

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: Vision: Sycamore Public Library: Inspiring all residents to learn, discover, create and grow. **Mission:** The Sycamore Public Library offers a safe, comfortable place to encourage curiosity and foster imagination by providing exceptional customer service, dynamic programming and a locally responsive collection.

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: General Powers – The property, business and policies of the Library shall be directed by its Board of Library Trustees. Board of Trustees will assume the powers and duties as expressed in the Illinois state law, including the adoption of such rules and regulations for the conduct of its business, and the control of all expenditures as shall be deemed advisable or necessary, and may, in the execution of the powers granted, appoint such agents as it may consider necessary.

Section 4: 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 5: Compensation – 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.

Section 6: Conflict of Interest: 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 7: Office: 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: Board Member Appointments: 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 April 30th.

Section 2: Community member's interested in becoming a board member may complete a Board Member Interest form available on the library website (sycamorelibrary.org) and is appended to the board bylaws. All completed forms will be shared with the current board of trustees and forwarded to the Mayor of the City Sycamore.

Section 3: All board members will be sent an annual email which will include attachments of the Board Bylaws, Strategic Plan, Board Member and Administrative staff contact information, OMA certification link for new board members, the Board Tickler File, as well as links to important documents on the library website.

Section 4: At the May board meeting, we will provide a short overview presentation to the board on their responsibilities. Additional training will take place each month on important topics for board members to understand. This will help provide training in little bites and refresh all board members on all topics.

Section 5: Open Meetings Act Requirements: All board members are required by Illinois State Statute to complete the Open Meeting Act training within 90 days of becoming a board member.

Section 6: Resignation: 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.

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. Officer shall be elected at the regular April meeting each year, shall take office at the May meeting, 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 may vote upon and may move or second a motion before the Board. 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 provide for the Board

of Trustees a bi-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 all meetings of the board of trustees. The secretary shall preside at meeting of the board when the President and Vice President are absent.

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. The Treasurer shall preside at meetings of the Board in the absences of the President, Vice President, and Secretary.

Section 7: In addition to the Treasurer, officers of the Board and the Library Director are authorized to sign checks. All check require two signatures.

Section 8: 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. At least once every four years, the Board will hire an audit firm to conduct a full audit of the library.

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.

Section 6: 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. 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
The board may add or remove items to the Consent agenda. They may also change the order of the agenda, add items the agenda for discussion, and they may provide a reason to go into closed session.
3. Public Comment
4. Announcements
5. Treasurer's Report to be filed for Audit including the total amount being expended on bills for the month.
6. Consent Agenda
 - a. Approval of last month's meeting minutes
 - b. Director's Report and Monthly Statistics
7. Presentations and Trustee Information
8. Old business
9. New Business
11. Closed Session
12. Any action regarding closed sessions
13. Adjournment

Section 7: 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.

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: Meeting Schedule: 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 10: 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.

Section 11: Public Comment

1. Any person shall be allowed to speak at any public meeting on any matter of public concern. No person shall be prevented from speaking on the basis of any prior speech.
2. Every public meeting shall set apart a maximum time of thirty (30) minutes near the beginning of each meeting to allow for public comments.

3. Each person who wishes to speak will be allotted no more than five (5) minutes, unless the presiding officer reduces the allotted time if numerous people wish to speak.
4. Each person who wishes to speak must place his or her name on a speaker's list prior to the start of the meeting, and speakers will be called to speak in the order of the list. In the event that the thirty minute time period elapses before all speakers have an opportunity to be heard, those speakers on the list still wishing to be heard shall retain their position on the list for the public comment portion of the next meeting.
5. Citizen may comment on any matter of library concern not listed on the agenda, there will not be question-and-answer exchange with the Board of Trustees, and speakers needed to "refrain from language which would incite an immediate breach of the peace; refrain from undue repetition, extended discussion of irrelevancies, obscenity, and personal attacks against private individuals unrelated to the operation of the library. The presiding officer may curtail comments that are inappropriate or go beyond the 5 minute speaking limit.
6. Any person shall be permitted to address the public body or any member of the public body at any time via mail or email.

Section 12: Public's Right to Record:

Any person may record the proceedings at an open meeting by film, tape, or other means. Recording by the public may not be disruptive to the meeting, may not block vision of board members, and any cords used may not be a hazard to people in the room. Anyone wishing to record a meeting must provide their own equipment including all cords. Use of outlets is allowed providing all other rules are met.

ARTICLE VI. -- PROCEDURES

Section 1: Board packets will be distributed to the board of trustees via email at least 72 hours prior to the Board meeting. Any board member who would like a printed copy of the board packet may request one from the Office Manager, the packet may be picked up prior to the board meeting or will be delivered to the board member at the board meeting. The library will provide paper for printing packets to any board member who requests it.

Section 2: All board members are expected to come to the meeting prepared to discuss and vote on agenda items. Questions about the agenda or documents which may require additional research by library staff should be asked prior to the board meeting so that information can be presented at the meeting in order to move agenda items forward.

Section 3: *Robert's Rules of Order* shall be a resource to help govern the deliberations of the Board where rules are not otherwise provided herein.

