

LVDL POLICY MANUAL
Section I: Management Policies

TITLE: Bylaws of the Board of Trustees of the Lake Villa Public Library District

DATE ADOPTED: June 13, 2005 (Revised July 18, 2011)

ARTICLE I – ORGANIZATION

- Section 1: The Lake Villa District Library is established and organized in accordance with Public Library District Act, 75 ILCS 16/1-1 et. seq. The library shall be forever for the use of the residents and taxpayers of the district in which it is located.
- Section 2: The board, trustees, committees and staff shall abide by, and insure the enforcement and compliance with all library policies and procedures, and conformance to the Open Meetings Act.

ARTICLE II – TRUSTEES

- Section 1: Under the Election Code, trustees shall be elected every two years at the regular election scheduled for trustees of public library districts. The regular elected term is six years. New trustees shall take their oath of office: “I, _____, having been elected to the office of Trustee in the Library District of the Lake Villa District Library in the County of Lake, do solemnly swear (or affirm), that I will support the Constitution of the United States and the Constitution of the State of Illinois, and that I will faithfully discharge the duties of the office of trustee according to the best of my ability.” (75 ILCS 16/30-10)
- Section 2: Seven trustees shall constitute a board. The trustees’ terms shall be staggered. (75 ILCS 16/30-10)
- Section 3: Vacancies shall be declared in the office of trustee by the board when an elected or appointed trustee (i) declines, fails, or is unable to serve, (ii) becomes a nonresident of the district, (iii) is convicted of a misdemeanor by failing, neglecting, or refusing to discharge any duty imposed upon him or her by Public Library District Act, or (iv) has failed to pay the library taxes levied by the district. Absence without cause from all regular board meetings for a period of one year shall be a basis for declaring a vacancy. (75 ILCS 16/30-25)

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- Section 4: Vacancies shall be filled by appointment until the next regular election, at which time a trustee shall be elected for the remainder of the unexpired term. There shall be public notice of the vacancy and invitation for interested individuals to contact the Board for information and consideration. Appointments shall be decided by a majority vote of the remaining trustees. (75 ILCS 16/30-25)
- Section 5: Trustees shall adhere to the Ethics Statement for Lake Villa Library Trustees and the “Ethics Statement for Public Library Trustees”, as outlined in the Trustee Handbook.
- Section 6: Trustees shall conform to the provisions of 75 ILCS 16/30 – 55:10 and 55:15.

ARTICLE III – OFFICERS AND DUTIES

- Section 1: Officers of the Board shall be a President, Vice-President, Treasurer, and Secretary. (75 ILCS 16/) Public Library District Act of 1991.
- Section 2: Officers of the Board shall be chosen at the first regular meeting of the month following the public election of trustees (75 ILCS 16/30-40). Candidates for office shall be nominated from the floor or self-nominated. The trustees’ ability, availability and willingness to serve shall be considered prior to nomination. At least five members of the Board must be present to conduct an election of officers. The election shall be by roll-call vote with each officer being elected separately, beginning with the office of the president following the sequence listed in Section 1. A candidate must receive a majority of votes cast to assume an office. The result shall be announced and recorded in the minutes as each officer is elected. The announcer shall be the Library Director or his/her designee, provided the designee is not a board member. New officers assume their offices upon announcement of all officers present.
- Section 3: Officers shall serve a term of two years from the meeting at which they were elected. Any officer, except the treasurer, shall serve no more than two consecutive terms in a given office. Officers shall have such obligations and duties as set forth by Statute. (75 ILCS 16/30-40)
- Section 4: The President shall preside over all meetings, appoint members of committees authorized by the districts regulations, and perform other duties specified by the districts regulations, ordinances, or other appropriate action. The President shall be an ex-officio voting member of all committees. The president shall not have or exercise veto powers. (75 ILCS 16/30-45)

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- Section 5: The Vice-President shall undertake the duties and responsibilities as assigned by the board. During the absence of the President at scheduled and special meetings, including executive sessions, and committee meetings as ex-officio voting member, the Vice-President shall assume all the responsibilities, duties, and have the authorities of the President, including committee appointments, and continue thereafter until the President is present for a scheduled meeting roll call. Furthermore, the Vice-President shall continue to perform the duties of the office of the Vice-President.
- Section 6: The secretary shall keep and maintain appropriate records for his or her term in office and shall include in those records a record of the minutes of all board meetings, the names of those in attendance, the ordinances enacted, the resolutions and regulations adopted, and all other pertinent written matter affecting the operation of the district, and/or as directed by the board. The secretary may administer oaths and affirmations for the purposes of this Act. (75 ILCS 16/30-45)
- Section 7: The treasurer shall keep and maintain accounts and records of the district during the treasurer's term in office, indicating in those accounts and records a record of all receipts, disbursements, and balances in any funds. Annual audit and financial report requirements shall conform with Section 3 of the Governmental Account Audit Act. The treasurer shall chair the Audit & Finance committee. (75 ILCS 16/30-45) The Treasurer shall sign checks on the authorization of the Board.
- Section 8: The Library Director shall provide assistance to all Officers, trustees, committee chair, and committees in carrying out the functions of their duties, at the direction of the Officer, trustee, and/or committee chair.

