

BY-LAWS OF THE BOARD OF TRUSTEES OF THE FRANKFORT PUBLIC LIBRARY DISTRICT

ARTICLE I - NAME

The name of this elected organization shall be the Board of Trustees of the Frankfort Public Library District located in Frankfort, Illinois existing by the virtue of the provisions of the Chapter 81, Public Library District Act of the State of Illinois.

ARTICLE II - PURPOSE

The object of this Board shall be to hold and administer Library property and funds and to formulate policies and guide the direction of the Library's affairs.

ARTICLE III - MEMBERS

Section 1: The Frankfort Public Library District Board of Trustees shall consist of seven (7) trustees elected to four (4) year terms of office by the voters of the Library District at a Consolidated Election. Candidates for election must reside within the boundaries of the Frankfort Public Library District.

Section 2: VACANCIES

- Any vacancy occurring shall be filled in accordance with 75 ILCS 16/30-25.
 - All vacancies shall be filled by appointment by the remaining trustees until the next regular library election, at which time a trustee shall be elected for the remainder of the unexpired term. If, however, the vacancy occurs with less than 28 months remaining in the term, and if the vacancy occurs less than 88 days before the next regular scheduled election for this office, then the person so appointed shall serve the remainder of the unexpired term and no election to fill the vacancy shall be held.
- The Library Board will have published, **within 15 calendar days of the Regular Board meeting following the vacancy** a notice of the vacancy on the Library Board of Trustees describing the procedures for applying to fill the vacancy.
- All candidates must submit a letter of application **within 15 calendar days of the publication of the vacancy** and be willing to be interviewed by the Library Board.
- In the event of a vacancy, the Library Board will appoint a replacement Trustee within a period of 60 calendar days **from the regular Board meeting following the vacancy**

Section 3: All new trustees shall receive copies of the following: By-laws, Policy Manual, current Budget & Appropriation Ordinance, the Levy Ordinance, the Long Range Plan, a history and map of the Library District, ILA Trustee Fact File, previous month's Library Board packet, copy of Illinois Library Laws, meeting dates and a list of names, addresses and telephone numbers of all library board members and the library administrator and the phone numbers of the staff.

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ARTICLE III – MEMBERS (Cont.)

The vice-president and the Administrative Librarian shall conduct the orientation explaining these documents and outline the responsibilities of the library board and the staff, the library district's relationship to other governments, an explanation of the funding process and an overview of the financial reporting documents, an explanation of the agenda, the district's goals and objectives, and the major issues currently confronting the library board.

ARTICLE IV - OFFICERS & DUTIES

Section 1: The officers of the Library Board shall consist of a President, a Vice President, a Treasurer, and a Secretary. They shall be elected at the first regular meeting of the Library Board following the Consolidated Election for trustees.

Section 2: If there shall be more than one nominee for any office, voting shall be by recorded vote and a majority of votes cast shall be necessary for election. Election shall be as prescribed by the Illinois Compiled Statutes.

Section 3: Officers of the Library Board serve a term of two years.

Section 4: Duties of the Officers shall be as prescribed by the Illinois Compiled Statutes, and specific duties as follows:

PRESIDENT: Shall preside at all meetings of the Library Board, appoint all committees, execute all documents authorized by the Library Board, have signatory authority on all disbursements, be bonded in an amount equal to that required by state statutes for the Treasurer, and generally perform all duties associated with the office of President.

VICE PRESIDENT: Shall preside and perform the duties of the President as presiding officer in his/her absence. Shall be a member of the Strategic Planning Committee. Shall with the Administrative Librarian conduct the orientation of new Library Trustees.

TREASURER: Shall be responsible for the financial records of the District, shall be a member of the Finance Committee, shall have signatory authority on disbursements and be bonded in an amount equal to that required by state statutes. Shall keep and maintain accounts and records for all funds and securities of the library. Shall arrange for payment of expenses and obligations as authorized by the Library Board. Shall invest liquid assets at best possible rate with Library Board authorization consistent with the Public Funds Investment Act 30 ILCS 235. Shall make a financial report at each regular meeting and shall furnish such information as may be requested by the Library Board or any appropriate committee.

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ARTICLE IV - OFFICERS & DUTIES (Cont.)

