



Library Board of Trustees Bylaws

These rules are supplementary to the provisions of the Statutes of the State of Illinois as they relate to the procedures of Boards of Library Trustees of District Libraries, including but not limited to 75ILCS 16/10 et. seq.

Article I. Purpose

Section 1.01 Establishment

The Sugar Grove Public Library District is established by 75ILCS 16/1-10 of the Illinois Library Laws and Rules.

Section 1.02 Governance

The Board of Library Trustees is responsible for the provision of library services for the Sugar Grove Public Library District and shall author, implement, and publish governing policies.

Article II. Meetings

Section 2.01 Regular Meetings

The Board of Library Trustees of the Sugar Grove Public Library District will meet at the library on the fourth Wednesday of each month at 6:30p.m. The meetings shall be open to the public and noticed in advance. At the beginning of each fiscal year, the Board shall, by resolution, specify regular meeting dates and times. The schedule of meeting dates will be posted (1) at the library and (2) on the library's website. All notices will have the dates, times, and places of such meetings.

Section 2.02 Special Meetings

Special meetings shall be held at any time when called by the Board President or Secretary or by any three (3) trustees of the Board, provided that notice with the agenda of the special meeting is given at 48 hours in advance, except in the case of a bona fide emergency, to the Board members and to any news medium which has filed an annual request for notice under the Open Meetings Act (5ILCS 120/2et seq.) No business except that stated in the notice and agenda shall be transacted. Notice and agents shall be posted 48 hours in advance at the library except in the case of a bona fide emergency.

Section 2.03 Annual Meeting

An annual meeting, which may be a Regular Board Meeting, shall be held in September for the purpose of hearing the annual reports of the librarian and committees. The report should include a summary of the year's work with detailed account of the receipts and expenditures, a budget for the following year, and other information according to statute. A copy of this report

shall be forwarded to the Illinois State Library in accordance with 75 ILCS 16/30-65. A copy is also kept on file in the library.

Section 2.04 Quorum

A quorum for the transaction of business at any meeting shall consist of four (4) Trustees.

Section 2.05 Absences

Trustees having scheduled vacation time or who miss a Board Meeting due to unavoidable scheduling conflicts should advise the Board President or the Library Director as soon as possible. Trustees who miss four (4) meetings in any twelve (12) consecutive month period will be removed by the Officers of the Board.

Section 2.06 Electronic Meetings Policy

It is in the best interest of Library District residents and taxpayers that the fullest participation and attendance in all Board meetings be achieved whenever possible. The use of electronic conferencing for meeting attendance and voting, at least in some governmental meetings, is permissible so long as the meeting is conducted in accordance with the Open Meetings Act (5ILCS 120/2etseq.)

Procedure for Attendance by a Means Other Than Physical Presence

1. If a quorum of the members of the Board is physically present as required by Section 2.04, a majority of the quorum may allow a member of that body to attend the meeting (and participate in any discussion, vote, or other action of the Board) by other means if the member is prevented from physically attending because of:
 - a. personal illness or disability.
 - b. employment purposes or the business of the public body
 - c. a family or other emergency. [5 ILCS 120/7(a)]
 - d. unexpected childcare obligation
2. If a Trustee wishes to attend a meeting electronically, the member must notify the Secretary of the Board before the meeting unless advance notice is impractical. "Electronically" shall mean by audio or video conference or any additional means as from time to time allowed by statute. [5 ILCS 120/7(b)]
3. If a quorum is established pursuant to, then a member attending electronic means is not required to be in a public building.
4. The limitations of this subsection shall not apply to closed meetings of the Board. [5ILCS 120/7(d)]

Article III. Board of Library Trustees

Section 3.01 Responsibilities

The Board of Trustees of the Sugar Grove Public Library District is charged with the responsibility of the governance of the library. The Board will hire a skilled Library Director who will be responsible for the day-to-day operations of the library. The Board will meet at least ten times per year. These meetings will be open to the public and noticed in advance.

