



# GOVERNANCE POLICY

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## **BYLAWS**

### **ARTICLE I - NAME**

The name of this organization shall be the Board of Library Trustees of the Village of La Grange, Illinois.

### **ARTICLE II - PURPOSE**

The purpose of this Board shall be to hold and administer Library property and funds, to formulate policies, and to guide the direction of the Library's affairs.

### **ARTICLE III - MEMBERS**

#### **TRUSTEES**

The Board shall consist of seven Trustees to be elected in accordance with the Illinois Compiled Statutes [75 ILCS 5/4]. The Board shall have, and exercise, authority over policies and other matters as prescribed in the state statutes.

#### **TERM OF OFFICE**

A term of office for a Library Trustee is four years. Terms begin May 1 of the year the Trustee is elected and end on April 30 of the fourth year. Any vacancy occurring in the membership of the Board, other than by expiration of the term for which a Trustee is elected, shall be filled by action of the remaining Trustees as prescribed in the state statutes [75 ILCS 5/4-4].

#### **OATH OF OFFICE**

Members shall be the duly-elected or appointed Library Board Trustees. Within 60 days after their election, the trustees shall take the oath of office and meet to organize the board. The required oath may be taken and subscribed to before the Secretary or the Secretary Pro Tem of the library board or the Village Clerk or any other person authorized to administer oaths.

Oath of Office for Library Trustees: "I (name) do solemnly swear 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 of the La Grange Public Library to the best of my ability."

### **SWEARING IN CEREMONY**

The swearing in ceremony for the newly elected Village Library Trustees shall take place at an organizational meeting convened prior to the regular May meeting, providing this is within sixty days after their election. If no regular meeting is scheduled within sixty days after their election, a special meeting shall be called by the President of the Board.

### **MAY ORGANIZATIONAL MEETING**

The purpose of the organizational meeting is to act on the recommendations of the Nominating Committee. This meeting shall be presided over by the President of the Board and consist of the continuing Trustees and the newly elected Trustees. In the event that the President has retired, a President Pro Tempore shall be elected to preside at this meeting. The first action taken at the May organizational meeting immediately after the swearing-in ceremony shall be the election of a President and a Secretary and such other officers as the board may deem necessary and the board shall further provide in the bylaws of the board as to the length of the terms in office.

### **OFFICERS**

The officers of the Board shall consist of a President, a Vice President, a Secretary, and a Treasurer. No Trustee shall hold more than one office.

### **NOMINATING COMMITTEE**

A Nominating Committee, appointed by the President at the regular March meeting, shall consist of two members and shall present a slate of nominees at the April meeting. Nominations may also be made from the floor. Consent of all nominees must be obtained before their name is placed in nomination. The election shall be held annually at the May organizational meeting, following election of Library Trustees. If there shall be more than one nominee for any office, a majority of votes cast shall be necessary for election.



## **TERM OF OFFICE**

Officers of the Board shall serve a term of one year, or until their successors have been elected and shall not serve more than two consecutive terms, except the President and Treasurer who may serve three consecutive terms.

## **OFFICER VACANCY**

Any vacancy occurring between annual elections shall be filled by appointment by the President, with the approval of the Board. If the Presidency becomes vacant, the Vice President shall become President for the remainder of the term.

## **ARTICLE IV - OFFICERS AND DUTIES**

### **PRESIDENT**

1. Set the Agenda with the Executive Director
2. Preside at meetings of the Board
3. Appoint all standing and special committees
4. Communicate frequently with the Executive Director on all matters of Library operations and policy
5. Conduct and manage the annual review of the Executive Director
6. Monitor the progress and performance of standing and special committees
7. Act and speak for the Board in all matters affecting policy and general supervision of the Library, except as otherwise provided by law, by these bylaws, or by action of the Board

### **VICE PRESIDENT**

1. Perform all duties of the President in his/her absence
2. Perform such other duties as may be assigned to him/her by the President

### **SECRETARY**

1. Be responsible for accurate minutes of the proceedings of the Board
2. Answer correspondence as assigned
3. Serve as Open Meetings Act Officer for the Library

### **TREASURER**

1. Be chief financial officer of the Board, with duties and responsibilities ordinarily assigned to a treasurer, including, but not necessarily limited to, the following:



