

Adopted March 8, 1993 by the Sycamore Public Library Board of Trustees  
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Revised October 5, 2006

## **BY-LAWS OF THE SYCAMORE PUBLIC LIBRARY BOARD OF TRUSTEES**

### **ARTICLE I. -- NAME**

The name of this organization shall be the Sycamore Public Library Board of Trustees, hereafter "Board."

### **ARTICLE II. -- GENERAL PROVISIONS**

**Section 1:** Mission Statement: The Sycamore Public Library gives residents of all ages the means to get answers to questions on a broad array of topics related to work, school, and personal life; to fulfill their appetite for leisure reading, viewing and listening pleasure; and to gather in a place that is recognized as interesting and inviting.

**Section 2:** These by-laws are intended to: (1) set duties for the Board of Trustees; (2) provide procedures for conducting Board meetings and carrying out Board business; (3) specify the powers and duties of the Library Director; and (4) provide other general rules relating to Board governance.

**Section 3:** These rules supplement the provision of the statutes of the State of Illinois and ordinances of the City of Sycamore, as they relate to the procedures of boards of library trustees.

**Section 4:** Board members who have a personal or vested interest in a matter before the Board shall disqualify themselves from votes related to the matter, and may be excused from any meeting or hearing where the matter is under consideration.

**Section 5:** The office of the Board shall be located at the Sycamore Public Library, 103 E. State Street, Sycamore, Illinois 60178.

### **ARTICLE III. -- MEMBERSHIP**

**Section 1:** Nine members are appointed to three year terms by the Mayor of the City of Sycamore, with the approval of the City Council. Appointments are made so three members are appointed each year, with terms expiring May 1st.

**Section 2:** Recommendations of Board members should be given to the Mayor in writing. Persons interested in serving on the Board may send a letter to that effect to the Mayor.

**Section 3:** Each new trustee will be given a Board meeting notebook containing the Board packet information for the previous 6 months, and a Library policy manual. When a member

leaves the Board, the Board meeting notebook with current Board packets and the policy manual must be returned to the library.

**Section 4:** Each new trustee will attend a Board Orientation session.

**Section 5:** Whenever possible, trustees resigning their appointments prior to the end of their term shall provide a written notice, one month in advance, to the Mayor, Board President, and the Director. Whenever possible, a trustee who decides not to seek reappointment shall provide a written notice, three months in advance of the end of their term, so that the Mayor may search for a new member.

**Section 6:** A Board Trustee will be appointed by the library Board of Trustees as a representative to the City Plan Commission for a term of two years.

#### **ARTICLE IV. -- OFFICERS AND DUTIES**

**Section 1:** Officers of the Board shall be: (1) President; (2) Vice-President; (3) Secretary; and (4) Treasurer.

**Section 2:** The Board shall elect the President, Vice-President, Secretary and Treasurer from among its members. Each officer shall be elected at the regular June meeting each year, and shall serve for a term of one year, or until their successors are elected. If a vacancy occurs in any of these Board offices, the vacancy shall be filled by a member of the Board for the balance of the term.

**Section 3:** The President shall be an ex-officio member of all committees and subcommittees so established. The President shall be responsible for monitoring all forms of correspondence among members so as to adhere to the Open Meetings Act. Therefore, all e-mail correspondence shall include a courtesy copy to the President. The President shall not have, nor exercise, veto powers.

**Section 4:** The Vice-President shall preside at meetings of the Board in the absence of the President.

**Section 5:** The Secretary shall make certain that a written record, and permanent minutes, of the Board's proceedings are kept on file. This record shall include: (1) the names of those in attendance; (2) resolutions, rules and regulations adopted; and (3) all other pertinent written matter as it affects the operation of the library. The Board Secretary shall record, transcribe, and maintain the minutes of any closed session meetings. The Board Secretary shall provide for the Board of Trustees an annual review of all closed session meeting minutes for possible action of making the minutes public. The Board shall appoint a library employee as an assistant to the Secretary of the Board of Trustee. This employee shall record and transcribe the minutes of the regular meetings.

