform the duties of a presiding officer. and subcommittees as may be necessary to carry out the purposes of the Board. The President shall be the an ex-officio member of all committees, and subcommittees so appointed. The President shall be the only spokesperson for the Board in all advisory or disciplinary action directed toward staff.~~
  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. **He or she 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 ~~Secretary~~/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.

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The Treasurer is authorized by the Board to sign checks, shall serve on the Finance Committee, and keep 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.

~~The Secretary/Treasurer of the Board of Library Trustees shall give and thereafter maintain his/her bond to be approved by the Board of Library Trustees in a principal amount not less than fifty percent (50%) of the amount of the total funds received by the Board of Library Trustees in the preceding fiscal year. Said bond shall be conditioned upon his/her safely keeping and paying over to the order of the Board of Library Trustees all funds received and held by him/her for this Board. The Secretary/Treasurer shall serve on the Finance Committee.~~

4. The Secretary/~~Treasurer~~ shall maintain and keep 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.
5. ~~The Assistant Treasurer shall review all bills so that checks may be issued with final approval for payment of such bills to be done at the regular meeting. The Assistant Treasurer shall serve on the Finance Committee.~~
- F. A library trustee will attend the monthly meeting of the Mount Prospect Public Library Foundation as representative of the Board of Trustees.
- G. ~~The Board of Library Trustees shall approve a strategic plan every three years. The plan will be reviewed annually and modifications made if appropriate.~~

#### 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 two (2) 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 ~~of two (2) or more trustees~~ shall be posted in the Library and on the Library website forty-eight (48) hours prior to the meeting.
- D. ~~Electronic conferencing for meeting attendance and voting may occur providing all pertinent provisions of the Open Meetings Act are complied with. 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.

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~~D.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.

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.

~~E.~~ Any gathering of a majority of a quorum of the Board of Library Trustees for the purpose of discussing public business shall be deemed a meeting and, aside from the required notices discussed above, shall be open to the public except for meetings closed to the public authorized by the Illinois Compiled statutes.

~~1.~~ The Board of Library Trustees may hold a meeting closed to the public or close a portion of a meeting to the public, upon a majority vote of a quorum present, taken at a meeting open to the public for which the required notices have been given and for purposes of closed sessions as provided by the Illinois Compiled statutes. Only the topic specified may be discussed during such meeting.

~~a.~~ A single vote may be taken with respect to a series of meetings, a portion or portions of which are proposed to be closed to the public, provided each meeting in such series involves the same particular matters and is scheduled to be held within no more than three (3) months of the vote.

~~2.1.~~ Only topics specified in the aforesaid vote to hold a closed meeting to the public may be considered during such meeting.

F.G. Meeting Minutes

1. Minutes shall be kept of all meetings of the Mount Prospect Board of Library Trustees, ~~whether regular or special, or open or closed to the public.~~ Such minutes shall include but need not be limited to:
  - a. The date, time, and place of the meeting,
  - b. The Library Trustees recorded as being present or being absent, and
  - c. A general description of all matters, proposed, discussed, or decided; as well as a record of any votes taken ~~thereon.~~
2. 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.
3. 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.

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G.H. Conduct of Business During Meetings

1. 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.
2. 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~~ is subject to arrest law enforcement action.
3. The Board of Library Trustees shall be governed by parliamentary law as laid down in *The Standard Code of Parliamentary Procedure* by Sturgis.

H.I. Order of Business (Regular Meetings Only)

- ~~1. On the stated time and date of each regular meeting, the Library Trustees and Executive Director shall take their places in the designated location at the Mount Prospect Public Library.~~
- ~~2.1. Immediately thereafter, the~~ business of the Board of Library Trustees shall be taken up in the order set out in based on the written agenda circulated distributed or caused to be circulated amongst to the Library Trustees by the Secretary/Treasurer at least forty-eight (48) hours prior to the meeting.
- ~~3.2.~~ 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 /Ad Hoc and Advisory.
  1. The Committee of the Whole studies and discusses specific issues.
  2. Standing committees shall be appointed by the President annually one month after election of officers at the regular meeting of the Board. ~~Each committee shall be appointed by the President.~~ Standing committees are ~~p~~Personnel and ~~f~~Finance.
  3. Special /aAd hHoc 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. The se committees make up may include staff and community members and but must include at least one Trustee board member. Each committee shall serve until the completion of the work for which it was established, and then shall be dissolved.
  4. ~~Advisory committees may be established by the Board of Library Trustees in order to provide citizen input and advice to the board.~~