Section 3.02 Procedures for Meetings

The Library Director will distribute the agenda and/or information packet for the meetings to the Board five (5) days prior to meetings. Any Trustee wishing to have an item placed on the agenda will notify the Board Secretary and/or Library Director to have the item added to the agenda. Any Trustee who is unable to attend a meeting will notify the President or Library Director that he/she will be absent. Since a quorum is required for each meeting, this notification should be made as far in advance as possible.

Section 3.03 Compensation

Board members are not compensated pursuant to statute but will be reimbursed for necessary and related expenses as trustees. Board members are not exempt from late fees, fines, or other user fees. Trustees are required to file a statement of economic interest with the County Clerk, pursuant to the Illinois Governmental Ethics Act.

Section 3.04 Education

To be effective Trustees should attend all meetings, read materials presented for review, and attend Library System (or other library-related) workshops, trainings, seminars, or meetings mandated by the State of Illinois. The Library Director will make the dates of these workshops known to the Board in a timely manner. It is the goal of the Board of Library Trustees to have each member attends a minimum of one workshop, seminar, or meeting during each calendar year, either in person or online. Board members using their own vehicle will be reimbursed at the rate allowed by the Internal Revenue Service for travel to and from any workshop, seminar, or meeting according to library policy.

Section 3.05 Officers and Elections

The officers of the Board shall be a president, a vice-president, a secretary, and a treasurer. Those officers shall be elected by a vote for a 2 (two) year term at the regular meeting in the month of June. In the event of a resignation from an office, an election to fill the unexpired term of that office will be conducted as soon as possible.

(a) President

The President shall preside at all Board meetings, appoint all Board Representatives and special committees, serve as ex-officio member of all committees, and perform 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 staff.

(b) Vice-President

The Vice-President, in the absence of the President, shall assume all duties of the President.

(c) Secretary

The Secretary shall ensure the keeping of the minutes of all Board meetings, special meetings, closed sessions, recording attendance at any meeting and recording of a roll call on all votes (except when a ballot vote is taken). The Secretary shall perform all other such clerical duties as may be assigned by the Board, including preparing the agenda. The Secretary after receiving items for the agenda from the director and

trustees shall share the agenda with the Board President. Upon the President's approval, the final agenda will be sent to the Director who shall send it to the other trustees. Minutes will be maintained in a secure location at the library and available for review every 6 months or as needed. In the absence of the Secretary, the Board President will appoint a person to take meeting minutes noting his or her name in the minutes of that meeting.

(d) Treasurer

The Treasurer is authorized by the Board to sign checks, shall serve as the Finance Representative, and shall draw up checks. The Treasurer shall keep all financial records of the Board. The normal depository of all financial records shall be at the library. The Treasurer shall have charge of the library funds, income, and contracts that obligate the library funds; shall sign all the checks on the authorization of the Board; and report at each meeting the state of the funds and assist in the preparation of annual budgets. The Treasurer shall be bonded in accordance with the requirements of the state statute and is authorized to pay salaries and insurance bills as they come due. If he or she is unable to serve or absent, the President may perform the duties of the Treasurer.

Section 3.06 Banking

(a) Account Signatories

All trustees serving as elected officers of the Sugar Grove Public Library District Board of Trustees along with the Library Director shall be signatories on all library financial accounts.

(b) Authorization

Any combination of two officers or one officer and the Library Director may sign checks by the authorization of the Board.

Section 3.07 Library Trustee Roles and Ethics

Trustees will behave in accordance with the current Trustee Facts File as published by the Illinois Library Association.

Article IV. Board Representatives and Committees

Section 4.01 Establishing Committees and Representatives

The Board shall have Representatives appointed by the President of the Board from time to time as deemed desirable or at least bi-annually at the July meeting to serve in areas of responsibility. Special committees may be appointed by the President to present reports or recommendations to the Board and shall serve until the completion of the work for which they were appointed. The standing committees shall be the finance committee, the personnel committee, the policy committee, and the building and grounds committee. Please see Article XI for Friends of the Library policy information. The library shall be the depository of all committee reports. The Board Representatives should work in concert with the Administration to effectively serve the needs of the Library. Regular reports shall be provided to the full Board, and recommendations for action provided as necessary. Meetings of the committees shall be called as the needs of the Library dictate.

