

Waukegan Public Library Library Board of Trustees Bylaws



Article I: Name

This organization shall be called “The Board of Trustees of the Waukegan Public Library” existing by virtue of the provisions of Chapter 75 of the Laws of the State of Illinois (The Illinois Compiled Statutes), exercising its powers and authority, and assuming the responsibilities delegated to it under the said statute, with the purpose of supporting and maintaining a public library in Waukegan, Illinois.

Article II: Library Trustees

A. Appointment

The Board of Trustees consists of nine (9) citizens, appointed by the Mayor of the City of Waukegan with the approval of the City Council. Annually, on the anniversary of the Trustee’s appointment, the Mayor shall appoint or re-appoint as terms ends or is vacated.

B. Tenure

Trustees shall hold office for three (3) years or until their successor is appointed. The Mayor may remove any trustee in the manner provided in IL municipal code.

C. Vacancies

Vacancies in the Board of Trustees shall be reported to the Mayor and be filled in like manner as original appointments. The Board of Trustees may declare a vacancy where any person serving as a trustee is no longer a resident of the City, or if the appointee fails or neglects to serve as a trustee. Unaccounted absence from regular board meetings over a period of four (4) consecutive months may be basis for declaring a vacancy.

D. Powers and Duties/Statutory Authority

It shall be the duty of each of the members of the Board of Trustees to carry out the spirit and intent of the Illinois Local Library Act in maintaining a public library and for providing library services to the residents of the city.

Article III: Officers

A. The officers of the board shall be President, Vice-President, Secretary and Treasurer.

B. Duties of Officers

1. President

The president shall preside at all meetings of the board. The president may sign all checks and vouchers and shall execute all documents authorized by the board. The president shall appoint all committees and serve as an ex officio voting member of all committees.

2. Vice-President

The vice-president shall perform all of the duties of the president in the absence or inability to act by the president.

3. Secretary

The Secretary shall keep a true and accurate account of all official proceedings and meetings of the

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Library Board; alternatively, the Secretary may appoint the Executive Director or their designee to record and maintain minutes. The Secretary shall be responsible for the custody of the official correspondence and records of the Board and will maintain them on the library premises; valuable documents not requiring regular access will be kept as designated by the Board of Trustees. The Secretary shall sign official records where applicable and prepare official correspondence as authorized and directed by the Board of Trustees.

The Secretary shall assume and perform all duties of the President if the President and Vice President are unable to discharge their duties.

4. Treasurer

The treasurer shall have the care and custody of all the funds of the board not held by the City Treasurer. The treasurer shall keep such funds in a bank or banks approved by the board and shall pay out such funds only at the direction of the board. The treasurer or such persons as the board directs may sign all checks, drafts, or other orders for the payment of money, notes or other evidences of indebtedness issued in the name of the organization as shall, from time to time, be determined by resolution of the Board of Trustees. The treasurer may approve and present to the board monthly and annual financial reports. In the absence or inability to act as the treasurer, the duties shall be performed by such other trustees as the board may designate.

C. Election and Term

The officers shall be elected annually at the July meeting of the board and shall hold office until the next July meeting or until their successor is elected. No officer shall be elected to serve more than two (2) consecutive terms of such office.

D. Vacancies

In the event of the resignation, removal or inability to act of the president, the vice-president shall become president. In the event of the resignation, removal or inability to act of any officer of the board, such office may be filled for the unexpired term by a special election at any regular or special meeting.

E. Executive Director Performance Evaluation

The officers of the Board of Trustees shall coordinate the evaluation of the Executive Director on an annual basis and present the results for full board review.

Article IV: Meetings

A. All board and committee meetings are held in compliance with the Illinois Open Meetings Act (OMA).

B. Regular Meetings

The regular meetings of the board shall be held on the third Wednesday of each month at the designated time and place specified by the board. In the event the third Wednesday of any month falls on a holiday or any other reason causing the library to be closed

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to the general public, then the regular meeting shall be held on the following Wednesday, or any date specified and approved by the board.

C. Special Meeting

Special meetings may be called by the Executive Director at the direction of the president or at the request of three (3) trustees for the transaction of business as stated in the call for this meeting.

D. Presiding Officers

In the absence of the president and vice-president at any regular or special meeting, the meeting shall be presided over by one of the trustees present, who shall be chosen at the meeting for that purpose.

Article V: Committees and Representatives

A. Standing Committees

There shall be three (3) standing committees of the board as follows:

1. Finance/Audit Committee, consisting of at least three (3) members
2. Governance Committee, consisting of at least three (3) members
3. Development Committee, consisting of at least three (3) members

B. A board member may not serve on more than two (2) standing committees.

C. Duties of Committees

1. Finance/Audit Committee

The Chair assists Controller with all board reporting for the City and Board of Trustees, including audit activities. The Chair and committee members shall meet to review finance reports, and determine possible alternate presentation of reports, before submitting to the board for approval at the regular monthly meeting. The Executive Director and the board are responsible for final review and oversight of all financial reporting for the Library.

2. Governance Committee

The Board of Trustees is responsible for establishing and maintaining the bylaws and policies of the library. The Executive Director oversee the policy process and is responsible for presenting policy changes, suggestions, or creations to the Chair of the committee for review as needed. The Chair will lead the committee in reviewing, updating, and finalizing bylaws and policies before submitting to the Board for final approval. The bylaws and policies of the library are established and maintained by the Board of Trustees with oversight by the Executive Director. The Governance Committee creates the evaluation form for the Executive Director to present to the board for revisions and approval. Once approved, the evaluation form is updated as needed.

