

Policy and Procedure Manual	Section A 3
Governance and Organizational Structure ByLaws of the Board of Library Trustees	Issued : January 15, 1990, Revised November 19, 1990, Revised November 20, 2006 Approving Authority: Board of Library Trustees

BYLAWS OF THE BOARD OF LIBRARY TRUSTEES

ORLAND PARK PUBLIC LIBRARY

AILEEN S. ANDREW MEMORIAL

The Orland Park Public Library was established by Public Referendum on April 30, 1941 and will be conducted as a public library, in accordance with statutes of the State of Illinois for the use and benefit of the Village of Orland Park. It is financed by a special tax, levied by the Board of Library Trustees on taxable property within the village. The library is governed by a Board of Trustees, whose members are elected by the citizens of the Village of Orland Park. A specific responsibility of the Board is adoption of the policies and regulations governing the operations of the library.

The Orland Park Library Board of Library Trustees recognizes that the implementation of library facilities shall include three basic goals:

1. The provision of materials suited to the needs of the community as they become evident, designed to provide information, entertainment, and personal development;
2. The encouragement within the community of intellectual and cultural pursuits through the direction and active participation in suitable programs for all age groups; and
3. The maintenance and development of adequate facilities and personnel to accomplish the first two goals.

Membership on the Orland Park Board of Library Trustees consists of seven persons duly elected for respective terms designated on ballot. Term of office will be for six years.

Election

Nominations for the position of library trustee shall be by petition, signed by at least 50 legal voters residing in the village. The election of library trustees shall be held on a separate ballot with the names of the candidates listed in order that their respective petitions are filed. All candidates must be residents of the Village of Orland Park. Such ballots shall not designate any political party, platform or political principle. The cost of conducting such election shall be borne by the incorporated village

Successful candidates will be sworn in as library trustees at the next regular meeting of the Board of Library Trustees following the election.

Vacancy

If a vacancy occurs in the Board of Library Trustees, the vacancy shall be filled by an appointment by the remaining trustees until the next annual library election, at which election a person shall be elected to fill the vacancy. This may be either a full or partial term of office.

The Board of Library Trustees may declare a vacancy where any person serving as a trustee is no longer a resident of Village of Orland Park, or where any person who has been elected or appointed and qualified fails or neglects to serve as a Board member. Absence without cause from all regular Board meetings for a period of one year shall be a basis for declaring a vacancy.

Compensation, Expenses and Ethics

Trustees shall serve without compensation and are subject to all fines and charges imposed by the Library on patrons. Trustees shall be reimbursed for all reasonable expenses incurred as representatives of the library. All trustees may request membership in the Illinois Library Association and the American Library Association upon request to the Board, and such membership fees shall be paid by the library. Trustees may participate in the discount purchase program for materials purchased by the Library.

Each year each trustee is responsible for filing an Ethics statement of disclosure with the Cook County Clerk at such time as may be required under applicable law.

Conference Attendance and Travel

Trustees are encouraged to attend community or local library events and will be reimbursed for all reasonable expenses incurred. Attendance requires prior approval by the Board. Attendance by more than two members requires a special vote by the

Board. When several members apply, special consideration will be given to years of service, offices held, and chairmanship of particular committees whose attendance could benefit the functioning of the library.

Reimbursable expenses include the reasonable cost of transportation, meals and lodging. A completed expense form, with receipts, is required before reimbursement is made.

1. Transportation

Library trustees using private vehicles for library business are subject to the Policy on the Use of Private Vehicles on Library Business and will be reimbursed at the Internal Revenue Business rate. (See Policy on operation of library-owned vehicles and use of private vehicles on library business.)

Those traveling must use the most cost-effective ground transportation available, considering cost, time, availability and scheduling. Ground transportation includes taxi, airport or hotel provided shuttles, rental autos and personal vehicles. Public transportation requires a receipt unless one cannot be obtained.

Common carrier transportation should be used for long trips. If private vehicles are used for a trip, the amount reimbursed shall be the lesser of either common carrier air fare or mileage.

Air travel shall be in coach or economy class.