- a. Have custody of the general funds of the Library unless some other person is specifically named as Deputy Treasurer by the Library Board as permitted by Illinois Law
  - b. Have custody of funds received by the Library Board as gifts or as the result of sale of gifts received in kind and of any working cash fund authorized by the Library Board under Illinois Law
  - c. Be responsible for the maintenance of proper financial accounts and records either under the Treasurer's direct supervision or under the supervision of some other person designated by the Library Board
  - d. Be responsible for the preparation of payment vouchers and checks, where applicable. All bills of the Library shall be validated by the Executive Director or some other person designated by the Board. Payment shall be made by draft or check signed by a person or persons designated by the Board.
2. Act as a signatory on checks and have access to the Library's safe deposit box.
  3. Serve as Chairperson of the Finance Committee.

## ARTICLE V - COMMITTEES

At the start of each new fiscal year, the President will appoint trustees to serve on committees.

### STANDING COMMITTEES

There shall be Standing Committees consisting of one or more Trustee(s) as follows:

1. Finance & Advocacy
2. Friends of the Library Liaison
3. Reaching Across Illinois Library System and Illinois Library Association Liaison
4. Policies & Services
5. Village Liaison

### TERM OF SERVICE

The term of service of members of Standing Committees shall be until the end of the fiscal year in which they were appointed or until their successors are appointed.



## **SPECIAL COMMITTEES**

Special Committees may be appointed by the President. The term of Service shall be until the end of the fiscal year in which they were appointed, unless otherwise specified by the President.

## **COMMITTEE CHARGES**

### **Finance & Advocacy**

This committee shall be comprised of three trustees, with the Treasurer serving as chairperson. The Finance committee has supervision of all financial matters relating to the Library. They are charged with drawing the annual budget and the levy, require that all financial records be properly kept, and invest properly and advantageously in all funds. This committee is also responsible for drafting and revising the Library's investment policy. Specifically this committee must:

1. Prepare the annual Library tax levy and review with the Library Board, for presentation to the Village Board in December.
2. Prepare and present the Annual Budget for adoption by the Library Board at its April meeting.

This committee shall work to identify, develop, expand and advance major sources of non-tax revenue for the Library, primarily through gifts, bequests, and special fundraising activities. It shall be responsible for developing, reviewing, and proposing policies relating to the acceptance of gifts and recognition of donors.

This committee, working with the Executive Director, is also charged with developing and implementing an advocacy plan for the Library. This committee shall keep the Board apprised of new and revised legislation concerning library statutes both at the state and federal level. The committee will also participate in local, state, and national library advocacy efforts.

### **Friends of the Library Liaison**

This committee is comprised of one trustee and is charged with serving as the Board liaison to the Friends of the Library. This



committee will represent the Library Board of Trustees at official Friends of the Library meetings and work with the Library staff to foster cooperation between the Library and the Friends.

### **Policies & Services**

This committee shall be comprised of three trustees, with one designated as the chairperson by the President at the start of the fiscal year. This committee shall be responsible for dealing with all matters relating to Library policies. Specifically this committee shall regularly:

1. Make recommendations to the Board in consultation with the Executive Director on the day-to-day Library operation policy
2. Make other recommendations on policy for the well-being of the Library
3. Review policies on an ongoing basis according to a schedule determined by the Chairperson and the Executive Director.
4. Consult with the Executive Director and make a recommendation to the Board annually on the holidays and days of closing for the ensuing calendar year

### **Reaching Across Illinois Library System and Illinois Library Association Liaison**

This liaison is charged with keeping the Board informed of Reaching Across Illinois Library System and Illinois Library Association services and issues.

### **Village Liaison**

This liaison is charged with keeping the Board informed of Village of La Grange services and issues. This liaison will also act as the representative of the Library Board to the Village on any Library-related issues.

## **ARTICLE VI - MEETINGS**

### **REGULAR MEETINGS**

All meetings shall be held in accordance with the Illinois Open Meetings Act and the Illinois Freedom of Information Act and any applicable law of regulation regarding meetings.





### **SPECIAL MEETINGS**

Special meetings may be called by the President and must be called at the written request of any two of the Trustees. All notices shall state the object of the meeting.

### **QUORUM**

A quorum for the transaction of business shall consist of four or more Trustees.