VI. Executive Director

- A. The Executive Director of the Mount Prospect Public Library shall be appointed by the Board of Library Trustees ~~of the Mount Prospect Public Library~~ 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:

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- ~~1. have charge of the administration and operation of the Mount Prospect Public~~Administer and operate the Library under the direction and review of the Board of Library Trustees;
- ~~2. h~~Hire, dismiss, oversee, and supervise all ~~Mount Prospect Public~~ 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;
- ~~3. be responsible and accountable for the care of the building, equipment, furnishings and Mount Prospect Public Library materials;~~
- ~~4. be responsible for the efficiency of services rendered to the residents of Mount Prospect;~~
- ~~5. be responsible for the selection of books and other materials used in the Mount Prospect Public Library following the materials selections policies adopted and outlined by the Board of Library Trustees;~~
- ~~6.3. be in attendance at board meetings and participate in the discussions of the Board of Library Trustees;~~Serve as an ex-officio member of the Board without a vote
- ~~7. certify the receipt of all Mount Prospect Library materials as ordered and billed to the Mount Prospect Public Library;~~
- ~~8.4. p~~Present to the Board of Library Trustees an annual budget for adoption at the regular December meeting thereof;
- ~~9.5. Create and~~ implement a strategic plan in accordance with Board direction
- ~~10.6. and perform all other duties specified by the Board of Library Trustees.~~

- C. The implementation of administrative and personnel matters concerning the ~~Mount Prospect Public~~ Library are the primary responsibility of its Executive Director. Any concerns of any ~~Library~~ Trustee regarding such matters must be directed only to the Executive Director or, in his or her absence, to the ~~Executive Team~~Deputy Director.

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. ~~Additional Rules and Regulations — Amendment~~Amendments

- ~~A. The Board of Library Trustees shall make and adopt from time to time such additional rules and regulations as may be necessary for their own guidance and for the governance of the Mount Prospect Public Library.~~

- ~~B.A. It is expected that each Library Trustee comply with other statutory requirements and/or obligations attendant to his/her holding office, including but not limited to: Filing a statement of economic interest with the office of the Mount Prospect Village Clerk for the Village, and with the Cook County Clerk for Cook County and State of Illinois.~~

- ~~C.B. Biennially the Library Trustees shall determine whether these By Laws shall be amended, with the understanding that any such amendment shall carry out the spirit and intent of and shall be consistent with the applicable Illinois Compiled statutes. 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~~

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preceding the meeting at which the vote is to be taken. These bylaws supersede any and all bylaws previously adopted by the Board.

IX. Standards of Conduct (from separate document) Include?

A. Board

1. Follow power and duties as outlined in the Illinois Revised Statutes 5/4-7.
2. Establish and revise library policies, through careful study and thoughtful discussion that will determine the proper course of action.
3. Keep abreast of library trends and standards.
4. Know the community needs for library services.
5. Maintain adequate funding for the library.
6. Promote good public relations.
7. Provide orientation for new trustees.
8. Study and support legislation that will bring about the greatest good to the greatest number of library users.
9. Support American Library Association's Bill of Rights, Interpretations of the ALA Bill of Rights and the Freedom to Read.

B. Trustee

1. Advocate for Mount Prospect Public Library within community.
2. Advocate for libraries with other elected officials at local, state and federal levels.
3. Attend regular and special meetings or committee of the whole.
4. Be active in community.
5. Be familiar with and abide by the basic tenets of parliamentary procedure.
6. Come prepared for meetings.
7. Have an open mind and respect all opinions.
8. Participate actively on the board.
9. Participate in continuing education opportunities.
10. Understand the role of the board and the role of the director.