Shall prepare a draft of a tentative budget with the Administrative Librarian and the Finance Committee for presentation to the Library Board. Shall produce Treasurer's Disbursements Reports and any other reports that may be required by state statutes.

SECRETARY: Shall keep a true and accurate record of all meetings of the Library Board. Shall issue notice of all regular and special meetings. Shall keep a separate Trustee File of Executive Minutes. Shall be custodian of the Library records and seal. Shall act as Election Clerk and perform related duties as specified by the Election Code. Shall prepare annual certified list of persons required to file Ethics Statements with the Secretary of State and the County Clerk.

All officers of the Library Board shall also perform such other duties as the Board of Trustees or the President may assign.

ARTICLE V - COMMITTEES

Section 1: The President shall appoint the following standing committees:

- Personnel – Reviews the performance of the Library Director annually prior to her or his work anniversary and reviews the Personnel Handbook triennially or as needed
- Finance – performs the initial assessments and reviews in preparing the annual working budget, Budget & Appropriations Ordinance and the Levy Ordinance.
- Building & Grounds – reviews the state of the landscaping, parking lots, extended grounds as well as planning for capital expenditures on building equipment and upkeep
- Policy – biennially reviews Library Policies in advance of Library Board review and approval, prepares any new policies as needed for Board approval
- Strategic Planning – performs quarterly assessments of the current Strategic Plan goals and objectives, initiates the Strategic Planning process every 3 to 5 years as needed.

Section 2: No committee shall have other than advisory powers unless by suitable action of the Library Board, it is granted specific power to act.

Section 3: The President shall appoint ad hoc committees of one or more members of the Library Board with the approval of the Library Board for specific purposes as the business of the Library Board may require from time to time. The committee shall be considered to be discharged upon completion of the purpose for which it was appointed and after the final written report is presented to the Library Board.

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ARTICLE VI - MEETINGS

Section 1: Regular meetings of the Library Board shall be held at a minimum of ten (10) months of the year, the date, place, and hour to be set yearly by the Library Board prior to the end of the calendar year. Time and place of the meetings shall be posted at the library.

Section 2: The agenda shall be prepared by the Administrative Librarian in consultation with the President. Copies of the agenda and minutes must be available to each Library Board member no less than two days prior to a regular meeting. In addition, any pertinent documents which will require Library Board discussion and or approval must be available along with this agenda.

Section 3: The order of business for the regular meetings shall include the following:

- Roll Call
- Minutes
- Treasurer's Report
- Review of Bills
- Public Comment
- Correspondence
- Unfinished Business
- New Business
- Librarian's Report
- Trustee Comment
- Adjournment

Section 4: A quorum shall consist of four trustees, and a majority of those present shall determine the vote taken on any question unless a larger majority is specified by state statutes.

Section 5: *Robert's Rules of Order* shall govern the parliamentary procedure of the Library Board.

Section 6: Special meetings may be held at any time at the call of the President or at the call of any four members of the Library Board, provided that written notice thereof be given to all Trustees at least forty-eight hours before said meeting or oral notice in the case of a stated emergency. All notices shall state the purpose of the meeting. All special meetings must be in compliance with the Open Meetings Act, Illinois Compiled Statutes.

Section 7: Notwithstanding anything else in this Section, in times of disaster declaration by the Governor or the Director of the Department of Public Health for our area of Illinois, the applicable provisions of the Open Meetings Act at 5 ILCS 120/7(e) shall apply. At all other times, the following provisions apply: A trustee who is unable to physically attend an in person meeting may attend by video or audio conference, provided the below specifications are met and within all the legal limitations as outlined in the Open Meetings Act (5 ILCS 120/7).

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ARTICLE VI – MEETINGS (Cont.)

A) A quorum of members must be physically present at the location of an open or closed meeting of the Board of Trustees.

B) Minutes of all meetings shall specify if a member was physically present or present by means of a video or audio conference. Lack of such a specification shall be deemed to indicate that the member in question was physically present.

C) As outlined in the Open Meetings Act, electronic participation may be allowed only if the member is prevented from physically attending by

- 1) personal illness or disability,
- 2) employment purposes,
- 3) business of the public body,
- 4) a family emergency, or
- 5) another emergency.