### **ORDER OF BUSINESS**

The order of business shall be as follows:

1. Call to Order & Roll Call
2. Approval of Agenda
3. Public Comments regarding items on the agenda
4. Unfinished Business
5. New Business
6. Committee Reports
7. Executive Director's Report
8. Written Comments, Suggestions, and Communications
9. Omnibus Agenda
  - a. Meeting Minutes
  - b. Treasurer's Report
  - c. Operating Warrant
10. Public Comments regarding matters not on the agenda
11. Trustee Comments
12. Executive Session

### **RECORDING MEETINGS**

The Open Meetings Act gives the public the right to tape record the Board's public meetings. Recording may take place subject to the following.

1. The Trustees or the Executive Director can direct a reporter or an audience member to place their recording device in an unobtrusive position near the Library Board.
2. The person(s) recording the meeting may also use a directional microphone.

### **REMOTE ATTENDANCE**

It is the policy of the La Grange Public Library that any member of the Board of Trustees may attend and participate in any open or closed meeting of the Board of Trustees from a remote location via telephone,



video or internet connection, provided that such attendance and participation is in compliance with this policy and any other applicable laws.

Prerequisites A member of the Board of Trustees may attend a meeting from a remote location if the member meets the following conditions: a quorum is physically present throughout the meeting and a majority of a quorum of the Board of Trustees votes to approve the remote attendance.

1. The member should notify the Secretary or President at least 24 hours before the meeting so that necessary communications equipment can be arranged. Inability to make the necessary technical arrangements will result in denial of a request for remote attendance.
2. The member must assert one of the following three reasons why he or she is unable to physically attend the meeting.
  - a. The member cannot attend because of personal illness or disability; or
  - b. The member cannot attend because of employment purposes or the business of the La Grange Public Library; or
  - c. The member cannot attend because of a family or other emergency.

Voting Procedures After a roll call establishing that a quorum is physically present, any member present may move that a member be permitted to participate remotely, specifying the reason entitling the absent member to participate remotely. All of the members physically present are permitted to vote on whether remote participation will be allowed. The motion must be approved by a vote of a majority of the quorum.

Adequate Equipment Required The member participating remotely and other members of the Board of Trustees must be able to communicate effectively, and members of the audience must be able to hear all communications. Before approving remote attendance at any meeting, the Board of Trustees shall provide equipment adequate to accomplish this objective.



Minutes Any member participating remotely shall be considered an off-site participant and counted as present by means of video or audio conference for that meeting if the member is allowed to participate. The meeting minutes shall also reflect and state specifically whether each member is physically present, present by video, or present by audio means.

Rights of Remote Member A member permitted to participate remotely will be able to express his or her comments during the meeting and participate in the same capacity as those members physically present, subject to all general meeting guidelines and procedures previously adopted and adhered to. The remote member shall be heard, considered, and counted as to any vote taken. Accordingly, the name of any remote member shall be called during any vote taken, and his or her vote counted and recorded by the Secretary and placed in the minutes for the corresponding meeting. A member participating remotely may leave a meeting and return as in the case of any member.

Meetings The term meeting as used herein refers to any gathering, whether in person or by video or audio conference, telephone call, electronic means (such as, without limitation, electronic mail, electronic chat, and instant messaging), or other means of contemporaneous interactive communication, of a majority of a quorum of the members of a public body held for the purposes of discussing public business.

Closed Meetings A quorum of the Board of Trustees must be physically present at any closed meeting. Members participating remotely shall otherwise be entitled to participate in closed meetings by video or audio conference, in the same manner as at an open meeting.

Committees, Boards and Commissions This policy shall apply to all committees, boards, and commissions established by authority of the Board of Trustees. However, when remote attendance is possible only by audio connection and an off-site member will be unable to view visual exhibits or demonstrations which may influence a decision by the committee, board, or commission, remote attendance should not be approved.



## **CONFLICTS OF INTEREST**

No member of the Board shall participate in any discussion or vote on any matter in which s/he or a member of his/her immediately family has potential conflict of interest due to having material economic or other material conflicting involvement regarding the matter being discussed. When such a situation presents itself, the trustee shall announce his/her potential conflict, disqualify him or herself and be excused from the discussion on the matter involved. The President is expected to make inquiry if such conflict appears to exist and the board member has not made it known.

