

**POLICY 200
LISLE LIBRARY DISTRICT
BY-LAWS**

**Article I
Name**

The name of this organization shall be Board of Library Trustees of Lisle Library District of Illinois, being an Illinois not-for-profit institution, approved by Referendum December 11, 1965.

**Article II
Objectives**

The objectives of the Lisle Library District shall be:

1. To serve the Lisle Library District.
2. To provide library services for every citizen in this area.
3. To provide library materials for student needs at every educational level through the public library services.
4. To provide library materials to satisfy the reference and research needs of the people of this area, directly or by referral to a reference center.
5. To provide an adequate staff of professionally trained librarians.
6. To provide an adequate collection of books and other materials sufficient in size and varied in kind and subject matter to satisfy the library needs of this area.
7. To foster the economic and efficient utilization of public funds.
8. To promote the full utilization of local pride, responsibility, initiative, and support of library service and at the same time employ available state aid and other grants for which the Library qualifies as supplements to local support.

**Article III
Members**

The Lisle Library District shall be governed by a seven-person Board of Trustees. All Trustees will have one vote on the Board of the Lisle Library District.

The Board shall be elected at large in a regularly scheduled election by all voters residing in the District. A regular term shall be for four years, and the terms shall be staggered with at least two terms expiring every two years. Any resident of the Library District is eligible to run for the Board upon compliance with State Election Law procedures.

These elections shall be held biennially in each odd-numbered year on the date specified by the State Election Law.

Article IV Officers

The Board of Trustees shall elect a President, a Vice President, a Secretary, and a Treasurer.

The Board of Trustees of the Lisle Library District shall have the authority necessary to carry out the spirit and intent of Illinois District Library Law and the Statutes of the State of Illinois.

The election of officers shall be held at the regular May meeting of each year. The terms of office for the officers shall end and the terms of their successors shall begin immediately subsequent to this election. The officers shall be elected to serve for one year.

Article V Meetings

The Board of Trustees of the Lisle Library District shall meet at least five times a year to conduct the business of the district.

The regular meetings of the Board of Trustees shall be held on the second Wednesday of the designated month at the Library with one exception: the May meeting of an election year, which shall be held on the first Wednesday of May unless otherwise ordered by the Board. Special meetings may be called at any time by the President, and in the absence of the President, a special meeting may be called at any time by any Trustee. Special meetings will be called in accordance with statutory requirements, and an effort must be made to notify all Trustees at least 24 hours in advance. In the absence of the President, the meeting shall be presided over by the Vice President.

Four Trustees shall constitute a quorum. Meetings shall be conducted in accordance with accepted parliamentary procedure standards and applicable Illinois Statutes.

In case of extreme emergency, the Board shall be polled by phone. The decision shall then be ratified at the subsequent Board meeting.

Article VI Committees

There shall be the following standing committees, appointed by the President each year: Physical Plant Committee, Personnel/Policy Committee, Finance Committee. The term of all standing committees shall be until the next May meeting following the appointment. The business of each committee shall be such as associated with its name, or as shall be assigned to it.

All business shall be concerned with the policy for Lisle Library District. The action and development of procedures from policy shall be the business of the Library Director of Lisle Library District. The President may create such other committees from time to time as the Board may deem necessary or desirable.

The President shall be an ex-officio voting member of all committees. The Library Director and Assistant Director shall be ex-officio non-voting members of all committees. There shall be no limit on the number of members on each committee.

Each committee shall take its recommendations to the Board of Trustees for action.

Article VII Records

All records and accounts of the Lisle Library District shall be kept in the Business Office of the Library and in the custody of the Library Director. All such records and accounts, with the exception of personnel records, shall be open to all the members of the Board of Trustees at all reasonable times. They will also be made available to any member of the public upon submittal of the proper request forms. None of these records shall be removed from the Library except for microfilming for Library purposes.

