



WESTMONT PUBLIC LIBRARY

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westmontlibrary.org

Providing the community keys to lifelong learning

Bylaws of the Westmont Public Library

These are supplementary to the provisions of the statutes of the State of Illinois as they relate to the procedures of the Boards of Library Trustees.

Name

The name shall be Westmont Public Library.

Board of Trustees

The Board of Trustees shall consist of seven (7) trustees to be elected in accordance with the Statutes of the State of Illinois.

Role of the Board of Trustees

The responsibility of the Library Board of Trustees is to develop the mission of the library and appropriate strategic goals for service; to seek and authorize adequate funding to achieve the goals of the library; to adopt written policies to govern the operation of the library; to be aware of issues in library service and legislation affecting libraries; to communicate actively with local government and the general public; and to employ a competent and qualified Library Director.

Role of the Library Director

The Library Director, as the sole employee of the Board of Trustees, shall administer the policies adopted by the Board and expend funds within established guidelines. Among duties and responsibilities of the Director shall be that of hiring personnel, directing, supervising, and disciplining of all staff members, monthly and annual reports as required by the Board, and recommending such policy and procedures as will promote the efficiency and service of the library.

Quorum

A quorum for the transaction of business shall consist of four (4) members of the Board.

Fiscal Year

The fiscal year of the library shall be the same as the fiscal year of the Village of Westmont (May 1st – April 30th).

Parliamentary Procedure

The latest version of *Robert's Rules of Order* shall govern the parliamentary procedure of the Board, unless otherwise specified in the Bylaws.

Meetings

The regular meeting of the Board of Library Trustees of the Westmont Public Library shall be on the third Tuesday of each month at 7pm or at such time and place as determined with respect to any particular meeting by majority vote of the Board. At the beginning of each fiscal year, the board shall specify regular meeting dates and times. The Library Director shall post the schedule of meetings in the library and on the website. Both notices shall have the

dates, times, and places of such meetings. All meetings shall be held in accordance with the Illinois Open Meetings Act [5 ILCS 120].

Order of Business

The order of Business at the regular meetings shall be as follows:

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Consent Agenda (Minutes, Communications, Committee Reports, Director's Report)
5. Open Forum (opportunity for public to speak)
6. Additions and Deletions
7. Treasurer's Report
8. Bills and Salaries
9. Unfinished Business
10. New Business
11. Executive Session
12. Final Action on Executive Session Discussion
13. Adjournment

Special Meetings

Special meetings shall be held at any time when called by the president or by any three trustees of the board, provided that notice with the agenda of the special meeting is posted at least 48 hours in advance, except in the case of a bona fide emergency. Notice will be given in accordance with the Open Meetings Act.

Executive Sessions

All regular and special meetings of the board and its committees shall be open to the public and to the press, except executive sessions as authorized by the Open Meetings Act. The executive session must be approved in open meeting by a majority vote and the purpose of the executive session recorded in the minutes of the open meeting. Only topics specified in the vote to close may be considered in the executive session. No final action may be taken in executive session. All proceedings of an executive session shall be kept in strict confidence by all those in attendance.

Annual Meeting

The annual meeting of the Board of Trustees shall be the first regular meeting held in the fiscal year. At this meeting the officers, committees, and annual meeting dates shall be approved.

Officers

All officers are elected by majority vote of the Board for a term of one year. All officers of the Board are elected yearly and shall be chosen at the regular annual meeting, and shall be as follows: President, Vice President, Secretary, and Treasurer.

President

The President shall preside at all board meetings, appoint all standing and special committees, serve as ex-officio member of all committees, have the authority to countersign all checks approved by the Board, and perform all other such duties as may be assigned by the Board. The President shall be the only spokesperson for the Board of Library Trustees in all advisory or disciplinary action directed to the Library Director. The President shall be the only spokesperson for the Board of Library Trustees who, when necessary, provides official media statements regarding board action.

Vice President

The Vice President, in the absence of the President, shall assume all duties of the President. In the absence of the Treasurer, the Vice President may perform the duties of the Treasurer.

Secretary

The Secretary shall review and sign all minutes of all Board meetings, record attendance, and record votes. The Secretary shall record attendance and take minutes during executive sessions. The normal depository of all minutes shall be the library.

Treasurer

The Treasurer shall exercise general authority over the funds of the library, shall serve on the finance committee, and have the authority to countersign all checks approved by the Board. The normal depository of all financial records shall be the library. In the absence of the Treasurer or when he or she is unable to serve, the President or Vice President may perform the duties of the Treasurer. The Treasurer shall be bonded in the amount to be approved by the Board.

Committees

There shall be two standing committees of the Board of Trustees: a Finance Committee and a Policy Committee. Appointments to standing committees shall be made by the President at the Annual Meeting. The Library Board has authority to approve committee meeting minutes at the regular Board meetings.

Finance Committee

The Finance Committee shall be comprised of four members of the Library Board of Trustees (including the Treasurer) and the Library Director. The Finance Committee's responsibilities include, but are not limited to, drafting a preliminary Budget or Budget and Appropriations Ordinance for full Board approval, drafting a Levy for full Board approval, drafting a working budget for full Board approval, monitoring library investments, and implementing the library's investment policy.

Policy Committee

The Policy Committee shall be comprised of four members of the Library Board of Library Trustees and the Library Director. The primary responsibility of the Policy Committee is to develop the library policies. The committee shall review sections of existing policy in a systematic fashion to insure that all policies are reviewed at an interval not to exceed three years. The Policy Committee will make recommendations regarding additions or changes to existing policy as well as deleting policies which are no longer appropriate or of value. All library policies must be approved by Board vote and made readily available to the public.

Special Committees

Special committees for the study and investigation of special problems may be appointed by the President to serve until the completion of the work for which they are appointed.

Amendments

These Bylaws may be amended (by a majority vote) at any regular meeting of the Board at which a quorum is present, provided notice of the proposed amendment and language thereof, have been given at the last preceding regular meeting.