

**POLICY 200**  
**LISLE LIBRARY DISTRICT (LLD)**  
**BOARD BY-LAWS**

**Article I**  
**Name**

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

**Article II**  
**Objectives**

The Lisle Library District shall:

1. Serve the Lisle Library District
2. Provide appropriate library programs, services, and materials to all users
3. Comply with the Illinois Compiled Statutes and all other state and federal laws
4. Develop an annual budget, enact appropriate policies, plans, resolutions, and ordinances
5. Provide competent staff of professionally trained librarians
6. Foster the economic and efficient utilization of public funds
7. Seek supplementary grants and alternative funding opportunities

**Article III**  
**Board Members**

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

**A. Elections**

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 three terms expiring every two years. Any resident of the Lisle Library District is eligible to run for the Board upon compliance with State Election Law.

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

**B. All newly elected Board members shall receive a Board orientation coordinated and conducted by the President and Director. This orientation may consist of more than one session and one of those meetings shall involve a legal briefing with the LLD attorney.**

### C. Vacancies

Trustee vacancies shall be declared when a Trustee; (1) declines, fails, or is unable to serve, (2) becomes a nonresident of the District, (3) is convicted of a misdemeanor by failing, neglecting, or refusing to discharge any duty imposed upon him or her by the Illinois Public Library District Act (75 ILCS 16/), or (4) 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.

All vacancies shall be filled by appointment by the remaining Trustees, and consistent with Illinois election law, until the next regular Library election.

## **Article IV Officers**

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

### A. Elections

The election of Officers shall be held at the regular June meeting of each year (or at the first meeting of a newly elected Board). The terms of office for the prior 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.

### B. Procedure

The current President shall preside over the opening of the meeting to elect Officers. Immediately following the election of President, he/she shall assume Office and preside over the remainder of the meeting. The remaining statutory Officer positions are then elected. In special cases, when the former President no longer holds his/her seat, the Board may elect a chairman/woman pro tem to preside over the opening of the meeting to elect Officers. Upon election of the LLD Board President, he/she shall assume Office and preside over the remainder of the meeting where the remaining statutory Officer positions are then elected.

Nominations, including self-nominations, must be made by a Trustee who will take Office at the meeting to elect Officers. A nomination will only be valid if the candidate declares orally at the meeting, that he/she is willing to take Office if elected. A motion and a second are required for a vote. To be elected, a candidate must receive a majority vote.

In the case there are more than two candidates running for the same position and none receive a majority of affirmative votes, the vote will be rerun. The candidates may make a statement to the Board regarding their candidacy. The presentation of such a statement shall take no longer than five minutes. A candidate who fails to be elected for a position may be nominated for another position.

### C. Primary roles

- President:  
Working closely with the Director, the President prepares Board agendas, presides at Board meetings, and serves as discussion leader. The President appoints committee members and is an ex-officio voting member of all committees. The President is signatory to all bank and investment accounts and signs account payable checks. The President and Director have access to the bank safety deposit box.
- Vice President:  
In the absence of the President, the Vice President presides at Board meetings and performs such other duties as necessary. The Vice President is a signatory to the general operating bank account and signs account payable checks.
- Secretary:  
The Secretary shall sign Board approved meeting minutes, resolutions, ordinances, applicable election paperwork and other necessary LLD documents. The Secretary is a signatory to the general operating bank account and signs account payable checks.
- Treasurer:  
The Treasurer oversees the LLD's annual audit, reviews general financial operations, and is bonded/insured. The Treasurer is typically appointed as the Chair of the Finance Committee. The Treasurer is signatory to all bank and investment accounts and signs account payable checks.

## **Article V Meetings**

### A. Regular and Special

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

Regular meetings of the Board shall be held on the third Wednesday of the month at the Library unless otherwise authorized by the Board.

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

Special meetings may be called at any time by the President, or by any four Trustees. An effort must be made to notify all Trustees at least 3 days in advance of a Special meeting. Should four or more Trustees call for a Special Meeting, procedurally, Trustees shall individually email the Director with the Special Meeting date, time, and agenda topic/s. Upon receipt of at least four like requests, the Director shall alert the President and publicly post the agenda in compliance with statutory guidelines.

In the absence of the President, meetings shall be presided over by the Vice President.

### B. Agenda

The Board President, in cooperation with the Director, shall prepare Board agendas. Should a Trustee wish to add an item to the agenda before the statutory deadline, the Trustee shall contact the President to discuss the prospect. If the item is determined appropriate for Board business, the President shall then contact the Director to discuss modifying the agenda.

If after a Trustee discusses an agenda item with the President, and fails to have that item added to the agenda, a majority of a quorum is required to add an item to the agenda. Should a majority of a quorum contact the Director with a request to add an item to the agenda, the Director shall include that item on the agenda pursuant to statutory deadlines. Procedurally, Trustees shall individually email the Director with an agenda item request. Upon receipt of corresponding request items, the Director shall alert the President to the change in agenda.

All meetings shall comply with the Illinois Open Meetings Act.

## **Article VI** **Committees**

The Board President shall appoint/confirm the following standing committees each fiscal year: Physical Plant Committee, Personnel & Policy Committee, and Finance Committee. The President shall announce the name of the Chair and fellow committee members aloud.