**Section 6:** The Treasurer shall review and recommend for Board approval all payment vouchers for purchases of books, payroll expenses, and other expenses for the library. The Treasurer shall be authorized to sign checks drawn on funds deposited to the credit of the library. In addition to

the Treasurer, officers of the Board and the Library Director are authorized to sign checks. Two signatures are required on all checks.

The Treasurer shall give bond to the library to faithfully discharge the duties of the office and to account, to the library, for all library funds received. This bond shall be in such an 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.

An audit for each fiscal year shall be conducted by an accountant licensed to practice public accounting under the laws of the state hired by the City of Sycamore. The audit shall certify for the fiscal year just ended: (1) Total cash receipts from all sources; (2) Total disbursements; and (3) Discrepancies. Sycamore Public Library is included as a “component unit” on the financial statement in the City’s audit report.

## **ARTICLE V. -- MEETINGS**

**Section 1:** Regular monthly meetings of the Board shall be held in the Board Room in the Sycamore Public Library on the second Tuesday of the month at 5:30 p.m.

**Section 2:** The date, place or time of a particular meeting may be changed by the affirmative vote of a majority of the trustees present and voting at the regular meeting prior to the meeting affected. Public notice of any changes shall be given.

**Section 3:** Special meetings may be called by: (1) the President, the Secretary or by any four Board members; (2) written notice delivered the date immediately preceding the day of the special meeting; or (3) oral notice in the case of a stated emergency. The Secretary shall record the vote, including the absentees and abstentions.

**Section 4:** All meetings of the Board shall be open to the public and conducted in accordance with Illinois Statutes and City of Sycamore ordinances.

**Section 5:** A quorum of the Board shall consist of five members. All motions shall be decided by a majority vote of the members present.

**Section 6:** If a situation should arise where there are not enough Board members present to establish a quorum at a scheduled meeting, the only items of business that should be discussed under these conditions would be those that require immediate attention. Any other items should be tabled until the next meeting of the Board.

**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 rules prescribed by statute or ordinance, may be suspended at any time by the consent of a majority of the members present at any meeting.

**Section 9:** An agenda for each regular meeting of the Board shall be prepared by the Library Director in conjunction with the President prior to the meeting. Board members who wish to

have items placed on the agenda must notify the Library Director or the President on, or before, the Wednesday preceding the regularly scheduled meeting.

**Section 10:** At the beginning of each calendar year the Board shall publish a list of its regular meetings and post a copy of the notice at the principal office of the Board. Special meetings, rescheduled regular meetings, or reconvened meetings, must be posted, and the press notified twenty-four (24) hours prior to the meeting. The notice should include the meeting agenda. In the case of an open, public meeting reconvened within 24 hours, a further public notice is not required provided that a public announcement of the time and place of the reconvened meeting was made at the original meeting, and provided there is no change in the agenda. Notice of a bona fide emergency meeting shall be given as soon as practical but in any event prior to the holding of the meeting.

**Section 11:** The time and place of all meetings shall be advertised in a local newspaper, and a notice of the time and place of each meeting shall be conspicuously posted in the library, in accordance with the "Illinois Open Meetings Act" as provided in the Illinois Compiled Statutes, 5 ILCS 120.

## **ARTICLE VI – ATTENDANCE**

**Section 1:** Board members may not miss a Board meeting without first notifying the Board President or the Library Director. If a member misses 3 Board meetings without first notifying the Board President or the Library Director, the Board President will contact the member to ask whether he *or* she wishes to continue on the Board. After this contact is made, the Board may recommend replacement of the member to the mayor. Board of Trustee attendance of regular and committee meetings is essential to running the Board.

**Section 2:** If a quorum is present, an absent member may contribute to discussion via speaker phone.

## **ARTICLE VII -COMMITTEES**

**Section 1:** The following shall be standing committees of the Board: (1) Finance; (2) Building & Grounds; (3) Personnel; and, (4) Planning *and Policy*. The President and Library Director shall be ex-officio members of all committees.

