

GLENVIEW PUBLIC LIBRARY

BYLAWS

ARTICLE I.

NAME

The name of this Library shall be the Glenview Public Library. Pursuant to the latest edition of the Illinois Compiled Statutes, the name of the legal entity is the Library Trustees of the Village of Glenview.

ARTICLE II.

BOARD OF TRUSTEES

Section 1. The Glenview Public Library shall be governed by a Board of Trustees composed of seven (7) members elected by the residents of the Village of Glenview in accordance with the Illinois Compiled Statutes governing such elections. All actions of the Board of Trustees are governed by the laws of the State of Illinois relating to local libraries.

Section 2. Each Trustee shall be a legal resident and a registered voter of the Village of Glenview. Trustees shall be elected for a term of four (4) years except in the case of a Trustee elected to fill a Board vacancy, in which case the term of the position vacated governs. Terms are staggered in accordance with provisions of the Consolidated Elections Code, Chapter 10, Illinois Compiled Statutes.

Section 3. Vacancies on the Board, occurring 180 days or more before the next Consolidated Election for municipal offices, shall be filled by Board appointment. Vacancies occurring less than 180 days before the next Municipal Election may be filled by appointment or left vacant until the Election.

Section 4. The President of the Board shall serve as official spokesperson of the Board. A Library Trustee shall not present him or herself as an official spokesperson or representative of the Board, whether by statements or in writing, without the advice and consent of the Board.

ARTICLE III.

OFFICERS

Section 1. The officers of the Board shall be a President, a Vice-President, a Secretary. A
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member may not serve more than two consecutive terms in one office.

Officers shall be elected at the Annual Meeting or the Organizational Meeting and shall serve for one (1) year. If a vacancy should occur, the Board may hold a special election.

Section 2. At least five (5) members of the Board must be present to conduct an election. The election shall be by secret written ballot for each office separately, beginning with the office of President. This election shall be governed by the requirement that a candidate receive a majority of votes cast. The result and tally shall be announced and recorded in the minutes as each officer is elected. The teller shall be the Executive Librarian or his/her designee provided that this person is not a Library Board Trustee. New officers shall assume their duties at the close of the Annual or the Organizational Meeting.

Section 3. The President of the Board shall preside at meetings of the Board and with the advice and consent of the Board shall serve as official spokesperson, make all standing and temporary appointments, and sign all documents and contracts.

Section 4. The Vice-president shall assume and perform all duties of the President in case of the temporary absence of that officer, and in case of death or resignation shall assume and perform all duties until a successor is elected. The Vice-President may undertake other duties at the President's request or at the direction of the Board.

Section 5. The Secretary shall oversee the recording of the minutes of all meetings of the Board and the preparation of any official correspondence as authorized and directed by the Board of Trustees. The Secretary shall also sign documents and contracts where applicable

Section 6. The Treasurer of the Village of Glenview shall have custody of all funds of the Library and shall keep the accounts of the Board and make available monthly financial reports to the Board and any other financial reports as requested by the Board.

Section 7. Library Trustees shall share the responsibility of attending meetings of the North Suburban Library System Board on a rotating basis, and shall report to the Library Board at the next regular meeting.

ARTICLE IV.

MEETINGS

Section 1. All regular and special meetings of the Board of Trustees shall be conducted in conformance with the Illinois Open Meetings Act.

Section 2. The regular monthly meeting of the Board shall be held at 7:30 pm on the third Thursday of the month, except when that Thursday falls on a national or religious holiday. The Board may designate an alternate meeting date.

Section 3. Special meetings of the Board may be called by the President upon written request to the President by two (2) members of the Board. Notice of the meeting shall state the purpose of the meeting and shall be issued at least forty-eight (48) hours in advance of the meeting.

Section 4. A quorum for the transaction of official business at a regular or special meeting shall be a majority of the Board.

Section 5. All matters relating to policy shall require a roll call vote.

Section 6. In non-election years, the Regular Meeting in May shall be designated the Annual Meeting. Its purpose shall include the election of officers and the adoption of the bylaws.

Section 7. In election years, the Regular Meeting in May shall include the swearing in of newly elected Trustees, the election of officers, the adoption of the bylaws.

