

BYLAWS WILMETTE PUBLIC LIBRARY DISTRICT

ARTICLE I – ESTABLISHMENT

Wilmette Public Library District (District) is established and conducted as a Library District in accordance with the Public Library District Act of 1991, 75 ILCS 16/1-1 et seq. (the “Act”). The District was established pursuant to conversion of the Wilmette Village Library by referendum, effective July 1, 1975.

The District is financed primarily by property taxes levied by the District and collected by Cook County on taxable property within the District pursuant to the Act (see e.g., 75 ILCS 16/35-5 and 16/35-25). Unless indicated to the contrary, where reference is made to state statutes, these Bylaws merely repeat the requirements of the statute for reference. The Board of Library Trustees (Board) intends that any future amendments to state statutes are incorporated herein by reference to such statutes. All statutory references are to the Act unless indicated otherwise.

ARTICLE II - BOARD OF LIBRARY TRUSTEES

Section II-1: Definition

The Board will consist of seven members elected to staggered terms in accordance with the Act.

Section II-2: Qualifications

A Library Trustee (Trustee) must be a resident and registered voter of the Library District. Persons who are elected, appointed, and/or candidates for election to the Board must file an annual written Statement of Economic Interest.

Section II-3: Elections

All elections for Trustee will be conducted in accordance with applicable statutes.

Section II-4: Organization of the Board

Within 74 days after their election and following certification thereof by the Cook County Clerk, the incumbent and new Trustees will meet in public session to take their oaths of office and organize the Board. The first order of business will be to elect a President pro tem and Secretary pro tem. The Secretary will certify the membership of the Board and administer the oath of office to newly elected Trustees. The Trustees will elect from their membership a President, Vice President, Treasurer, and Secretary. These officers will

serve terms of two years ending on the third Monday of the month following each regular election or until their successors are duly elected by the Board.

Section II-5: Terms of Office

The full term of office for a Library Trustee will be four years, from the third Monday of the month next following the election.

Section II-6: Vacancies

Vacancies will be declared in the office of Trustee in conformance with Section 30-25 of the Act. Vacancies will be filled by appointment by the remaining Trustees until the next regular library election, at which time a Trustee will be elected to fill the remainder of the unexpired term. If, however, 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 appointed will serve the remainder of the unexpired term and no election to fill the vacancy will be held.

Section II-7: Compensation and Expenses

Trustees will serve without compensation but will be reimbursed from Library District funds for actual and necessary expenses incurred in the performance of their duties.

Section II-8: Powers

The Board will have such powers as are set forth in the Act and other relevant statutes. The Board will not be bound in any way by any statement or action on the part of an individual Trustee except when acting on specific instructions from the Board. The Roles of the Board of Library Trustees are defined in Appendix 2B, and the Duties and Responsibilities of Trustees are defined in Appendix 2C.

ARTICLE III - OFFICERS AND DUTIES

Section III-1: Officers

The Officers of the Board will be a President, Vice President, Treasurer, and Secretary. Officers are elected by the Board from its own membership at the organizational meeting following the biannual election.

Section III-2: The President

The President will preside at all meetings. The President will execute all documents authorized by the Board, will serve as chair of the Policy Committee, will appoint all necessary committees, and serve ex-officio as a member of all committees, will have

authority to sign all checks for expenditures, and will perform such duties as are imposed upon the office by law or by regulations, ordinances, or other appropriate action of the Board. The President will not have nor exercise veto power (75 ILCS 16/30-45(b)). The President will be the official voice of the Board to the news media and for responding to written comments from patrons. The President may delegate to the director responsibility for responding to written comments from patrons.

Section III-3: The Vice President

In the absence of the President, the Vice President will preside at all meetings and perform such duties as are imposed upon the office of the President by law or by action of the Board. The Vice President will assist the President with the duties as requested by the President and may be the representative for the Board at public events or in associate bodies.

Section III-4: The Treasurer

The Treasurer will keep and maintain all financial accounts and records of the District, indicating therein a record of all receipts, disbursements, and balances in any funds. The records will be subject to audit each fiscal year by a professional accountant licensed to practice in the State of Illinois. The audit will certify: (1) cash on hand as of July 1; (2) total cash receipts from all sources; (3) total disbursements; (4) discrepancies; and (5) any other information deemed pertinent by the Board. Such audit will be accompanied by a professional opinion by the auditor regarding the financial status of the District and the accuracy of the audit, or, if an opinion cannot be expressed, a declaration that such accountant is unable to express such an opinion and an explanation of the reasons therefore.

The Treasurer will secure for the District an insurance policy or other insurance instrument that provides the District with coverage for negligent or intentional acts by District officials and employees that could result in the loss of District funds. The coverage will be in an amount at least equal to 50% of the average amount of the District's operating fund from the prior 3 fiscal years. The coverage will be placed with an insurer approved by the Board. The cost of any such coverage will be borne by the District. The system will provide the Illinois State Library a copy of the District's certificate of insurance at the time the District's annual report is filed. (75 ILCS 16/30-45).

Section III-5: The Secretary

The Secretary will keep and maintain appropriate records for the term in office, including a record of the minutes of all meetings, the names of those in attendance, the ordinances enacted, resolutions, rules, and regulations adopted, and all other pertinent written matter as affect the operation of the District. The records will be subject to an audit by two (2) other Trustees appointed by the President and will be conducted each fiscal year,

and the report will be filed and submitted as part of the Illinois Public Library Annual Report not later than the 90th day following the completion of the fiscal year. Such report will certify as to the accuracy of the records of the Secretary, their completeness, and list the discrepancies, if any. The Secretary will have the power to administer oaths and affirmations for the purposes of the Act.