Revision History

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

# **MOUNT PROSPECT BOARD OF LIBRARY TRUSTEES BY-LAWS**

## **SECTION**

- I. Composition of the Board of Library Trustees – Officers
- II. Duties of Library Trustees
- III. Meetings
- IV. Minutes of Meetings
- V. Conduct of Business during Meetings
- VI. Order of Business (Regular Meetings only)
- VII. Committees of the Board of Library Trustees
- VIII. Executive Director
- IX. Legal Counsel
- X. Additional Rules and Regulations – Amendment

### **I. Composition of the Board of Library Trustees – Officers**

- (A) The Board of Library Trustees shall be composed of seven (7) members (each member is referred to hereinafter by the title "Library Trustee"), each of whom shall be elected for a term of six years until his/her successor is elected and qualified, pursuant to the Illinois Compiled statutes, made and provided.
  - (1) A vacancy shall be declared in the office of Library Trustee by the Board of Library Trustees, whenever:
    - (a) A Library Trustee declines or is unable to serve, or
    - (b) A Library Trustee is absent without cause from all regular board meetings of the Board of Library Trustees for a period of one (1) year, or
    - (c) A Library Trustee is convicted of a misdemeanor for failing, neglecting, or refusing to discharge any duty imposed upon a Library Trustee by the Illinois Compiled statutes, or
    - (d) A Library Trustee becomes a non-resident of the Village of Mount Prospect, or
    - (e) A Library Trustee fails to pay the taxes of the Mount Prospect Public Library as levied by the President and Board of Trustees of the Village of Mount Prospect.
  - (2) If a vacancy occurs upon the Board of Library Trustees, the vacancy is filled by the remaining Library Trustees by appointment until the next regular library election at which Library Trustees are scheduled to be elected under the consolidated schedule of elections in the general election law of the State of Illinois, at which

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election a Library Trustee shall be elected to fill such vacancy. In the event of a failure to elect a Library Trustee, the appointed Library Trustee, if any was so appointed, may continue in the office of Library Trustee until his successor has been elected and qualified.

- (B) 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.

The first action taken at the regular May meeting of the Board of Library Trustees shall be the election (from amongst the membership of the said Library Trustees) of a President, Vice President, Secretary/Treasurer, and Assistant Treasurer.

### **II. Duties of Library Trustees**

- (A) Library Trustees shall serve without compensation but shall be reimbursed for their actual and necessary expenses incurred in the performance of their duties from the funds of the Mount Prospect Public Library.
- (B) Each Board of Library Trustees shall carry out the spirit and intent of the Illinois Compiled statutes in establishing, supporting, and maintaining the Mount Prospect Public Library – exercising such powers as shall be conferred by the said Illinois Compiled statutes.
- (C) All officers of the Board of Library Trustees shall hold such office for a term of one (1) year or until their successors are elected. An officer may not ordinarily be elected to succeed himself/herself more than once, but officers may be elected to a third successive term under special circumstances. Five affirmative votes of board members are required to extend the tenure of an officer to a third successive term.
- (D) Duties
  - (1) The President shall supervise the affairs of the Board of Library Trustees. 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 purposes of the Board. The President shall be the ex-officio member of all committees and subcommittees so appointed.
  - (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.



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He or she shall review the minutes and audio tapes of closed meetings prior to the Board's semi-annual review of such minutes.

- (3) The Secretary/Treasurer shall be 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 Secretary/Treasurer of the Board of Library Trustees shall give and thereafter maintain his/her bond to be approved by the Board of Library Trustees in a principal amount not less than fifty percent (50%) of the amount of the total funds received by the Board of Library Trustees in the preceding fiscal year. Said bond shall be conditioned upon his/her safely keeping and paying over to the order of the Board of Library Trustees all funds received and held by him/her for this Board. The Secretary/Treasurer shall serve on the Finance Committee.