**Section 2:** Ad hoc committees of the Board may be created from time-to-time as the Board may decide and direct. During the last year of the present Long Range Plan, an Ad Hoc Committee will be formed to work on the library's future Long Range Plan.

**Section 3:** All standing and special committees shall be appointed by the President unless the Board directs otherwise.

**Section 4:** Members of standing committees shall serve for a term of one year.

**Section 5:** Whenever possible, the scheduling of committee meetings should be done during regular Board meetings. If necessary, conveners may contact committee members outside of regular Board meetings in order to schedule meetings. Reasonable efforts shall be made to

schedule meetings at times when all committee members may attend. Once a meeting is set, the convener shall notify any members whom the convener has not been able to consult. Such notification shall be made within 48 hours by e-mail, telephone or U.S. mail (postmarked within 48 hours of setting the meeting).

## **ARTICLE VIII. -- PROCEDURES**

**Section 1:** The order of business at all regular meetings of the Board shall be as follows:

1. Call to Order and declaration of a quorum
2. Approval of agenda
3. Audience to Visitors
4. Announcements
5. Treasurer's Report to be Filed for Audit
6. Consent Agenda
  - A. Approval of last month's meeting minutes
  - B. Approval of payment of bills
7. Presentations and Trustee Information
8. Committee Reports & Scheduling of Meetings
9. Old business
10. New Business
11. Director's Report and Monthly Statistics
12. Ad Hoc Committee Reports
13. Executive Session
14. Adjournment

**Section 2:** Visitor comments are limited to 3 minutes.

**Section 3:** 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 the initial vote or action was taken.

## **ARTICLE IX. -- LIBRARY DIRECTOR**

The Library Director shall administer the policies adopted by the Board. Among the Library Director's duties and responsibilities shall be the direction and supervision of staff members in the performance of their duties. The Library Director shall submit to the Board monthly reports on the operation of the library and shall recommend to the Board policies and procedures which, in the opinion of the Library Director, will promote the efficiency of the library in its service to the people of Sycamore. The Library Director may expend amounts up to \$5,000 without prior approval of the Board, provided: (1) the specific expenditure is authorized by the annual budget adopted by the Board; and (2) the specific expenditure will not over-expend any budget account in excess of the amount authorized for that account, pursuant to the annual budget.

## **ARTICLE X. -- AMENDMENT OF BY-LAWS**

**Section 1:** These by-laws may be amended by an affirmative vote of at least five of the members of the Board.

**Section 2:** A proposed amendment of these by-laws shall be presented in writing at a regular meeting, or special meeting preceding the meeting, at which the vote is taken.

**Section 3:** These by-laws are reviewed on an annual basis. Revisions are approved by an affirmative vote of at least five of the members of the Board.

## **ARTICLE XI. -- CLOSED MEETINGS (EXECUTIVE SESSION)**

**Section 1:** The Board may adjourn to a "closed meeting" in accordance with Illinois Compiled Statutes 5 ILCS 120/2-6. A copy of this Statute is appended to this document.

**Section 2:** Written Minutes of closed meeting shall be kept in accordance with Illinois Compiled Statute 5 ILCS 120/2.06.

**Section 3:** Closed session procedures shall follow in accordance with Illinois Compiled Statute 5 ILCS 120/2a.

## **ARTICLE XII: -- ADVOCACY AND TRAINING**

**Section 1:** Members of the Board of Trustees are encouraged to attend Sycamore Public Library functions, City Council meetings, and any other functions which may provide library advocacy opportunities.

**Section 2:** Members of the Board of Trustees are encouraged to attend System and State provided workshops and conferences that provide trustee training opportunities and forums.

**Section 3:** Trustees may be reimbursed, upon approval by the Board, for actual and necessary expenses incurred in the performance of their duties. Such reimbursements shall be made from library funds.