ARTICLE V.

COMMITTEES

Section 1. Committees shall be of three kinds: Standing, Ad hoc and Advisory.

Section 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: Budget and Finance, Building and Grounds, Bylaws and Policies, Technology, Legislative, Long Range Planning, Public Relations/Marketing. The duties and responsibilities of these Standing Committees are described in the Rules and Procedures.

Section 3. Ad hoc Committees for the study and investigation of particular problems may be appointed by the President, with the advice and consent of the Board of Trustees. The Committees may include appropriate staff, but must include at least one (1) Board member. Each committee shall serve until the completion of the work for which it was established.

Section 4. Advisory Committees may be established by the Board of Trustees in order to provide citizen input and advice to the Board.

ARTICLE VI.

FINANCIAL ADMINISTRATION

Section 1. The Library's fiscal year, in accordance with the Village of Glenview's, shall be from January 1 to December 31 inclusive.

Section 2. The Treasurer of the Village of Glenview shall have custody of all funds of the Library and shall keep the accounts of the Board. The Village Treasurer shall pay all bills, but only upon receipt of warrants signed by the President of the Board.

Section 3. The Executive Librarian shall present regular monthly financial reports to the Board and a monthly warrants list of bills to be paid.

Section 4. All bills against the Library shall be reviewed by a member of the Board prior to the meeting at which the bills are presented for payment. Salaries of employees which have already been fixed by the Board may be paid by order of the Village Treasurer. The procedure for approval of the warrants is found in the Rules and Procedures of the Board.

Section 5. All Board votes authorizing the expenditure of funds shall be by roll call.

Section 6. The Annual Budget shall be prepared by the Budget and Finance Committee in conjunction with the Executive Librarian, and shall be presented to the Board one (1) month before the vote is taken for final approval. There shall be a public hearing, in accordance with the provisions of the Illinois Open Meetings Act, prior to the adoption of the budget.

Section 7. In accordance with Illinois State Library Standards, the Annual Budget shall include funds for Trustees' dues to Library associations and expenses for attendance at appropriate meetings, conferences, and workshops.

Section 8. The Executive Librarian is authorized to expend funds, without prior Board approval, for equipment and repair in emergency situations.

Section 9. All purchases, except books and Library materials, exceeding a total cost of \$20,000 shall be subject to the bidding procedures provided for in the Illinois Municipal Code, Chapter 65, Illinois Compiled Statutes.

EXECUTIVE LIBRARIAN

ARTICLE VII.

Section 1. The Executive Librarian shall be the Chief Executive Officer of the Library and shall

have charge of the administration of the Library under the direction and review of the Board of Trustees. The Executive Librarian shall be responsible for the care of the building and equipment; for the employment and direction of the staff; for the efficiency of the Library's service to the public; for carrying out the policies of the Board; and shall act as a consultant and facilitator to the Board.

Section 2. The Executive Librarian may be and is encouraged to be present at Board and committee meetings except those at which personnel matters directly affecting the Executive Librarian are to be discussed.

Section 3. The Board of Trustees shall evaluate the salary and conduct a formal performance review of the Executive Librarian on a yearly basis, as outlined in Rules and Procedures.

PARLIAMENTARY AUTHORITY

ARTICLE VIII.

For procedures not covered by these Bylaws or by standing rules adopted by the Glenview Public Library Board of Trustees, the latest edition of Robert's Rules of Order Newly Revised shall be the authority.

AMENDMENTS

ARTICLE IX.

Section 1. These Bylaws may be amended at any regular meeting of the Board of Trustees provided the amendment was submitted in writing to all Trustees 30 (thirty) days in advance. The votes of five (5) Trustees are necessary to carry any amendment.

Section 2. All proposed amendments shall be given to the Bylaws Committee for proper wording and presentation to the Board of Trustees.

Section 3. These Bylaws shall be subject to a review in even numbered years by the Bylaws Committee.

Approved and adopted by the
Glenview Public Library Board
of Trustees

February 19, 1992

Revised December 21, 1994

Revised April 16, 1996

Revised May 15, 1996

Revised April 15, 1998

Revised May 21, 2003

Revised May 18, 2006