

Adopted and Revised January 20, 2016  
Policy 1.0

**RESOLUTION OF THE BOARD OF LIBRARY TRUSTEES  
OF THE MAYWOOD PUBLIC LIBRARY DISTRICT,  
COOK COUNTY, ILLINOIS, ADOPTING BY-LAWS**

**WHEREAS, the Board of Library Trustees of the Maywood Public Library District has determined the need to adopt by-laws to govern the actions of the members of the Board of Library Trustees;**

**NOW THEREFORE, BE IT RESOLVED that all present and future members of the Board of Library Trustees of the Maywood Public Library District and the Library Director shall serve in compliance with the following by-laws:**

**BY-LAWS OF THE BOARD OF THE LIBRARY TRUSTEES OF THE  
MAYWOOD PUBLIC LIBRARY DISTRICT, COOK COUNTY, ILLINOIS**

**The following by-laws hereby set forth the duties of the officers of the Board, provide procedures for the conduct of meetings and the business of the Board, specify the powers and duties of the Library Director and provide general rules relating to the government of the Board of Library Trustees.**

**ARTICLE I - OFFICERS**

**1. The officers of the Board of Library Trustees of the Maywood Public Library shall be President, Vice-President, Secretary and Treasurer, elected at the biennial meeting from among their own members to serve for the term of two (2) years.**

**2. Vacancies shall be declared in the office of Trustee by the Board when the elected or appointed Trustee declines or is unable to serve, or has five unexcused absences from regular Board meetings in one year, convicted of a misdemeanor for failing, neglecting or refusing to discharge any duty imposed upon a Trustee by the Illinois Public Library District Act, or becomes a non-resident of the Library District, or who fails to pay the library tax as levied by the Maywood Public Library District. Vacancies shall also be declared in the office of Trustee by the Board when, at any election, there are not sufficient Trustees elected to fill an entire Board of seven (7) Trustees.**

If a vacancy occurs, the vacancy may be filled with the remaining Trustees until the next Public Library District election, in which Trustees are scheduled to be elected under the consolidated schedule of the elections in the General Election Law, at which time a Trustee shall be elected to fill the vacancy.

3. The President shall preside at all meetings; appoint all committees; authorize calls for any special meetings; be ex-officio member of all committees; and generally perform the duties of chief officer. In the absence of the President, the Vice-President shall preside at meetings, and if both are absent, a temporary chairman shall be elected by the Board. He/she shall not have nor exercise veto powers. The President's signature shall be required on all papers or documents. In the absence of the President, signature of line of authority will prevail.

4. The Vice-President shall perform any and all duties of the President in his/her absence.

5. The Secretary shall keep accurate minutes of all meetings; shall send notices to all members; and shall perform such other duties as may properly belong to the office or which may be assigned by the President or the Board.

6. The Treasurer shall report monthly on the finances of the Library through a treasurer's report. He/She shall sign checks for bills approved by the Board. In Treasurer's absence another Board member may sign checks for all approved expenditures.

#### **ARTICLE II – COMMITTEES**

1. The President of the Board shall appoint committees as he/she deems necessary. Ad Hoc committees may be appointed at the discretion of the President. The Library Director shall be an ex-officio member of all committee, standing and Ad Hoc.

2. Trustees shall serve without compensation

#### **ARTICLE III – MEETINGS**

1. The Board of Library Trustees shall meet eight times yearly at 6:30p.m., in the Carnegie Building. Dates for the regular Board Meetings are approved prior to the next calendar year. The Board shall post notice of each meeting at the library at not less than one (1) public place within the corporate

limits of the Library District at least 48 hours in advance thereof, and in accordance with the requirements of the Illinois Open Meetings Act.

2. Special meetings of the Board may be called by the President, or the President shall call such meetings upon the written request of three (3) members of the Board, for the transaction of the business stated in the Call for the meeting. Notice of any special meeting shall be posted at the Public Library and not less than one (1) public place within the corporate limits of the Library District at least 48 hours in advance thereof, and in accordance with the Illinois Open Meetings Act.

3. Notices of all meetings shall be sent by the secretary of the Board or designee to all Board members at least three (3) days prior to the date of the meetings. Copies of the previous meetings' minutes should also be sent at this time, along with any other pertinent documents which will require Board Discussion and/or approval

4. A quorum for the transaction of business shall consist of four (4) members of the Board. The Board members shall, when possible, give accordance notice to the Secretary or Librarian when unable to attend.

#### **ARTICLE IV – FINANCES**

1. The Library District Treasurer shall be the designated custodian of the general library fund as derived from taxes and from routine Library District operations.

2. The Board of Library Trustees, Library Director, Finance Director and all staff shall be bonded through the Library's insurance policy. The cost of any surety bond shall be borne by the Library District.

3. All money received by the Library District in the course of routine Library District operations shall be deposited regularly by the Librarian/or designated staff member to be credited to the general Library District fund.

4. Except as required by Article 5 of the Illinois Library District Act, any work or other public improvement which is not paid for in whole or part by special assessment or special taxation, when the expense thereof will exceed

\$20,000.00, shall be constructed or performed by contract let to the lowest responsible bidder. The purchase of any other material may, by ordinance, be furnished by contract, let to the lowest responsible bidder.

#### **ARTICLE V – PARLIAMENTARY PROCEDURE**

Except as provided by these by-laws, and by relevant Illinois Statutes, the procedures and deliberations of the Board of Library Trustees shall be in accordance with Robert's Rules of Order, Revised.

#### **ARTICLE VI – LIBRARY ADMINISTRATION**

The Library Director appointed by the Board shall be the executive director of the Library District and shall administer the policies adopted by the Board. The Director shall be responsible for all Library District functions subject to the policies of the Board. Among the duties and responsibilities of the Director shall be the direction and supervision of all staff members in the performance of their duties, the submission to the Board of monthly and yearly reports of Library District activities; maintenance of a permanent file of the Secretary's minutes and Treasurer's monthly financial statement, budget report, bill payable report and the making of recommendations to the Board of such policies and procedures as in the opinion of the Director will promote the efficiency of the Library District in its service to the people of the community. *The Board members, individually and communally, shall not interfere in the Directors performance of his or her duties and supervision of the day-to-day operations of the Library District.*

#### **ARTICLE VII – MISCELLANEOUS**

These by-laws may be amended by a two-thirds vote of the members present at any regular monthly meeting of the Board, provided that the proposed amendment has been presented to the Board members in writing at a preceding regular meeting of the Board.

#### **ARTICLE VIII – EFFECTIVE DATE**

This Resolution shall be in full force and effect upon its adoption as provided by law.

**ADOPTED by the Board of Library Trustees of the Maywood Public Library District, Cook County, Illinois, and this 20th day of January, 2016 pursuant to a roll call vote as follows:**

**ADOPTED by the Board of Library Trustees of the Maywood Public Library District, Cook County, Illinois, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, pursuant to a roll call vote as follows:**

**AYES: MOSLEY, WIMBUSH, BUTLER, GALARZA, & MOLONY**

**NAYS:**

**ABSENT: VINA**

**APPROVED by me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.**

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**President**

**ATTEST:**

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**Secretary**