Section 4.02 Finance Committee

The Finance Committee Representative shall be the Treasurer, who will work closely and in concert with the Library Director. The finance committee's responsibilities include, but are not limited to, overseeing a budget and appropriations resolution, a levy, and a working budget for the approval of the full Board. The committee will monitor the library's investments and debt service and implementing the library's purchasing and investment policy. The Finance representative may aid the Director in preparation of Budget, Levy, and Appropriation documents as needed, making recommendations to the full Board as needed for action. Additionally, the Library Director may effectively function within the guidance of the purchasing policy and oversee day to day expenditures and operations.

Section 4.03 Personnel Committee

The Personnel and Policy Representative's responsibilities include, but are not limited to, preparation of the annual review and goal setting of the Library Director for discussion among the full board prior to the formal review. The Library Director is responsible for the annual review and management of all other library employees. The Director shall responsibly inform the Personnel and Policy Representative of any substantial issue as it relates to the employment, compensation, or termination of employees. The Representative may inform the Board of issues of significant merit. Policy responsibility is to assist the Director in the development, creation, revision, or deletion of Library policy. The entire library policy and/or revision must be approved by Board vote and made readily available to the public. The Representative is responsible for overseeing and recommending changes to the Bylaws.

Section 4.04 Building and Grounds Representative

The Building and Grounds Representative's responsibilities include, but are not limited to, conducting with the Library Director an annual inspection of the library's physical facility to identify areas which need repair, and making recommendations to the full board regarding all repairs which are deemed necessary either because of the annual inspection or throughout the year as the need arises. Landscaping, the physical structure of the facility, and requirements for contracts pertaining to the upkeep, maintenance, and replacement of the physical grounds shall be an area of responsibility for the Representative. The Library Director oversees the day-to-day operation of the Library and equipment and may respond immediately with needed emergency repairs or demands. The Building and Grounds Representative should be provided regular updates by the Library Director and notified of any emergency.

Article V. Order of Business

The following Order of Business shall be followed at regular meetings:

- Call to order
- Roll call,
- recording both present and absent members
- Pledge of Allegiance
- Public Comment
- Review of minutes of previous meetings
- Approval of minutes of previous meetings

Correspondence
Financial report, approval of check register and bills paid
Director's report
Committee reports, in order of their appearance in the Bylaws
Old (Unfinished) business
New business
Other
Executive Session, if applicable
Adjournment

Article VI. Parliamentary Procedure

All meetings are governed by the guiding principles of parliamentary procedure. Trustees should familiarize themselves with the Robert's Rules of Order, Revised which shall govern the parliamentary procedure of the Board, unless otherwise specified in the Bylaws.

Article VII. Appointing New Trustees

Section 7.01 Establishing a Vacancy

Should the Trustees ascertain there is a vacancy on the board, they will follow the following steps to recruit, interview, and vote on a new Trustee.

1. The Board Secretary shall report a vacancy on the board to the county clerk and the State Librarian within 60 days after it occurs and shall report the filling of a vacancy within 60 days after it is filled. 75 ILCS 16/30-40 (d). The Public Library District Board Notifications form should be used to notify the State Library of vacancy or when a vacancy is filled.
2. The Board shall place advertisements for trustee in both media, on social media outlets, as well as advertised on the Library's website and their newsletter and any other method determined by the Board to reach the intent pool of potential Trustees.
3. Inquiries of interested potential Trustee applicants can be submitted to the Library Director or the Board President.
4. Trustee applicants shall submit a Letter of Intent and a resume, or in lieu of a resume, information regarding the potential Trustee's relevant experience through their regular occupation, or on other boards, or interaction with school, community, and/or church organizations.
5. The Board shall also request such information such as name, address, length of residence in the district.
6. The Board shall make know certain requirements of the candidate such as regular meeting dates, committee assignments and meetings, participation in these as well as other activities.
7. The Board shall inform the candidate that there is no compensation for the position as Trustee, and the length of the commitment, including when the term ends.
8. The Trustee applicant shall appear before the Board for an interview to occur. The Trustee applicant is also advised to attend 1 or more Board Meetings as a member of the public.

