

**Downers Grove Public Library
Bylaws and Policies**

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1 Bylaws of the Board of Library Trustees of the Downers Grove IL Public Library

Article I: Name

The name of this organization is the Board of Trustees of the Village of Downers Grove IL Public Library. (Referred to hereinafter as the Board or the Trustee/s, and the Library.)

Article II: Purpose

The purpose is to ensure general oversight of, adequate funding for, and advocacy on behalf of the Downers Grove Public Library for the benefit and access of all community members and patrons, and to promote the purposes, values and services of the Library.

Article III: Governance

The Board operates under legal authority of the State Of Illinois, including but not limited to: the United States and Illinois Constitutions; Illinois Library Act; Open Meetings Act; Freedom of Information Act; Illinois Governmental Ethics Act; State Gift Ban Act; Illinois Records Act; and other such regulations as may be promulgated by the Secretary of State. The American and Illinois Library Associations Standards and the American Library Association Bill of Rights also provide guidance to the Board and are adopted when required by law.

Article IV: Trustees

Section 1. Membership

- A. The Board shall consist of six people appointed by the Village Council for six-year terms, without monetary compensation. Terms are staggered so that no more than two terms expire simultaneously. Trustees serve until their successors are appointed and qualified.
- B. New members shall be sworn in at the first meeting they attend, and should complete any current certification, orientation and training requirements, preferably prior to their first meeting, but in any case within 60 days of appointment.
- C. Vacancies occur when a Trustee resigns or is removed by the Village Council. In the event of a vacancy before a term ends, the new appointment is for the duration of the unexpired term.

Section 2. Responsibilities

- A. Trustees are expected to act in the best interest of the library, including but not limited to:
 - (1) Keeping up to date on and complying with legal and ethical requirements, and

completing required training and certification as soon as possible.

(2) Preparing for and attending meetings and events as required, unless the President or Library Director has been notified prior to the meeting.

(3) Representing the Library in the community as needed.

(4) Participating in planning sessions and project and committee work, as the Board requires.

B. Hiring and providing guidance to and oversight for the sole employee of the Board itself, the Library Director, who reports to the Board and is responsible for the day-to-day operational management of the library, its staff, service to patrons, and is its spokesperson.

C. Acting in accordance with their positions as public officials and community leaders including, but not limited to:

(1) Avoiding conflicts of interest and making disclosures of actual or potential conflicts.

(2) Avoiding the appearance of impropriety.

(3) Distinguishing personal opinions from statements made on behalf of the Board or Library when discussing Board or Library business with community members or via any form of media.

(4) Keeping in confidence the content of preliminary discussions, executive sessions, personnel and legal matters, and draft documents.

D. Developing policies and procedures for the conduct of board business as necessary.

E. Failure to fulfill responsibilities: the Board may recommend removal of Trustee to the Village Council by roll call vote for failure to fulfill the duties of the office.

Article V: Officers

Section 1. Election. The Board shall elect a President and a Secretary at the first meeting after board appointments of an even-numbered year to serve for two years. Vacancies are to be filled by a special election for the remainder of the term.

Section 2. President. The President shall preside at meetings, coordinate committee and project work by Trustees, and act as official liaison to the Library Director. The President shall also arrange new Trustee training and orientation in coordination with Library Director.

Section 3. Secretary. The Secretary shall certify documents on behalf of the Board, shall see that any documents required for transparency of board business, such as meeting notices and minutes, are made public in a timely manner, and preside at meetings in the absence of the President.

Section 4. Treasurer. The Treasurer of the Village of Downers Grove is the official Treasurer for the Board and coordinates financial services on behalf of the Board.

Section 5. Removal of an Officer. Officers, except for the Treasurer, may be removed by vote of the Board for failure to fulfill responsibilities.

Article VI. Meetings

Section 1. Regular Meetings:

- A. Monthly meetings are generally held on the 4th Wednesday of every month unless the Board votes otherwise to reschedule or skip a meeting or add a special meeting.
- B. All board meetings are open to the public and shall include a period of Public Comment. The Board shall have authority to issue rules and regulations to govern format, length and code of conduct and decorum for public participation.
- C. Four trustees shall constitute a quorum.
- D. Remote participation. Meetings are in-person unless public safety, public health or other public emergency concerns make remote meetings necessary as determined by the President in consultation with the Library Director and other appropriate officials. Individual trustees may participate remotely at any meeting if approved by the President, provided that a quorum is present in person.

Section 2. Procedures: Meetings shall be conducted under the most recent edition of Robert's Rules of Order. Voice votes may be used for routine matters such as report approvals but roll call shall be used for substantive matters such as resolutions, expenditures, and changes in bylaws, policies, procedures, rules, other matters of governance, or whenever a situation requires a detailed record of each vote.

Section 3. Committees: Committee of the Whole or Ad-Hoc or Sub-committee methods may be employed for particular business. Such committees shall not have authority to enact policy unless granted by the Board.

Section 4. Executive Sessions: While transparency is the goal and norm for any public body, Executive Sessions shall be held when necessary under Exceptions to the Open Meetings Act.

Article VII. Review of Bylaws.

Section 1. Review.

The Board shall review the bylaws at least biennially.

Section 2. Amendments.

The Board may make changes to the bylaws by 2/3 vote provided an initial draft has been presented and discussed at a regular meeting, and the final text of any changes is part of the agenda for the subsequent meeting before final vote. Technical changes and

corrections may be voted on at any meeting if included on the meeting agenda.

Article VIII. Indemnification.

Trustees acting in good faith and legally for the benefit of the Library shall be insured and indemnified from legal action for their work on behalf of the Library as are other volunteers and employees.

Addendum:

References cited.

References

American Library Association. [Library bill of rights](#). Adopted by Council of American library association at Atlantic City on. Atlantic City, 1938.

[Freedom of Information Act](#) [5 ILCS 140/]

[Illinois Governmental Ethics Act](#) [5 ILCS 420/]

[Illinois Local Library Act](#) [75 ILCS 5/]

[Local Records Act](#) [50 ILCS 205/1 et seq.]

[State Library Act](#) [15 ILCS 320/]

[Open Meetings Act](#) [5 ILCS 120/]