ARTICLE IV – MEETINGS

- Section 1: There will be a regular monthly meeting of the Board of Trustees. The time, place, day, and date of these meetings will be determined by the Board. All meetings shall be posted and held as required by the Illinois Open Meetings Act. A majority of the trustees shall constitute a quorum.
- Section 2: The Director shall mail notification of the meeting, minutes of the previous meeting, and the proposed agenda to all members of the Board.
- Section 3: Special meetings of the Board may be called by the President, Secretary, or at the request of four Trustees, for the transaction of business as stated in the call for the meeting. Notice of special meetings shall be in accordance with the Public Library District Act and Open Meetings Act. (75 ILCS 16/30-50)

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Section 4: The rules contained in the current edition of Robert’s Rules of Order shall govern the Board in all cases to which they are applicable, and in which they are not inconsistent with the bylaws of the Board or the Laws of the State of Illinois.

ARTICLE V – ELECTIONS

Elections shall be conducted according to Illinois Election Code and Public Library District Act (75 ILCS 16/30-10) and Library election policy (Article III, Section 2, above).

ARTICLE VI – COMMITTEES, REPRESENTATIVES, AND LIAISONS

Section 1: The Board shall have the following standing committees: Audit and Finance, Buildings and Grounds, Executive and Miscellaneous. The Audit and Finance Committee meets concerning financial matters such as the budget and levy, impact fees within the service area of the library, and topics concerning the auditor and financial advisor. The Building and Grounds Committee oversees policy on major building and grounds matters. The Executive Committee is comprised of the President, Vice-President, Secretary, and Treasurer, and is called by the Board President at the President’s discretion. The Executive Committee meets concerning library policies, long-range planning, personnel (including coordinating the evaluation of the director), and technology. The Miscellaneous Committee shall allow trustees the opportunity to meet and converse about pending business.

Section 2: Special committees of the Board may be created from time to time as the Board may decide. Such special committees are established to accomplish a particular task and will have their mission specified along with their duration and conditions for dissolution.

Section 3: The Chair and members of all committees shall be appointed by the President.

Section 4: Changes in membership of committees shall occur at any time following the election of officers. Reappointment to the same committee is permitted.

Section 5: A quorum for a committee is three members, one of whom may be ex officio. In an emergency, the President may designate another Board member to serve in the absence of a committee member.

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Section 6: The officers and trustees of the Lake Villa District Library Board of Trustees serve concurrently as officers and trustees of the Lake Villa District Library Foundation Board of Trustees.

ARTICLE VII – DIRECTOR

Section 1: The Director shall be considered the executive officer of the library and ex-officio member of the Board (without a vote), and shall have sole charge of the administration of the library and all staff members under the direction and review of the Board. (75 ILCS 16/30 - 55:10 and 55:15)

Section 2: The Director shall be held 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, and for the operation of the budget.

ARTICLE VIII – ORDER OF BUSINESS

Section 1: The order of business at regular meetings shall be as follows:

1. Call to Order
2. Approval of Agenda
3. Public Comments
4. Approval of Minutes
5. Presentation of Bills
6. Treasurer’s Report
7. Approval of Bills
8. Committee Reports
9. Director’s Report
10. Communications
11. Old Business
12. New Business
13. Public Comments
14. Adjournment

Section 2: At the “Approval of the Agenda” section of the meeting, trustees are entitled to bring up any matter to the Board to be included on the agenda in new business. The Board then has the option of discussing the matter, referring it to committee, tabling, or postponing indefinitely. When a vote is required, the conclusion may only be acted upon at a subsequent Board meeting and after due notification is made in compliance with the Open Meetings Act.

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ARTICLE IX – AMENDMENTS

These bylaws may be amended at any regular meeting of the Board, by a favorable vote of 5 members, providing the amendment was stated in the call for the meeting and was presented at a regularly scheduled board meeting, and voted on at a subsequent regularly scheduled board meeting.

Revised by the Board of Trustees of the Lake Villa District Library on July 18, 2011. The bylaws have been adopted by the Library according to Illinois Public Library District Act, 75 ILCS 16/30-55.5: Ordinances, regulations, and resolutions. The board may enact, amend, and rescind ordinances and may make and adopt regulations and resolutions for their own guidance and for the government of the library that are expedient, and not inconsistent with this act.