9. The Board shall select by voice/majority vote upon satisfaction of the interview and collection of information about the Trustee applicant. Where upon the Board President or Vice President shall contact the candidate and inform him/her of the Board decision.

Additionally, there are two legal requirements for a trustee:

1. They must live in the boundaries of the Library.
2. They must not have any outstanding bills with the Library.

Section 7.02 New Trustee Orientation

The Library Director and a current trustee appointed by the Board shall meet with new trustees to examine the property and review services and shall present to new trustees a packet that includes the Library Policy and other procedural materials, a list of trustees and committees, minutes, and financial reports for the previous 3 months, and any other pertinent information.

Article VIII. Duties of the Library Director

The Library Director will administer the policies adopted by this Board. The duties and responsibilities of the Director include hiring of personnel, directing, supervising, and disciplining of personnel, working with the Board of Trustees to forge relationships with other community agencies and organizations to foster a positive image of the library and preparing monthly reports as required. The Director will oversee the day-to-day operations of the library as well as fiscal activities of the library.

Article IX. Amendments

Amendments to these Bylaws, the Library Policy or any other policy or procedural document may be proposed at any regular meeting of the Board and will become effective as adopted by a majority of those members present, providing they represent a quorum.

Article X. Copyright and Copying

The Library may copy for its own collection material that has been lost or deteriorated only if such material is not available at a fair cost. It will post prominently all required notices regarding the copying of any materials in the library.

Article XI. Administrative Records

Section 9.01 General Records

Administrative records of the library shall be kept in the library and shall be available to the public upon request. These shall include the monthly and annual reports of the library, all financial reports, minutes of the public Board meetings and actions and other such items as the Board or Library Director shall file there.

Section 9.02 Personnel Records

Staff personnel records are confidential and shall be kept in a secure place. The Library Director or any person authorized by the Board of Trustees shall have access to these records.

Section 9.03 Confidential Records of the Board

Executive session recordings and closed sessions minutes are kept on site secured in the Library Director's office in file cabinet. Written minutes are stored at the library.

Article XII. Electronic Communications

Electronic communication may only be conducted in accordance with Illinois State regulations. Given the ease with which electronic communications can be forwarded, copied, or misdirected, either intentionally or inadvertently, these should be used with caution. When communicating electronically, the use of "reply all" responses "forward," or "cc" of a response must not be used thereby avoiding communication which could constitute a gathering of a quorum. It is advised that all electronic communication regarding library matters be done via Sugar Grove Public Library District accounts provided by the Director. There are limited instances in which electronic communications may be used for routine non-substantive communications between Trustees and Library staff.

Examples include:

- Requests for available dates and times for meetings ("reply all" is appropriate here)
- Sending agenda materials in advance of a meeting
- Meeting reminders
- Sending other documents for personal review or editing
- Dissemination of information

Electronic communication constitutes a public record which must be maintained in accordance with Local Records Act as well as Federal and State Statutes including, but not limited to, Freedom of Information Act (FOIA) and Open Meetings Act (OMA).

Article XIII. Friends of the Library

Section 13.01 Trustees as Members of Friends

Friends of the Library will work closely with the Library Director and the Board of Trustees. As such, the President of Sugar Grove Public Library District is an ex-officio member of the Friends Executive Board.

Section 13.02 Board Liaison

Separately, there should be a liaison between Friends and Board to keep communications open.

Section 13.03 Bylaws

Any revisions to the Friends Bylaws must pass a vote by the Sugar Grove Public Library District Board of Trustees. The library shall be the depository of all committee reports.

Section 13.04 Open Meetings

Friends of the Library will abide by the Open Meetings Act and will follow the most current version of Robert's Rules of Orders.

Section 13.05 Finances

Friends of the Library will provide financial information to the Board of Trustees on an annual basis.

Revised/Amended & Approved:

Adopted on August 23, 2012 by the Sugar Grove Public Library District Board of Trustees

Amended August 25, 2013

Amended September 26, 2013

Amended June 15, 2015

Revised June 28, 2023

Revised September 25, 2023 (section 2.06 updated)