Article VIII Library Director of Lisle Library District

The Library Director shall be responsible for carrying out the policies of the Board of Trustees, both as to their instruction and their intent. The Director shall attend all Board meetings, except those at which his/her appointment, dismissal, or salary is to be discussed or decided, but the Director shall not have a vote. The Director shall be the chief administrative officer. He/she shall have the general charge of the Lisle Library District in consultation with the Board of Trustees. He/she shall be responsible for the efficiency of the system's service to the public where direct library service is given. He/she shall certify all bills and money expended, and shall present monthly and annual financial and progress reports to the Board of Trustees. He/she shall have the responsibility for selection and purchase of all library materials. He/she shall be responsible for the maintenance and care of all Lisle Library District properties. He/she

shall have charge of all personnel, including hiring and dismissal, with the exception of the Assistant Director. He/she shall have the power to commit expenditures within the working budget. He/she shall be encouraged to use the system of informal as well as formal bids for all expenditures. The Library Director shall operate within the job description.

Article IX Gifts

The Board of Trustees of the Lisle Library District may, at its discretion, accept gifts, donations, or endowment funds for the Lisle Library District.

Article X Book Selection and Purchasing Library Materials

The selection of Library materials including books, periodicals, records, films, pictures, pamphlets, etc. shall be the primary responsibility of the Library Director. The Board of Trustees does support and affirm the belief in the Library Bill of Rights, the Freedom to Read Statement, and the Freedom to View Statement.

Article XI Governing of Meetings

The rules contained in the current edition of Robert's Rules of Order shall govern the meetings in all cases to which they are applicable and in which they are not inconsistent with these by-laws and any special rules of order the Board may adopt.

Article XII Teleconferencing/Electronic participation at Board Meetings

For the purpose of conducting Library business under abnormal/unusual circumstances (e.g., medical/health problems of a Trustee), participation in Board meetings via communication devices may be utilized.

Communication devices include without limitation, audio and/or video equipment that enable Trustees not physically present in a meeting room to participate in meeting discussions and votes and to interact with those present on all motions, discussions, and votes.

As with all meetings, meetings involving communication devices shall be conducted in accordance with the provisions of the Illinois Open Meetings Act. Communication devices shall be counted toward establishing a quorum and may vote on all issues presented.

A meeting room shall be equipped with communication devices that allow members of the

public, Trustees physically present, Trustees who wish to participate who are not physically present, Library staff, and other meeting participants to interact with those present on all motions, discussions, and votes.

The Secretary of the Library Board will note in the minutes of any meeting that utilizes communication devices that the meeting was conducted with one or more Trustees (identified by name) not physically present in the meeting room and that such Trustee's participation in the meeting was via a communication device.

The circumstances supporting use of communication devices shall be announced at the start of a meeting and such circumstances shall be noted in the minutes of the meeting. The use of communication devices shall be used sparingly and only under extraordinary circumstances.

Article XIII

Upon election, Trustees are exempt from payment of fines and fees providing that the privilege is not abused. All other Library rules are to be followed. For example: placing holds on materials, renewal of materials, and ILL rules. This list is not meant to be complete, but merely examples of rules for Trustees.

Trustees may also order library materials for personal use at a discount through the Library. The discount may vary according to the source used to obtain the material. Payment for these materials shall be due upon delivery.

XIV Amendments

These by-laws may be amended by a majority vote at a regular meeting of the Board of Trustees of the Lisle Library District, provided written notice of the proposed amendment has been given at the preceding regular meeting; or at a special meeting, provided written notice has been given ten days prior thereto in writing to the members of the Board of Trustees.

Article XV Review of By-Laws

These by-laws shall be reviewed at least every four years.

Article XVI Severability

If any provision of these by-laws enacted after their effective date is held invalid, such invalidity does not affect other provisions or applications of these by-laws.

Article XVII

The Illinois Statutes supersede any and all of the above articles.

Adopted 7/18/94
Revised 8/13/97
Revised 11/13/02