2. Parking, car rentals and tolls

All parking, car rental, shuttles, taxi and toll charges incurred while traveling on library business or while attending approved professional activities or meetings shall be reimbursed upon submission of receipts.

3. Lodging

The library will reimburse the entire expense of lodging in a designated conference hotel or equivalent.

4. Meals and Incidentals

There will be a per diem amount for meals and miscellaneous expenses that will not exceed 75% of the per day, single occupant room rate at the hotel designated by the Conference and/or approved by the Library

For activities that do not require lodging and do not include meals, the reimbursement limit per day is \$50.00.

Hotel costs will not be reimbursed for conferences taking place in the metro Chicago area unless specifically authorized by the Board of Library Trustees.

4. Registration fees

Fees required for attendance at library related activities, such as conferences, meetings and workshops and at other job related organization or civic meetings, such as the Chamber of Commerce, shall be fully paid by the library.

5. Other reimbursable expenses

A. Telephone calls

1. local calls on library related business
2. long-distance calls on the library's behalf
3. long-distance personal telephone calls

The library will provide a long-distance calling card for use for personal calls while traveling on library business. The card will be returned to the business office upon the completion of the trip. Personal calls placed without the use of the card or in excess of the card's value will not be reimbursed.

Other incidental expenses as approved by the Board of Trustees

6. Non-reimbursable expenses

The library's policy is to reimburse its staff and trustees for all reasonable and necessary expenses incurred on behalf of the library. There are specific types of expenses that are considered to be personal and therefore not reimbursable.

These include, but are not limited to, the following:

- ❖ Any travel, hotel and meal costs incurred by immediate family members accompanying the library representative on official library business.
- ❖ If personal travel is combined with business travel, any additional expenses related to the personal travel.
- ❖ Expenses, such as dry cleaning, personal entertainment, health and fitness services, airline insurance, alcohol, barber, shoe shine.

7. Process for reimbursement

Requests for reimbursement must be accompanied with original receipts unless impractical (mileage) or when this policy exempts submission of a receipt (public transportation). When attending a conference or a meeting, a copy of the schedule of events for that activity must be submitted with the request for reimbursement. Items submitted for reimbursement that are not supported by a receipt, when applicable, will not be paid.

Major travel and activity expenses will be reimbursed by check, usually at the regular time of the month when other library bills are paid. Minor

reimbursements may be paid from petty cash at the discretion of the Business Manager.

Where appropriate and with the approval of the Board of Trustees, the library will prepay transportation, registration and hotel expenses.

Officers

Directors will hold a biennial election at the May meeting for the offices of president, vice-president, treasurer, and secretary.

Duties of Officers and Board Members

President:	Shall preside at all meetings of the Board, appoint all standing committees and shall be ex officio member of all committees.
Vice-President:	Shall preside over meetings when the President is absent.
Treasurer:	Shall maintain the financial records and file accurate reporting at any time on the financial condition of the library. Shall sign all checks and/or vouchers from the operating funds. Shall perform all duties of the President/Vice-President in their absence or inability to act in these capacities.
Secretary:	Shall be responsible for keeping and maintaining the records and minutes of all Board meetings, writing letters at the request and direction of the Board, and act as the Library Election Official.

Powers of the Board of Trustees

In the provisions of library service to residents of the Village of Orland Park, the Board is empowered to:

1. Enact ordinances and to make and adopt bylaws, rules and regulations for the conduct of the Board.
2. Have exclusive control of the receipts and expenditures of the library district.