LLD policy guides all Committee business. The LLD Director shall develop operational procedures in accordance with LLD policy. The Board President may create other committees as necessary and reassign, add, or remove members as needed.

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 LLD Board of Trustees for action as appropriate.

The Committee Chair, in cooperation with the Director, shall prepare meeting agendas. Should a member wish to add an item to the agenda before the statutory deadline, the member shall contact the Chair to discuss the prospect. If the item is determined appropriate for Committee business, the Chair shall then contact the Director to discuss modifying the agenda. If after a member discusses an agenda item with the Chair, and fails to have that item added to the agenda, a majority of a quorum is required to add an item to the agenda.

Should a majority of a quorum contact the Director with a request to add an item to the agenda, the Director shall include that item on the agenda pursuant to statutory deadlines. Procedurally, members shall individually email the Director with an agenda item request. Upon

receipt of corresponding request items, the Director shall alert the Chair to the change in agenda.

All meetings shall comply with the Illinois Open Meetings Act.

## **Article VII** **Administrative 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 the LLD Board of Trustees. No Business Office records shall be removed from the Library except those that require safety deposit box storage or for other required LLD business.

Access to public records will be made available to citizens who submit a Freedom of Information Act (FOIA) request.

## **Article VIII** **Library Director**

The Director shall be the Chief Administrative Officer and have the general charge of the LLD in consultation with the Board of Trustees.

### **A. Duty**

The Director's chief responsibilities include:

- Carrying out the policies of the LLD Board of Trustees
- Preparing for and attending all Board meetings
- Ensuring efficient, friendly, public service to Library users
- Authorizing all bills and expenditures, while working within Board approved financial limits
- Preparing monthly and annual financial statements
- Selection and purchase of Library materials
- Maintenance of the building, campus, and properties
- Hiring, dismissal, and evaluation of all personnel
- Operating within his/her job description

### **B. Appointment/Termination**

The LLD Board of Trustees appoints a qualified librarian as Administrator/Director and annually reviews the performance of the Director. The Director is the only employee that exclusively reports to the Board. The Board shall comply with all State and federal hiring/employment laws. The Board may choose to hire from within the organization or opt to recruit using standard hiring practices such as placing ads in professional journals or

online. The Board shall have an official job description for the LLD Director position. Should the Board choose to terminate a Director, the Board shall consult their legal counsel prior to termination. Upon termination, the Board shall conduct an exit interview if possible.

#### C. Grievance

Should the Director have a complaint involving sexual harassment, the Director and Board shall reference LLD Policy 901: Sexual Harassment.

Should the Director wish to air any other grievance regarding his/her employment, the following procedures shall be followed:

- The Director shall discuss the grievance with the Board President as soon as possible.
- If the grievance specifically involves the Board President, the Director may contact the Vice President to discuss the grievance. In absence of the Vice President, the Director may contact the Chair of the Personnel and Policy Committee.
- All parties to the grievance statement shall treat the information as a personnel matter, observing confidentiality principles and discretion where necessary.
- If, after discussing the grievance, the Director wishes to apprise the whole Board of the grievance, the President (authority) shall arrange for the opportunity to air the employment grievance to the Board via Executive Session, citing 5ILCS 120/2(c)(1).
- Upon hearing the grievance in closed session, the Board may choose to take action in open session.
- In the event the Director feels his/her grievance was not addressed appropriately, the Director may advance the complaint to state authorities such as the Illinois Department of Human Rights (IDHR) or the Equal Employment Opportunity Commission (EEOC).

### **Article IX Gifts**

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

### **Article X Intellectual Freedom**

The LLD Board of Trustees supports and affirms the American Library Association (ALA) Library Bill of Rights, the Freedom to Read Statement, and the American Film and Video Association (AFVA) Freedom to View Statement (LLD Policy Manual, appendices A, B, and C).

## **Article XI Governing of Meetings**

The rules contained in the current edition of Robert's Rules of Order shall govern the meetings when not inconsistent with LLD Board By-Laws, and any special rules of order the LLD Board may adopt.

## **Article XII Teleconferencing/Electronic participation at Board Meetings**

LLD Board members may attend a meeting by teleconference or by other electronic means in accordance with the provisions of the Illinois Open Meetings Act. If a quorum is physically present, then a majority of the Board may allow a Trustee to participate by electronic means only if the Trustee is prevented from physically attending because of (1) personal illness or disability; (2) employment purposes or the business of the public body; or (3) a family or other emergency. He/she must notify the Board President at least 48 hours before the meeting to allow for the accommodation. In cases of emergency, when notification time is limited, all efforts will be made to accommodate electronic participation if possible.

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 for meeting participation shall be used sparingly and only under the circumstances cited above.

## **Article XIII LLD Board of Trustees Code of Conduct & Ethics Policy**

Upon taking the Oath of Office, Trustees shall comply with Policy 201: LLD Board of Trustees Code of Conduct & Ethics.

## **Article XIV Amendments**

These LLD By-Laws may be amended by a majority vote at a regular meeting of the LLD Board of Trustees provided written notice of the proposed amendment has been supplied to all members of the Board at least 48 hours prior to the meeting.

## **Article XV Review of LLD By-Laws**

These LLD Board By-Laws shall be reviewed at least every four years.

## **Article XVI Severability**

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

## **Article XVII**

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

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