D) If a member wishes to attend a meeting electronically, the member must notify the Board President and Board Secretary before the meeting, unless advance notice is impractical. The Library Director is hereby designated as the agent of the Board Secretary for purposes of receiving such notice. The notice may be given in person or in writing, or by phone, or e-mail, and shall explain why the member cannot attend, with reference to one of the five categories specified in paragraph C above. The Board allows electronic attendance for qualifying reasons, as a matter of standing policy.

E) Upon receiving notice of a member's intent to participate electronically, the Library Director shall make appropriate arrangements for the Board member to participate electronically, by obtaining contact information and arranging a speaker phone or other suitable device for the meeting room. The equipment shall be such as to enable persons attending the meeting (including those in the audience) to hear the member speak, and shall also allow the member who is attending electronically to hear other Board members and any person who addresses the Board. The audio or video equipment shall be activated at the beginning of the meeting, or at the time requested by the member, so that the member can participate. If there is no quorum physically present at the meeting, or the meeting is canceled, the Board shall designate a person to contact the member and notify them of that fact.

F) If the member who is attending electronically would normally chair the meeting, a president pro tempore who is physically present may be appointed.

G) When a member attends a meeting electronically, all votes shall be by roll call vote. A member who is attending electronically must identify themselves by name and be recognized by the Chair before speaking.

BY-LAWS OF THE BOARD OF TRUSTEES OF THE FRANKFORT PUBLIC LIBRARY DISTRICT

ARTICLE VI – MEETINGS (Cont.)

H) A member may not attend more than 3 meetings in a calendar year electronically, without prior approval of the Board President, excepting any meetings in which the entire Board is meeting electronically due to a disaster declaration under 5 ILCS 120/7(e).

I) Trustees attending electronically are expected to be in a quiet space where they can have an expectation of privacy if necessitated by an executive session.

J) The above qualifications shall apply to any subsidiary committee, subcommittee, or other agency of the Board which is a “public body” under the Illinois Open Meetings Act, and shall constitute the Board’s “rules” regarding electronic attendance as permitted by 5 ILCS 120/7(c).

ARTICLE VII: DISBURSEMENT OF FUNDS

Section 1: Disbursement of funds shall be made only upon authorization by the Library Board.

Section 2: All disbursements shall be signed by the Treasurer and the President. If one is absent, then the signatory Library Trustee designated by the Library Board may sign disbursements.

ARTICLE VIII: ADMINISTRATIVE LIBRARIAN

The Library Board shall appoint a qualified Administrative Librarian according to state standards to be the executive and administrative officer of the library on behalf of the Library Board and under its review and direction. The Administrative Librarian shall be present at all Library Board meetings and committee meetings.

ARTICLE IX: ORDINANCE AND BUDGET

The adoption of the appropriation ordinance and the budget and tax levy ordinance shall be as prescribed by the Illinois Compiled Statutes.

ARTICLE X: AMENDMENTS

Amendments to these by-laws may be presented at any regular Library Board meeting. Action on any proposed amendments shall take place at the next regular meeting of the Library Board. These by-laws may be amended by two-thirds affirmative vote of the members present and voting.

ARTICLE XI: CONFLICT OF INTEREST

No Board member or relative may be paid for performance of work on behalf of the Frankfort Public Library. Expenses for meetings, workshops, and professional membership for trustees shall be paid by the Library subject to prior approval by the Board of Trustees.

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ARTICLE XII: ALA ETHICS STATEMENT FOR TRUSTEES

Trustees must promote a high level of library service while observing ethical standards. Trustees must avoid situations in which personal interests might be served or financial benefits gained at the expense of library users, colleagues, or the institution. It is incumbent upon any trustee to disqualify himself or herself immediately whenever the appearance of conflict of interest exists. Trustees must distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of the institution, acknowledging the formal position of the board even if they personally disagree. A trustee must respect the confidential nature of library business while being aware of and in compliance with applicable laws governing freedom of information. Trustees must be prepared to support to the fullest the efforts of librarians in resisting censorship of library materials by groups or individuals. Trustees who accept appointment to a library board are expected to perform all of the functions of library trustees.

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