The Secretary/Treasurer shall maintain and keep 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.

- (4) The Assistant Treasurer shall review all bills so that checks may be issued with final approval for payment of such bills to be done at the regular meeting. The Assistant Treasurer shall serve on the Finance Committee.
- (E) A library trustee will attend the monthly meeting of the Mount Prospect Public Library Foundation as representative of the Board of Trustees.
- (F) The Board of Library Trustees shall approve a strategic plan every three years. The plan will be reviewed annually and modifications made if appropriate.
- (G) Biennially the Library Trustees shall determine whether these By-Laws shall be amended, with the understanding that any such amendment shall carry out the spirit and intent of and shall be consistent with the applicable Illinois Compiled statutes.

### **III. 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.

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- (B) Special meetings may be called by the President or any two (2) 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 meetings of two (2) or more trustees shall be posted forty-eight (48) hours prior to the meeting. Notices thereof shall be posted at the Mount Prospect Public Library.
- (D) Electronic conferencing for meeting attendance and voting may occur providing all pertinent provisions of the Open Meetings Act are complied with.
- (E) Any gathering of a majority of a quorum of the Board of Library Trustees for the purpose of discussing public business shall be deemed a meeting and, aside from the required notices discussed above, shall be open to the public except for meetings closed to the public authorized by the Illinois Compiled statutes.
  - (1) The Board of Library Trustees may hold a meeting closed to the public or close a portion of a meeting to the public, upon a majority vote of a quorum present, taken at a meeting open to the public for which the required notices have been given and for purposes of closed sessions as provided by the Illinois Compiled statutes. Only the topic specified may be discussed during such meeting.
    - (a) A single vote may be taken with respect to a series of meetings, a portion or portions of which are proposed to be closed to the public, provided each meeting in such series involves the same particular matters and is scheduled to be held within no more than three (3) months of the vote.
    - (b) 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.
  - (2) Only topics specified in the aforesaid vote to hold a closed meeting to the public may be considered during such meeting.

IV. Minutes of Meetings

- (A) Minutes shall be kept of all meetings of the Mount Prospect Board of Library Trustees, whether regular or special, or open or closed to the public. Such minutes shall include but need not be limited to:

**MOUNT PROSPECT BOARD OF LIBRARY TRUSTEES  
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- (1) The date, time, and place of the meeting,
  - (2) The Library Trustees recorded as being present or being absent, and
  - (3) A general description of all matters, proposed, discussed, or decided; as well as a record of any votes taken thereon.
- (B) 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.
- (C) 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.

V. Conduct of Business During Meetings

- (A) Quorum: A majority of the Library Trustees of the Board shall constitute a quorum for the conduct of business at any regular or special meeting of the Board of Library Trustees and a majority of a quorum may transact any business of the said Board of Library Trustees.
- (B) 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 is subject to arrest.
- (C) The Board of Library Trustees shall be governed by parliamentary law as laid down in The Standard Code of Parliamentary Procedure by Sturgis.

VI. Order of Business (Regular Meetings Only)

- (A) On the stated time and date of each regular meeting, the Library Trustees and Executive Director shall take their places in the designated location at the Mount Prospect Public Library.
- (B) Immediately thereafter the business of the Board of Library Trustees shall be taken up in the order set out in the written agenda circulated or caused to be circulated amongst the Library Trustees by the Secretary/Treasurer at least forty-eight (48) hours prior to the meeting.

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- (C) 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.

**VII. Committees of the Board of Library Trustees**

- (A) Committees shall be: committee of the whole, standing, special/ad hoc and advisory.
- (1) The Committee of the Whole studies and discusses specific issues.
  - (2) Standing committees shall be appointed annually one month after election of officers at the regular meeting of the Board. Each committee shall be appointed by the President. Standing committees are personnel and finance.
  - (3) Special/ad hoc committees for the study and investigation of particular issues may be appointed by the President, with the advice and consent of the Board of Library Trustees. The make-up may include staff, but must include at least one board member. Each committee shall serve until the completion of the work for which it was established.
  - (4) Advisory committees may be established by the Board of Library Trustees in order to provide citizen input and advice to the board.