Section III-6: Absences of Officers

In the absence of the President, the Vice President will preside and perform the duties of the office. If the Secretary is temporarily unable to perform the duties of the office, a Secretary pro tem will be appointed from the Board by the presiding officer. If the Treasurer is temporarily unable to perform the duties of office, the presiding officer will designate an Acting Treasurer who will perform the duties of the Treasurer.

ARTICLE IV-MEETINGS

Section IV-1: Open Meetings

All meetings of the Board will be open meetings except those specifically excepted in the Open Meetings Act (5 ILCS 120/1 et seq.). Executive sessions or closed meetings will be held only upon a roll call vote of the Board and only as authorized by statute.

Section IV-2: Regular Meetings

Prior to the beginning of each calendar or fiscal year, the Board will give public notice of the schedule of its regular meetings, which notice must state the regular dates, time, and places of these meetings for the coming year, as provided by statute. The date, time, or place of a regular meeting may be rescheduled by a roll call or voice vote at the regular meeting prior to the meeting affected. If a change is made in regular meeting dates, at least 10 days' notice of such change will be given by publication in a newspaper of general circulation in the District (5 ILCS 120/2.03).

Section IV-3: Special Meetings

Special meetings of the Board may be called by the President or Secretary, or by any four (4) Trustees. All meetings will comply with the provisions of the Open Meetings Act.

Section IV-4: Quorum

As provided by the Act, a quorum will consist of four (4) Trustees. A majority of those present will determine the vote taken on the question unless a larger majority is specified in the Act.

Section IV-5: Electronic Attendance at Meetings

The Board may permit Trustees to attend meetings via video or audio conference at Board or Board Committee meetings under the following circumstances:

1. A quorum of the Board or Committee must be physically present throughout the meeting; and
2. A Trustee requesting to attend by video or audio conference will give 2 hours advance notice to the director or their designee stating the reason for the inability to physically attend unless advance notice is impractical; and
3. A majority of the Board or Committee members physically present must vote at that meeting to allow a Trustee to attend the meeting by video or audio conference; and
4. The requesting Trustee must publicly state for the Board at least one of the following reasons for attending by video or audio conference:
 - a. personal illness or disability; or
 - b. employment purposes or the business of the Library; or
 - c. a family or other emergency; or
 - d. unexpected childcare obligations.

Any Trustee attending a meeting in person or by electronic participation is entitled to vote on all issues before the Board or Committee.

The Secretary will record in meeting minutes the names of those members who are physically present and those attending electronically. The President (or President pro tem) and the Secretary (or Secretary pro tem) must be physically present at any meeting.

Section IV-6: Voting

As provided by statute, all votes on any question will be publicly voiced by ayes and nays and recorded by the Secretary. Absentees and abstentions from voting will be noted.

Section IV-7: Order of Business

The order of business for regular Board meetings will include, but not be limited to, the following items which will be covered in the sequence shown so far as circumstances will permit: (1) Call To Order and Roll Call; (2) Introduction of Visitors; (3) Approval of Minutes of Previous Meetings; (4) Public Comment; (5) Treasurer's Report and Authorization of Expenditures; (6) Action Items; (7) Discussion Items; (8) Director's Report; (9) Other Reports; (10) Correspondence; (11) Unfinished Business; (12) New Business; (13) Adjournment.

Section IV-8: Public Participation

All regular and special meetings will be open to members of the public. Members of the public present, individually or as organized groups, desiring to publicly comment or speak to the Library Board may do so in accordance with Library policy (see Appendix 0 - Rules of Procedure for Public Meetings and Hearings).

The Board reserves the right to confine the discussion to a definite period of time and to refer the matter to a committee for further consideration.

The public retains the right to comment during the Public Comment portion of a meeting even if the subject matter is not on the agenda.

Section IV-9: Conduct of Meetings

Proceedings of all meetings will be governed by Roberts' Rules of Order, most recent edition, and applicable laws.

Section IV-10: Suspension of Rules

Any rule or resolution of the Board, whether contained in these Bylaws or otherwise, may be suspended temporarily by majority vote.

ARTICLE V - COMMITTEES

Section V-1: Committees

The Board will have Special and Standing Committees to advise, facilitate, and provide focus on Board projects and initiatives. Committee Chairs and members of Special Committees will be appointed by the President. No committee will have other than advisory powers unless the Board grants it specific power to act and which grant of authority may not include the power to legally bind the Board or would constitute a delegation of the Board's statutory authority.

Section V-2: Standing Committees

The Board will have the following standing committees: Finance Committee and Policy Committee.

Section V-3: Special Committees

Special Committees of the Board may be created for specific purposes as the Board may require from time to time. A Special Committee will be considered discharged upon the completion of the purpose for which it was created and after a final report is made to the Board.

Section V-4: Nominating Committee

At a regular meeting of the Board prior to the organizational meeting at which the Officers of the Board will be elected, the outgoing President will appoint a nominating committee. This committee will be composed of two continuing Trustees. This committee's charge is to nominate a slate consisting of one candidate for each office and to present such slate at the organizational meeting of the Board.

Section V-5: Committee of the Whole

Trustees may meet from time to time as a Committee of the Whole. All Committee of the Whole meetings are subject to the provisions of the Open Meetings Act.

ARTICLE VI - AMENDMENTS

Section VI-1: Procedure

Amendments to these Bylaws will be in writing and may be approved at any meeting of the Board. Such amendments will be adopted by majority vote.

WILMETTE PUBLIC LIBRARY DISTRICT BOARD BYLAWS

Adopted February 19, 2019, revised September 17, 2019, April 16, 2024