3. Have exclusive control of the construction of any library building and of the supervision, care and custody of the grounds, rooms of buildings constructed, leased or set apart for that purpose.
4. Purchase or lease real or personal property, and to construct an appropriate building or buildings for the use of a library established here under.
5. Sell or otherwise dispose of the real or personal property or lease to other any real property as stated by law.
6. Appoint and to fix the compensation of a qualified administrative librarian to manage the library.
7. Retain counsel for the library.
8. Retain professional consultants as needed.
9. Contract with any public or private corporation or entity for the purpose of providing or receiving library service or performing any and all other acts necessary and proper to provide or receive library service. Join with other boards of libraries or for the maintenance of common library services for participants upon such terms as may be agreed upon by and between the boards. Enter into contracts and to take title any property acquired by it for library purposes.
10. Exclude from the use of the library any person who willfully violates the rules as determined by the Board.
11. Extend library privileges to persons living outside the Village of Orland Park as prescribed by law.
12. Provide for suitable civil or criminal penalties for persons committing injury upon the library or property of the library.
13. Invest funds pursuant to law.
14. Exercise the power of eminent domain.
15. Accumulate and set apart as reserve funds portions of the unexpended balances of the proceeds received annually from taxes or other sources.

Section revised 1/15/90

Division of Responsibilities

Board members should not run the library; but should see that it is properly run. They should not attempt to manage the library, but must see that it is properly managed.

Policy determination and management are different roles. Policy determination is the Board's power and duty; management is the Library Director's responsibility.

Unexpended Funds

A resolution regarding the accumulation of unexpended funds will be adopted.

“That the Board of Library Trustees hereby establishes a specific fund from the unexpended balance of the proceeds received from library taxes levied for prior years, and subsequent years, said fund being set aside as a reserve fund for the repairs, alterations and equipment of library buildings and initiating new services in accordance with 75 ILCS 5/5-8 (2004) and that the said Board of Library Trustees has resolved to develop and adopt a plan or plans for said purposes pursuant to Article 5 of Act 5 of said Chapter 75.”

Annual Report

Within 30 days after the expiration of each fiscal year of the library, the Board of Library Trustees shall make a report of the condition of their trust. This report will be provided to the Village and filed with the Illinois State Library.

Meetings

Board meetings will be held on the third Monday of the month in the meeting room of the library. Notice will be posted in the library and published in local newspaper as prescribed by law. All meetings are open to the public.

Closed sessions may be called by the President of the Board of Directors as prescribed by law. Minutes of closed session are to be recorded and kept separately from regular minutes. The Board will review Closed Session minutes as prescribed by law.

Section revised 11/19/00

Special meetings may be called by the president of the Board of Directors to consider one or more items of business specified in the call of the meeting. Notice of time, place and exact purpose of the meeting must be sent to the members and posted in the library as prescribed by law.

Four members of the library directors present at the meeting will constitute a quorum.

Roll call votes will be taken in matters of expending monies, in the passage of ordinances and as otherwise prescribed by law.

Electronic Attendance at Meetings

The fullest participation and attendance in all board meetings should be achieved whenever possible; and the use of telephone conferencing for meeting attendance and voting, at least in some governmental meetings, is permissible so long as the conduct of the meeting is in accordance with the Open Meetings Act. The Board in all of its regular and special meetings and committee meetings complies and intends to comply with the provisions of the Open Meetings Act. When needed, the capabilities of telephone conferencing for its meetings, as more specifically set out in this policy, will enhance and further the public's business as conducted by the Board of Library Trustees as follows:

Section 1. All pertinent provisions of the Open Meetings Act must be complied with, including specifically the proper notice of any regular or special meeting, the proper record-keeping or minutes of each meeting, the appropriate agenda preparation for each meeting which, in addition, shall be posted along with the notice of the meeting; and any use of closed sessions shall be in compliance with the provisions of the Act.

Section 2. The location of the meeting included on the notice shall be equipped with a suitable speaker-phone system in order that the public audience, the trustees in attendance and any staff or guests will be able to hear any input, vote or discussion of the teleconference and that any other location where the board conducts regular business shall have similar speaker-phone capabilities for use by board members, staff or public audience to attend at that location, if requested at least 24 hours in advance of the meeting.

Section 3. That sufficient security and identification procedures be employed, either at the outset of any meeting or at any time during the meeting as appropriate, to ensure that any and all trustees attending or voting purposes are in fact authorized trustees with the right to speak and vote.

