

POLICY 200
LLD BOARD OF TRUSTEES BYLAWS

In accordance with the Illinois Public Library District Act of 1991 (75 ILCS 16/), the Lisle Library District (LLD) is established and conducted as a Library District. The LLD shall be for the use of residents, taxpayers, and the public. The LLD Board of Trustees adopts reasonable rules and regulations to provide the greatest benefit to the greatest number of residents and taxpayers.

The Board shall establish policies, enact necessary ordinances, employ a Library Director, oversee the expenditure of Library funds, and comply with any legal responsibilities as determined by law. The following Board Bylaws outline these responsibilities. These Board Bylaws shall be reviewed at least every four years.

A. Institution Name, Address, & Governing Body

The official name of this institution shall be the Lisle Library District (LLD), an Illinois unit of government, approved by Referendum December 11, 1965. The official mailing address for the District is 777 Front Street, Lisle, Illinois 60532. The governing body as outlined in 75 ILCS 16/30-35 is the Board of Library Trustees of the Lisle Library District, DuPage County, Illinois, otherwise known as the Lisle Library District (LLD) Board of Trustees.

B. District Objectives

The Lisle Library District shall:

1. Serve the District via appropriate programs, services, resources, and materials
2. Comply with the Illinois Compiled Statutes and all State and Federal laws
3. Develop an annual budget, enact appropriate policies, plans, resolutions, and ordinances
4. Employ qualified staff with professional librarians in key positions
5. Ensure prudent, appropriate, and efficient utilization of public funds
6. Seek relevant grants and alternative funding

C. Board Members

The LLD shall be governed by a seven-member Board of Trustees. The Board shall call not fewer than five regular meetings each fiscal year. Annually, the Board shall specify the time, place, and date of regular meetings via ordinance.

1. Elections

Trustees shall be elected at large in a regularly scheduled election by 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 District is eligible to run for the Board upon compliance with State election law. All newly elected Trustees shall receive a Board orientation coordinated and conducted by the Library Director. This

orientation may consist of more than one session and one of those meetings shall involve a legal briefing with the LLD attorney.

2. Vacancies

Trustee vacancies shall be declared when a Trustee:

- a. Declines, fails, or is unable to serve
- b. Becomes a non-resident of the District
- c. Is convicted of a misdemeanor by failing, neglecting, or refusing to discharge any duty imposed upon him/her by the Illinois Public Library District Act (75 ILCS 16/)
- d. Has failed to pay the Library taxes levied by the District
- e. Fails to attend all regular board meetings without cause for a period of one year

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

D. Officer Elections

The Board shall elect a President, a Vice President, a Secretary, and a Treasurer as Officers of the District. 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.

1. Procedure

The current Board 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 chairperson 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 at the meeting to elect Officers. A nomination will only be valid if the candidate verbally declares 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 where more than one candidate runs for the same position and no one receives a majority of affirmative votes, the vote will be rerun until there is a determination. 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.

2. Primary Roles

a. 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.

b. Vice President:

In the absence of the President, the Vice President presides at Board meetings and performs necessary duties as a presiding Officer. The Vice President is a signatory to the general operating bank account and signs account payable checks.

c. Secretary:

The Secretary shall sign Board-approved meeting minutes, resolutions, ordinances, applicable election paperwork and other relevant and required LLD documents. The Secretary is a signatory to the general operating bank account and signs account payable checks.

d. Treasurer:

The Treasurer ensures the District conducts an annual audit, authorizes the LLD Annual Treasurer's Report, Certificate of Estimated Revenue, and the Board Treasurer's Report which appears in monthly Board packets. The Treasurer shall be apprised of investment transactions and be aware of LLD Finance Committee discussions. The Treasurer is bonded/insured per statutory guidelines. The Treasurer is typically appointed as a member of the LLD Finance Committee. The Treasurer is signatory to all bank and investment accounts and signs account payable checks.

E. Meetings

The LLD Board of Trustees meet to conduct the business of the District. Meetings occur on Library premises unless otherwise properly noted/posted. The rules contained in the most current edition of Robert's Rules of Order shall govern meetings when not inconsistent with these Board Bylaws and any special rules the LLD Board may adopt.

1. Remote Attendance

Trustees may attend a meeting remotely in accordance with the provisions of the Illinois Open Meetings Act (OMA). Trustees must notify the Board President and Director at least 48 hours before the meeting to allow for remote accommodations. In cases of emergency, when notification time is limited, all efforts will be made to accommodate remote participation. Remote participation occurrences shall be announced at the start of a meeting and shall be noted in the minutes of the meeting.

2. Regular Meetings & Voting

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

Four Trustees shall constitute a quorum. Votes on any motion shall be by ayes and nays and recorded. Absentees and abstentions from voting shall be noted but shall not be counted for or against the motion being voted on. All meetings shall be conducted in accordance with accepted parliamentary procedure standards and applicable Illinois Statutes.

3. Special Meetings

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.

F. Agendas

The Board President (or Committee Chair/see Item G) 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.

G. 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 and operations shall guide all LLD Committee business. 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 according to Board Bylaw Item F.

H. Administrative Records

All records and accounts of the LLD shall be kept in the Administrative Office of the Library in custody of the Director and Director-designated Administrative staff. All such records and accounts, with the exception of medical and non-Director personnel records, shall be open to the LLD Board of Trustees. No Administrative Office records shall be removed from the Library except those that require delivery to other authoritative agencies or institutions requiring these records.

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

I. Library Director

The Director shall be the Chief Administrative Officer and have the general charge of the LLD on a daily basis. The Director primarily works in consultation with the Board President, however, shall advise and/or inform any Trustee requesting LLD information. The Director fully collaborates with the governing Board and shall be evaluated annually by all Trustees on the Board.

1. Duties

The Director's chief responsibilities include:

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

2. Appointment/Termination

The LLD Board of Trustees appoints a qualified librarian as Administrator/Director and annually reviews his/her performance. 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.

3. 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:

- a. The Director shall discuss the grievance with the Board President as soon as possible.
- b. 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.
- c. All parties to the grievance statement shall treat the information as a personnel matter, observing confidentiality principles and discretion where necessary.
- d. 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).
- e. Upon hearing the grievance in closed session, the Board may choose to take action in open session.
- f. 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).

J. Intellectual Freedom

The LLD Board of Trustees officially supports and affirms the American Library Association (ALA) Library Bill of Rights via LLD Resolution 24-01, the Freedom to Read Statement, and the American Film and Video Association (AFVA) Freedom to View Statement.

K. Code of Conduct & Ethics Policy

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

L. Amendments, Severability, and Statutory Authority

These Board Bylaws 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.

If any provision of these Board Bylaws is held invalid, such invalidity does not affect other provisions or applications of these Board Bylaws.

The Illinois Statutes supersede any and all of the above rules and regulations in these Board Bylaws.

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