**VIII. Executive Director**

- (A) The Executive Director of the Mount Prospect Public Library shall be appointed by the Board of Library Trustees of the Mount Prospect Public Library 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:
- have charge of the administration and operation of the Mount Prospect Public Library under the direction and review of the Board of Library Trustees;
  - hire, dismiss, oversee and supervise all Mount Prospect Public Library personnel;
  - be responsible and accountable for the care of the building, equipment, furnishings and Mount Prospect Public Library materials;
  - be responsible for the efficiency of services rendered to the residents of Mount Prospect;

## **MOUNT PROSPECT BOARD OF LIBRARY TRUSTEES BY-LAWS**

- be responsible for the selection of books and other materials used in the Mount Prospect Public Library following the materials selections policies adopted and outlined by the Board of Library Trustees;
  - be in attendance at board meetings and participate in the discussions of the Board of Library Trustees;
  - certify the receipt of all Mount Prospect Library materials as ordered and billed to the Mount Prospect Public Library;
  - present to the Board of Library Trustees an annual budget for adoption at the regular December meeting thereof;
  - implement strategic plan in accordance with Board direction
  - and perform all other duties specified by the Board of Library Trustees.
- (C) The implementation of administrative and personnel matters concerning the Mount Prospect Public Library are the primary responsibility of its Executive Director. Any concerns of any Library Trustee regarding such matters must be directed only to the Executive Director or, in his or her absence, to the Executive Team.

### **IX. Legal Counsel**

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.

### **X. Additional Rules and Regulations – Amendment**

- (A) The Board of Library Trustees shall make and adopt from time to time such additional rules and regulations as may be necessary for their own guidance and for the governance of the Mount Prospect Public Library.
- (B) It is expected that each Library Trustee comply with other statutory requirements and/or obligations attendant to his/her holding office, including but not limited to: Filing a statement of economic interest with the office of the Mount Prospect Village Clerk for the Village, and with the Cook County Clerk for Cook County and State of Illinois.
- (C) These By-Laws may be amended by a majority vote of the Board of Library Trustees at a regular meeting thereof, provided that the notice of the meeting includes the proposed amendment, or amendments, in full.

**MOUNT PROSPECT PUBLIC LIBRARY  
BOARD PRACTICES AND PROCEDURES**

**1. Officer roles and responsibilities (including but not limited to the following)**

**A. President**

Appoints standing and ad hoc board committees.  
Chairs personnel committee.  
Directs process for appointment of board vacancies.  
Presides at regular and committee of the whole meetings.  
Retains the President's notebook and keeps it up to date.  
Serves as official board liaison to the Executive Director.  
Serves as official board liaison to Library's legal counsel.  
Reviews and approves all invoices in absence of Assistant Treasurer and Vice President.

Discusses with any member issues that may negatively affect smooth operations of the board and library. If not resolved, the President may bring the issue to the full board.

**B. Vice President**

Chairs the strategic planning committee.  
Presides in the absence of the President.  
Reviews the closed minutes.  
Reviews and approves all invoices in absence of Assistant Treasurer.

**C. Secretary/Treasurer**

Attends Village board meetings for the budget and levy hearings.  
Causes the minutes to be executed.  
Serves on the finance committee.  
Custodian of all the records.  
Reports the monthly library financial condition to the board.  
Responsible for causing monthly financial reports.  
Signs official documents.  
Signs the checks.

**D. Assistant Treasurer**

Reviews all invoices.  
Serves on the finance committee.  
Reports the monthly library financial condition to the board in absence of Secretary/Treasurer.

# **MOUNT PROSPECT PUBLIC LIBRARY BOARD PRACTICES AND PROCEDURES**

## **Appointment for vacancies of officers**

Officers:

President  
Vice President  
Secretary/Treasurer  
Assistant Treasurer

Vice President assumes presidency.  
Members polled for interest in any office open.  
Members elect from those members indicating interest amongst themselves.