Section 4. As soon as it becomes apparent to the board that a meeting will require telephone conference, all subsequent notices of the meeting shall indicate that one or more trustees will or may be attending by telephone connection and the location or locations where speaker-phones will be available shall be noted thereon. In the event that the notice of the meeting has already been disseminated and posted, a follow-up notice indicating the above shall be placed as soon as possible. In the event any news media have filed the annual request for notice of meetings, they shall receive an updated notice in the same manner as given to all member of the Board.

Section 5. All trustees attending meetings by telephone conference are entitled to vote as if they were personally and physically present at the meeting

site so long as the telephone connection exists. All votes shall be taken by roll call to ensure that non-physically present members are casting their own votes if they cannot be seen.

Section 6. This policy shall not be construed to mean that teleconferencing shall be regularly used or used at every meeting of the Board but shall be used only as necessary to allow the participation of Board members who are unable to attend in person due to circumstances beyond their control. Acceptable circumstances include, but are not limited to, personal illness, disability, business purposes or the business of the public body, or family or other emergency .

Section 7. Teleconferencing shall not be provided for members of the public to use in order to attend or participate in a meeting.

Section 8. Only two trustees may participate by electronic attendance at a meeting. The presiding officer shall be present at the meeting. In the event that the President is not physically present at the meeting, the Vice-President shall preside.

Section 9. The Board of Library Trustees may conduct a closed meeting, pursuant to one of the exceptions to the Open Meetings Act, by way of a telephone conference call, provided that there is compliance with other requirements of the Act.

Section 10. The meeting minutes shall indicate those trustees who attend by telephone connection, and in the event the entire meeting is not so attended, shall indicate those portions of the meeting which were attended by telephone conference.

Section approved 2-21-05
Revised 10-16-06

The order of business for the board meeting shall be:

Call to Order
Approval of Minutes
Introduction of Visitors
Correspondence
Treasurer's Report
Librarians' Reports
Staff Reports
Committee reports
 Building and Maintenance
 Finance
 Service and Policy
 Personnel

Law
Strategic Planning
Capital Campaign
Unfinished Business
New Business
Announcements
Adjournment

The president may alter the order of business at his discretion.

Committees

The president will appoint directors to serve on the following committees:

Building and Maintenance – This committee shall see to the maintenance and upkeep of the grounds and facilities, and these portions of the policy governing the use thereof.

Finance – The Finance Committee shall be charged with drawing the annual budget and the levy; require that all financial records be properly kept, invest properly and advantageously all funds.

Service and Policy – This committee shall deal with all matters relating to library service and policies and those parts of the policy dealing with same.

Personnel – This committee shall assist the Head Librarian in interpreting those parts of the policy dealing with personnel. Employer-employee difficulties which arrive at an impasse may be heard by this committee. This committee shall also screen resumes when the Board is hiring a Head Librarian.

Law – This committee will make Board members aware of new and revised legislation concerning library statutes.

Strategic Planning – This is an ad hoc committee charged with developing a strategic plan for library services.

Capital Campaign – This is an ad hoc committee charged with fundraising for extraordinary expenses.

Appointments to the standing committees are to be made by the president. Ad hoc committees may be established at the discretion of the president. The Library Director and/or Assistant Director shall be required to attend all committees, standing and ad hoc.

Board of Trustees – Library Director Relationship:

- A. Board of Trustees – Duties and Responsibilities:
1. Board serves as basic policy making body.
 2. Board shall select and appoint the Head Librarian.
 3. The Board shall be responsible for the Library Budget and its administration.
 4. The Board is responsible for duties granted to each of the officers.
- B. Library Director – Duties and responsibilities
1. Serves as chief executive of the library, and is responsible for the administration of same general policies approved by the Board, and is directly responsible to the Board.
 2. The Library Director is responsible for the administration of the budget as set forth by the Board.
 3. The Library Director is required to attend all meetings of the Board and all committee meetings of the Board except those of the Personnel Committee directly relating to the Library Director.

Parliamentary Authority

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

Amendment of Bylaws

These bylaws can be amended at any regular meeting of the Board by a two-thirds vote, provided that the amendment has been submitted in writing at the previous regular meeting.

Revise and Adopted:

1/15/90

Revised 11/19/90

Revised 11/20/06