Section 4: The method of voting shall be a voice vote with the following exceptions:

1. Any member may request a roll call vote, and the vote of each member shall be recorded in the minutes.
2. A motion to meet in Executive Session must be approved by a roll call vote and the vote of each member recorded in the minutes.
3. A roll call vote must be taken on all non-budgeted financial transactions.

4. A roll call vote must be taken for any resolutions.

Section 5: Meeting Minutes will include: The names of those in attendance; resolution, rules and policies adopted, all pertinent written matter as it affects the library. The arrival and departure time will be noted for board members who arrive late or leave before the meeting is adjourned.

ARTICLE VII. -- 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 the 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 VIII. – ATTENDANCE

Section 1: Board of Trustee attendance of regular and committee meetings is essential to the Library's operations.

Section 2: Attendance by means other than physical presence. If a quorum of the board is physically present a trustee not physically present may attend the meeting (including any closed portion of the meeting) by video or audio conference, if the following conditions are met:

- A. The trustee desiring to attend the meeting by video or audio conference must notify the recording secretary before the meeting, unless advance notice is impractical.
- B. The reason the trustee is prevented from physically attending the meeting is because:
 - a. Personal illness or disability;
 - b. Employment purposes;
 - c. Business of the library;
 - d. Family emergency; or
 - e. Other emergency.

A trustee attending by means other than physical presence has the full rights of a trustee who is physically present; i.e., the trustee may vote, move or second motions, discuss the business on the agenda, and take other action as desired.

Section 3: Each March, Board Members will participate in a self-analysis. At this time each member will be encouraged to evaluate his or her attendance and participation during the last twelve months and to determine whether continuing as a Board Member is in the best interests of both the individual member and the Board as a whole.

ARTICLE IX. -COMMITTEES

Section 1: In April of each year, the board will review the committee structure and determine which committees are needed. For each committee, a purpose statement will be written.

Section 2: Ad hoc committees of the Board may be created from time-to-time as the Board may decide and direct.

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

Section 4: Members of 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.

Section 6: All committee meetings are subject to the Illinois Open Meetings Act. An agenda must be publicly posted 48 hours prior to the meeting and the meeting must be open to the public, a quorum (simple majority) of the committee must be present, and minutes of each meeting must be kept, approved by the committee, and made available to the public.

ARTICLE X. -- 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 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.

ARTICLE XIII: OMA AND FOIA LOCAL RECORD ACT COMPLIANCE

Section1: Open Meetings Act Training: All board members are required by Illinois State Statute to complete the Open Meeting Act training within 90 days of becoming a board member.

Section 2: Statement of Economic Interest: Annually, each board member will complete the Statement of Economic Interest form and return it to the DeKalb County Clerk

Section 3: Pursuant to Public Act 97-0609 (Illinois Compiled Statute 5 ILCS 120/7.3), which is part of the Open Meetings Act, the Total Compensation Package Chart for Illinois Municipal Retirement Fund (IMRF) employees that have a total compensation package that exceeds \$75,000 per year must be made available to the public.

The term “total compensation package” is defined as the “payment by the employer to the employee for salary, health insurance, a housing allowance, a vehicle allowance, a clothing allowance, bonuses, loans, vacation days granted, and sick days granted.” Notification will be placed on the Board Member/Transparency page of the library’s website.

Section 4: Board member discussion and correspondence by email is discouraged. All board member email correspondence shall be sent to the Library's Executive Director and/or the Office Manager. Board members should not use the "Reply All" option when responding to correspondence sent from the Director or Office Manager.

Section 5: In accordance with the Local Record's Act, a link to email the Board of Trustees on the main page of the library's website. All emails will be monitored by the Board Secretary, Executive Director, and Office Manager.

ARTICLE XIV: INSURANCE COVERAGES

The following insurance coverages shall be provided:

Government Crime Policy: Covers all employees, trustees and volunteers acting on behalf of the library from employee or misappropriation of funds. It covers forgery and alterations, inside premises, money and securities, robbery, safe burglary, and computer fraud.

This policy also covers faithful performance which provides coverage to replace the Treasurer's Bond. It is purchased at 50% of the annual operating budget as prescribed by Illinois State Statute.

Directors and officers liability Insurance (often called **D&O**) is liability insurance payable to the directors and officers of a company, or to the organization(s) itself, as indemnification (reimbursement) for losses or advancement of defense costs in the event an insured suffers such a loss as a result of a legal action brought for alleged wrongful acts in their capacity as directors and officers. Such coverage can extend to defense costs arising out of criminal and regulatory investigations/trials as well; in fact, often civil and criminal actions are brought against directors/officers simultaneously.

ARTICLE XI. -- 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.

Board Member Interest Form

Contact Information:

Name: _____

Address: _____

City, State Zip: _____

Phone: _____, Email: _____

Please tell us why you are interested in being on the Sycamore Library Board:

Have you ever served on a Board? Yes _____ No _____

What boards have you served on?

What boards are you currently serving on?

Please feel free to share additional information about yourself and your interest in being a Sycamore Public Library Board member on additional sheets of paper.

Note: Your information will be shared with the current Board of Trustees and forwarded to the Mayor of the City of Sycamore. The Mayor appoints all board members. Terms are 3 years and begin in May of each year. The board meets the second Tuesday of each month at 5:30 pm in the Library Board Room. Meetings generally last 1 – 2 hours. Board of trustee attendance of regular and committee meetings is essential to the Library’s operations.