Goal: to fill quickly, by the next board meeting whenever possible.

## **2. Appointment when vacancy occurs on board**

### **A. Board discussion**

Consensus on personal and professional qualifications and skills needed for candidate.

### **B. Means of Solicitation**

Personal contacts by board members.  
Post notice in library.  
Post notice in newspapers.  
Post in newsletter when timing allows.  
Post on Web site.  
Notice to those who have expressed interest.  
Other appropriate means and places.

### **C. Application**

Letter of intent – expressing why they are interested in the appointment.  
Respond to specific questions covering library issues.  
Complete application form: other organizations that they are active in, career/profession, education, other volunteer activities.

### **D. Pre-screening of those to be interviewed**

Selection committee: interested board members (at least two) and staff input.  
Review applications and recommend applicants to board for interview.

## **MOUNT PROSPECT PUBLIC LIBRARY BOARD PRACTICES AND PROCEDURES**

### **E. Interview**

Committee of at least two board members will conduct interviews of candidates who are felt to be the best qualified and the best fit for the needs of the Library.

Executive Director may sit in on the interview.

Recommend best qualified candidate for board approval.

### **F. Notification**

President personally contacts all candidates.

President sends letter of thanks.

## **3. Nominating process for officers**

- Memo sent in April by Executive Director requesting preferences for offices. Executive Director compiles responses and puts in May board packet.
- Open election for each office at the May meeting.

Procedure:

Board president (Chair) opens nominations for an office.

Nominations are made from the floor.

Board president closes the nominations.

Vote is taken.

This procedure is repeated for each office.

## **4. Other Elected Boards**

The library board may meet with other elected boards from time to time to discuss common interests. Open meeting act will be complied with for all meetings.

## **5. Mount Prospect Public Library Foundation (MPPLF)**

A library trustee will attend scheduled meetings of the MPPLF board as a 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.



## **MOUNT PROSPECT PUBLIC LIBRARY BOARD PRACTICES AND PROCEDURES**

### **6. Executive Director evaluation procedure**

First meeting:

- 1) President calls a meeting of personnel committee to review the evaluation process and set dates for follow up meetings. Dates for meetings are determined by Village calendar for budget/levy public hearings.
- 2) Evaluation form is sent to all board members with due date prior to second personnel committee meeting.

Second meeting:

- 3) Personnel committee meets in closed session to review the completed evaluations and discuss the President's summary and form a salary recommendation. Salaries from surrounding library directors may also be reviewed. Salary survey should include: name of library, director's salary and date effective by, years in current position, population, operating budget, number of full-time and number of part-time staff, total circulation.

Third meeting:

- 4) A special closed meeting of all board members will be called prior to posting of required salaries (i.e., second reading public hearing by Village of Mount Prospect). Board determines amount of raise if one is to be given. Salary change normally takes place first full pay period of the next calendar year same as other library staff.
- 5) President meets with the Executive Director to discuss the President's summary of evaluation, comments, and expectations. These documents may be made available to the Executive Director in advance of scheduled meeting.
- 6) Signed copy is retained in Executive Director's personnel file. President retains a copy.

### **7. Trustee library e-mail**

The Library provides internet based electronic mail to library board members for their exclusive use in connection with the performance of their trustee duties. This e-mail address should not be used for personal, private business, or political purposes. As a convenience, the mppl.org e-mail address is forwarded to the trustee's personal e-mail. If a trustee wishes to respond using the mppl.org e-mail address, he or she must login into OWA (Outlook Web App).

**MOUNT PROSPECT PUBLIC LIBRARY  
BOARD PRACTICES AND PROCEDURES**

**8. Trustee Orientation**

The purpose of this document is to provide a guideline of the information pertinent to the role of trustee for the President (or designated trustee) and Executive Director to review with a new trustee.

**9. Conflict of Interest**

When there is a real or perceived conflict of interest for a board member on a particular issue, said member shall consider abstaining from the vote and offering comment on that issue.