

**WINFIELD PUBLIC LIBRARY  
BYLAWS**

March 16, 2016

**WINFIELD PUBLIC LIBRARY  
BOARD OF TRUSTEES**

**BYLAWS**

**Article I  
Name**

The name of this group shall be the Board of Trustees of Winfield Public Library.

**Article II  
Object**

These Board of Trustees Bylaws (hereinafter "Bylaws") are intended to provide guidance and leadership to the director of the Winfield Public Library and the staff.

**Article III  
Members**

**Section 1. Election.** The Board shall consist of seven trustees who will be elected by the community at regularly scheduled elections. Trustees must be residents of the Village of Winfield.

**Section 2. Vacancy.**

- a. As stated in the Local Library Act 75 ILCS (5/4.4), 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 is absent without cause from all regular board meetings for a period of one year, or is convicted of a misdemeanor for failing, neglecting, or refusing to discharge any duty imposed upon a trustee by this Act, or becomes a nonresident of the, village, or who fails to pay the library taxes levied by the village. Vacancies shall also be declared in the office of trustee when, at the election of the first board of library trustees or at any subsequent election, there are not sufficient trustees elected to fill an entire board of 7 trustees.
- b. If a trustee position becomes vacant before the term is completed, the Library Board shall:
  1. Post a notice of the vacancy on the Library's public bulletin board.
  2. Request a resume and a letter of interest from interested candidates.
  3. Appoint a review committee composed of two trustees who will recommend a candidate to the Library Board.
  4. Consider the review committee's recommendation and vote to appoint a new trustee. Appointments will be by simple majority vote of the trustees present.

## **Article IV Officers**

**Section 1. Officers.** The officers of the Board shall be a President, Secretary and a Treasurer.

**Section 2. Nominations and Elections.** Their term of office shall be one year. They shall be elected at the monthly meeting in May of each year, and shall remain in office until their successors are elected and qualified.

**Section 3. Term of Office.** Nomination and election of officers shall proceed in the following manner:

- a. Nominations shall be solicited and accepted by the President for each office individually.
- b. Election for each office will be completed prior to opening nominations for the next office.
- c. Offices shall be filled in the following order: President; Secretary; Treasurer.
- d. Nominations shall be made by voice.
- e. No trustee shall be nominated for any office without his/her consent.
- f. Nominations shall remain open until no further nominations are forthcoming.
- g. Upon closing the nominations, the President shall call for a vote by a show of hands.
- h. Election is by simple majority vote of trustees present. If no candidate receives a majority of the vote, the two candidates with the most votes will be placed in a run-off election.
- i. The President will preside over the nomination and election process for all offices. Officers will be qualified and installed upon completion of the entire election process.

## **Article V Duties of Officers**

**Section 1. General.** The duties of all officers shall be those specified by law and Board rules as well as those which have evolved through custom. The President shall be, ex officio, a member of all standing committees.

**Section 2. Other Responsibilities.**

- a. In the absence of the President, the meeting will be presided over by the Treasurer, or by the Secretary, if the Treasurer is also absent. In the absence of all of the officers, the presiding member will be chosen by mutual agreement.

- b. In the absence of the Secretary, a secretary pro tem will be chosen by mutual agreement. The secretary pro tem shall perform the duties, responsibilities, and have the authority of the Secretary as directed by the board.

## **Article VI Meetings**

**Section 1. Regular Meetings.** Regular Meetings shall be held on the second Wednesday of each calendar month at 7:30 in the Library meeting room or such other time and place that the Board may determine.

**Section 2. Special Meetings.** Special Meetings may be held at any time at the call of the President or Secretary, or at the call of any two trustees. Verbal notice by the President or Secretary be given to all trustees at least forty-eight hours in advance of a special meeting. Written notice of any special meetings will be posted in the library at least 48 hours in advance.

**Section 3. Quorum.** A quorum at any meeting shall consist of four or more trustees. In the absence of a quorum, payment of bills may be approved by an ad hoc committee consisting of one officer and two other members of the Board.

### **Section 4. Attendance by Conference Call.**

- a. A member wishing to attend via video or audio conference must give advance notice to the secretary of his/her desire to attend by conference call (unless notice is impractical).
- b. A quorum of the Board must be physically present at the meeting location.
- c. Reasons for attending via conference call are limited to:
  - i. Personal illness or disability;
  - ii. Employment purposes;
  - iii. Business of the Public Body;
  - iv. Family emergency;
  - v. Other emergency
- d. The meeting will be recorded.

**Section 5. Governance.** Meetings shall be conducted pursuant to *Robert's rules of Order Newly Revised 11th edition* by Henry M. Robert III.

