



**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 Sections 4-3 and 4-3.1 of the Illinois Local Library Act, 75 ILCS 5/1-0.1 et seq.

**Section 3.** Vacancies in the office of Library Board Trustee shall be declared and filled in accordance with 75 ILCS 5/4-4. If the vacancy occurs with less than 28 months remaining in the term, and if the vacancy occurs less than 88 days before the next regular scheduled election for this office, then the person so appointed shall serve the remainder of the unexpired term, and no election to fill the vacancy shall be held. If there is a failure to appoint a Library Trustee or a failure to elect a Library Trustee, or if the person elected or appointed fails to qualify for office, the exiting Trustee may continue in office if available and qualified until his successor has been elected or appointed and qualified.

**Section 4.** The President of the Board shall serve as official spokesperson of the Board. In the absence of the President, the Vice President shall assume this role. Other Library Trustees shall not present themselves 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 and a Secretary. A 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 term. 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. 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 Library Director 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, certify and attest to 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.

## **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. The notice shall include the agenda for the special, rescheduled or reconvened meeting, but the validity of any action taken by the public body which is germane to a subject on the agenda shall not be affected by other errors or omissions in the agenda.

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

**Section 5.** All matters creating Library liability, authorizing an expenditure of Library funds or amending these Bylaws 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 Board officers.

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

## **ARTICLE V.**

### **COMMITTEES**

**Section 1.** There shall be three types of Committees: 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, Legislation, Long Range Planning and Public Relations/Marketing.

**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. These 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 a Library Trustee.

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

**Section 4.** All Library bills 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 are paid by order of the Village Treasurer.

**Section 5.** The Annual Budget shall be prepared by the Budget and Finance Committee in conjunction with the Library Director, and shall be presented to the Board before the vote is taken for final approval. There shall be at least one public hearing prior to the adoption of the budget.

**Section 6.** 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 7.** The Library Director and the Treasurer are authorized to expend funds in accordance with the Glenview Public Library Spending Policy.

**Section 8. Purchase Contracts**

A. The following purchases 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:

1. Contracts for the construction of a building or a building addition;
2. Contracts for the remodeling, repairing or improving of an existing library building; and
3. Contracts for the purchase of necessary equipment and the acquisition of library materials such as books, periodicals, recordings and electronic data storage and retrieval facilities in connection with either the purchase or construction of a new library building or the expansion of an existing library building.

B. The following purchases 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 unless the bidding process is first waived by majority vote of the Board:

1. Contracts for services when the nature of the services required is such that competitive bidding is not in the best interest of the public, including, without limiting the generality of the foregoing, the services of accountants, architects, attorneys, engineers, physicians, superintendents of construction and others possessing a high degree of skill;
2. Sole source contracts when the Library Director determines in writing, after conducting a good faith review of available sources, that there is only one source for the required supply, service or construction item;
3. Revenue generating and concession contracts;
4. Contracts for services such as water, light, heat, power, telephone, telegraph, video and internet;
5. Emergency procurements;
6. Contracts for the maintenance or servicing of, or provision of repair parts for equipment which are made with the manufacturer or authorized service agent of that equipment where the provision of parts, maintenance or servicing can be best performed by the manufacturer or authorized service agent, or such a contract would be otherwise advantageous to the Library;
7. Where the goods or services are procured from another governmental agency; and
8. Other contracts exceeding \$20,000.00 when by the nature of the goods or services being procured, the Board determines that it is not in the best interest of the public to contract by the public bidding process.

C. The following purchases are not subject to the bidding procedures provided for in the Illinois Municipal Code:

1. Contracts exempt from public bidding under the Architectural, Engineering and Land Surveying Qualifications Based Selection Act, 30 ILCS 535/1 et. seq.;
2. Emergency procurements when there exists an immediate threat to public health, welfare or safety, or to prevent or minimize serious disruption of government services and where

the time or nature of the emergency renders it impracticable to first submit the contract to public bid; provided that such emergency procurements shall be made with such competition as is practicable under the circumstances. However, if said emergency expenditure of funds exceeds \$20,000 the person authorizing the expenditure must file an affidavit with the Board Secretary within 10 days after the purchase or commitment stating the amount expended, the name of the contractor and the conditions and circumstances requiring the emergency purchase.

## **LIBRARY DIRECTOR**

### **ARTICLE VII.**

**Section 1.** The Library Director 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 Library Director 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 Library Director may be and is encouraged to be present at Board and committee meetings except those at which personnel matters directly affecting the Library Director are to be discussed.

**Section 3.** The Board of Trustees shall evaluate the salary and conduct a formal performance review of the Library Director on a yearly basis.

## **PARLIAMENTARY AUTHORITY**

### **ARTICLE VIII.**

For procedures not covered by these Bylaws 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 not less than thirty (30) days in advance of the Board meeting at which the proposed amendment is first considered. 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 reviewed 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  
Revised February 16, 2012  
Revised March 12, 2012