## **MINUTES OF EXECUTIVE SESSIONS**

1. Confidential minutes of executive sessions are kept at the Library in a locked cabinet not available to the public. Keys to the cabinet shall be made available to the Board President and Secretary.
2. Copies of the most recent executive sessions(s) should be handed out by the Board Secretary to the board members at a regular board meeting for the approval of their accuracy.
3. The Board Secretary will then file a copy of the approved, confidential minutes at the Library.
4. Every six months or whenever necessary (or as state law requires) the Board shall review the confidential minutes to determine if they can be made available in the public domain.
5. Trustees can approve a modified set of minutes for release to the public with regular board minutes and retain a detailed set of the minutes in confidential files.

## **ARTICLE VII - EXECUTIVE DIRECTOR**

The Executive Director shall be chief administrator with the ultimate responsibility for all services, materials selection, personnel management, and physical facilities. It is the responsibility of the Executive Director to follow the policies established by the Library Board.

In the absence of the Executive Director, emergencies will be handled by the Librarian-in-Charge. The Director is responsible for establishing a Librarian-in-Charge procedure.



## **EVALUATION OF THE EXECUTIVE DIRECTOR**

1. The Director will complete and discuss with the board president a self-evaluation using criteria agreed upon by the Board. This meeting will take place no later than 30 days prior to the start of the fiscal year.
2. At the regular meeting of the Board of Trustees no later than the regular meeting immediately prior to the start of the fiscal year; the trustees will meet to discuss their evaluation using the position description and self-evaluation completed by the Director in Step 1. They will then discuss with the director the results of their evaluation discussion and their recommendations. Any salary changes will be effective on the first payroll following the start of the fiscal year.

## **ARTICLE VIII - AMENDMENTS**

These Bylaws may be amended at any regular meeting or at any special meeting called for that purpose by a majority vote of the entire Board.

## **ARTICLE IX - RULES OF ORDER**

Robert's Rules of Order shall govern the parliamentary procedure of the Board.

## **ARTICLE X – TRUSTEES**

### **TRUSTEE DUTIES, FUNCTIONS AND RESPONSIBILITIES**

The following listing stems from library law but is essentially more closely allied to the traditions of service which have come to be generally agreed upon among library trustees. It is based on a study of the publications which constitute the basic literature of library trusteeship. These publications have in almost every case been developed by trustees, for trustees.

1. Attend Board and committee meetings.
2. Employ and evaluate a competent and qualified Executive Director at an adequate salary.
3. Provide an adequate and qualified staff to work with the Executive Director.
4. Establish conditions of employment and provide for the welfare of the staff.



5. Study the programs and needs of the Library in relation to the community keeping informed on community changes, trends, needs and interests.
6. Determine the purposes and objectives of the Library, including strategic planning, and re-examine them periodically.
7. Determine and adopt written policies to govern the operation and program of the Library and assign their execution to the Executive Director and the staff.
8. Establish rules and regulations governing the use of the Library upon the recommendation of the Executive Director.
9. See that accurate records are kept on file at the Library.
10. Provide for the supervision, care and custody of the grounds, rooms and buildings constructed, leased or set apart for Library purposes.
11. Secure adequate funds from the appropriating agency, and from new sources if necessary, to carry out the Library's program and to make the objectives for constantly improved service a reality.
12. Administer gifts of money and property according to the terms of bequests.
13. Assist in the preparation of an annual budget.
14. Establish, support and participate in a vital advocacy program for the Library.
15. Report regularly to the governing officials and to the general public.
16. Coordinate Library activities with those of public officials, civic groups and other community organizations.
17. Contribute special knowledge of the community to Library staff members so they can effectively serve the community which supports the Library.
18. Know state, local and federal library laws.
19. Actively support state and national library legislation which improves and expands library service.
20. Know and understand the resources available through the Illinois State Library and Reaching Across Illinois Library System and study the advantages of participation in the system.
21. Keep abreast of public library standards and library trends.
22. Arrange, aid, encourage and attend regional, state and national trustee meetings and workshops for a fuller utilization of trustee talent and experience.



23. Affiliate with professional organizations.

### **LIBRARY AFFILIATIONS**

1. Illinois Library Association
2. Library Administrators' Conference of Northern Illinois (LACONI)
3. Reaching Across Illinois Library System

### **MISSION STATEMENT**

The La Grange Public Library provides community members the inspiration and the means to learn, explore, and connect throughout their lives.

### **VISION**

Enriching every community member's life.