### **Section 6. Electronic communications**

- a. Email – The Library Board of Trustees adheres to the following regarding the use of email:
  - i. Emails about personal/private matters not pertaining to library business may be exchanged by and among trustees.
  - ii. A majority of a quorum in a chat room discussing Library business is a

- violation of the Illinois Open Meetings Act and is not allowed.
  - iii. A series of emails or instant messages discussing Library business among or between a majority of a quorum is a violation of the Illinois Open Meetings Act and is not allowed.
  - iv. Distribution of information or materials via email from the Library Director to the Trustees is not a violation of the Open Meetings Act.
  - v. Email discussing Library business between two trustees (less than the majority of a quorum) is not a violation of the Illinois Open Meetings Act.
  - vi. Emails pertaining to public business are “public records” and subject to the requirements of the Illinois Freedom of Information Act.
- b. Use of personal devices during board meetings  
Electronic messages pertaining to public business exchanged by a trustee during the course of a public meeting are subject to the requirements of the Illinois Freedom of Information Act.

**Section 7. Public Comment.** There will be 15 minutes set aside for public comment. The Board President will divide the 15 minute segment by the number of persons who have requested to speak to determine how long each person may speak.

Members of the public wishing to address the board may be requested to fill the form, “Public Comment at Board Meetings.”

## **Article VII Committees**

**Section 1. General.** There shall be standing committees, appointed by the President for one year at the regular meeting of the election of officers, said committees to be reviewed on an annual basis. Each committee shall consist of a chairperson and other members as are necessary. The duties of each standing committee shall be such as are associated with its name, or as shall be assigned/delegated by the Board.

- a. Standing Committees
  - i. Committee on Administration and Personnel
  - ii. Committee on Finance
- b. Other Committees  
During the May meeting, the Board shall consider the need for additional committees during the coming year including: Committee on Building and Property, Committee on Policy, Library System Representative, and Committee on Special Projects.
- c. At any time, the president or board may appoint a special committee if the president deems it appropriate.

## **Article VIII General**

**Section 1. Suspension.** Any of the bylaws may be temporarily suspended by a unanimous

vote of all the trustees present at any meeting, and the vote on such suspensions shall be by roll call vote, and entered in the official record.

**Section 2. Amendment.** These bylaws may be amended by a 2/3 vote of the full Board of Trustees.

**Section 3. Consent Agenda.** Each meeting will begin with a Consent Agenda to contain the following:

- a. Disposition of minutes of previous meeting
- b. Bills
- c. Finance Report

These items will be distributed prior to the meeting and can be approved in a group by a majority vote of those present. If requested by a trustee, items may be removed from the Consent Agenda for individual consideration.

#### **Section 4. Agenda**

The order of business at all public meetings of the Board shall be:

1. Opening
2. Pledge of Allegiance
3. Roll Call
4. Approval of Agenda
5. Approval of Consent Agenda
  - a. Approval of minutes of previous meeting
  - b. Finance Report
  - c. Approval of Bills
6. Communications and correspondence
7. Public Comment
8. Reports of Standing Committees
  - a. Finance
  - b. Administration and Personnel
  - c. Other
9. Library Director's Report
10. Old Business
11. New Business
12. Other Business
13. Adjournment

Revised March 16, 2016

Signed and adopted by the Winfield Library Board of Trustees the day of

\_\_\_\_\_.

\_\_\_\_\_  
President,  
Library Board of Trustees

\_\_\_\_\_  
Secretary  
Library Board of Trustees

## Public Comment at Board Meetings

The Winfield Library Board of Trustees welcomes you to this meeting. The board sets aside a maximum of 15 minutes during each board meeting for public comment. Please complete the form on the bottom and hand it to one of the trustees before the meeting begins.

**When requested, only those persons who have completed the form and given it to a trustee prior to the meeting will be allowed to speak.**

When the board reaches the "Public Comment" section on its agenda, the board president will divide the 15-minute segment by the number of persons who have requested to speak to the board to determine how long each person may speak.

**Please do not expect the board to respond at this meeting to your questions or requests. The board will note your concerns or questions.**

At other times during this meeting, trustees may wish to ask for information from persons in the audience. Please refrain from comment unless asked by a trustee. Trustees are always pleased to hear from constituents outside the meeting.

Thank you for your participation and for helping us to conduct an open and orderly meeting.

---

Please complete this form and hand it to a board member prior to the beginning of the meeting if you wish to speak to the board during the "Public Comment" section of the agenda.

Your Name \_\_\_\_\_

Group or Organization you affiliation, if any \_\_\_\_\_

Address \_\_\_\_\_

Subject about which you wish to speak:

---

---

---

---

---

---

---

---

---

---