3. Development Committee

The Development Committee shall lead the board's participation in resource development,

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fundraising and trustee training, as well as the library’s strategic direction/planning. It shall help educate trustees about the organization- including but not limited to program plans and the resources needed to realize those plans. It will facilitate the inclusion of all trustees and other volunteers in fundraising activities, familiarize trustees with fundraising skills and techniques as well as assist with the annual trustee retreat.

D. Term

The term of all standing committees shall be until the next July meeting after appointment.

E. Vacancies

Vacancies on standing committees shall be filled by the Board President for the unexpired term.

F. Special/Ad Hoc Committees

Special/Ad Hoc Committees may be established by the president for such terms and conditions as the board may decide.

G. Representative-Waukegan Public Library Foundation

Not less than one (1) representative of the board shall be appointed annually to serve on the Board of Directors of the Waukegan Public Library Foundation.

Article VI: Records of the Board

A. Compliance

It is the policy of the Waukegan Public Library to permit access to as well as inspection and copying of public records in accordance with the Illinois Freedom of Information Act (FOIA) and any other relevant statutes.

B. Custody and Access

All records and accounts of the library and of the board shall be kept in the library in the custody of the Executive Director. All such records and accounts shall be open to the inspection and use of all trustees at all reasonable times. Such records shall include the financial reports, the minutes of all meetings, and all other pertinent written matter as affect the operation of the library. The minutes of the board meetings open to the public shall be posted on the library’s website within 10 days of their approval and shall remain posted on the website for at least 60 days after their initial posting.

C. Audits

1. Financial Records

Under the direction of the Finance/Audit Committee, financial records shall be audited annually by a CPA in conjunction with the audit of the City of Waukegan, IL.

2. Other Board Records

The records shall be subject to audit by two (2) trustees appointed by the president and shall be conducted each fiscal year (May 1 – April 30), and the audit report filed no later than September 30 each year for the prior fiscal year. Such reports shall certify as to the accuracy of the records of boards, their completeness, and list the discrepancies, if any.

Article VII: Executive Director

- A. The Executive Director shall be considered the executive officer of the board and shall have the sole charge of the administration of the library under the direction and review of the board. The Executive Director shall be responsible for the care of the buildings and equipment, for the employment, direction, removal of staff members, and for the efficiency of the library's service to the public.
- B. The Executive Director is responsible for the financial operation of the library within the limitations of the budgeted appropriation.
 - 1. The Executive Director, or their delegate, shall make monthly and annual reports to the board and keep the board advised of the condition of the library and how it may best serve the public.
 - 2. The Executive Director may co-sign checks and vouchers.
- C. The Executive Director or their delegate shall act as, and have the title of Recording Secretary, and shall attend all meetings of the board, take the minutes of such meetings and give notice of such meetings at the direction of the proper officer.
- D. The Executive Director may attend all standing and Special/Ad Hoc committee meetings.

Article VIII: Rules of Order

- A. Order of Business
The order of business for all regular meetings shall be by an agenda, publicly posted in accordance with the Illinois Open Meetings Act (OMA). The agenda items, one of which shall be an approval of all bills paid within the previous month, and order of the agenda shall be determined by the president and Executive Director. Additional items may be requested by any trustee prior to public posting, or at a meeting by vote of the board. Binding action shall only be taken on items listed on the publicly posted agenda.
- B. Quorum
A quorum shall consist of five (5) trustees. The majority of those present shall determine the vote taken on any question, unless a larger majority is required by law.
- C. Power of Majority
An affirmative vote of the majority of all trustees of the board present at the time shall be necessary to approve any action before the board, with the exception of changing the bylaws and unless specified by statute.
- D. Questions of Order
The president shall decide all questions of order and shall be governed in decisions by parliamentary law as prescribed by Robert's Rules of Order Newly Revised, 11th Ed.

Article IX: General Provisions

A. Indemnification

Each person who is or was a trustee or officer of the library shall be indemnified by the library in accordance with, and to the fullest extent authorized by Illinois statute.

B. Conflict of Interest

No trustee shall derive any personal financial benefit, either directly or indirectly, by reason of his or her membership on the board. Each trustee shall disclose to the board any personal interest which he or she may have in any matter pending before the board and shall refrain from participating in any decision on the matter. Trustees shall be governed by all applicable State of Illinois statutes.

C. Dissolution

Upon liquidation and/or dissolution of this board, the entire net assets remaining after payment of any and all liabilities and obligations of this board shall be distributed to an exempt organization as required by statute.

D. Nondiscrimination

The board and the library shall not discriminate based on race, color, disability, religion, gender, gender expression, sexual orientation or identification, military status, marital status, age, national or ethnic origin, or other state or federal protected status in the administration of its policies and employment.

E. Compensation

Trustees shall serve without compensation but shall be reimbursed from library funds for actual and necessary expenses incurred in the performance of their duties.

Article X: Amendments

These Bylaws may be amended by a majority vote at a regular meeting, provided notice of the proposed amendment has been given at a preceding regular meeting; or at a special meeting, provided notice of the proposed amendment has been given ten (10) days prior.

Article XI: Electronic Attendance

Attendance via electronic conferencing must comply with OMA statute 5 ILCS 120/7

A. Permitted

1. Any trustee may attend any open or closed meetings of the Board of Trustees via electronic means (such as by telephone or videoconferencing) provided such attendance is in compliance with the rules set forth in this section and any applicable laws.

B. Prerequisites

A trustee may attend a meeting electronically if the member meets the following conditions:

1. A quorum is physically present throughout the meeting;
2. A majority of the physically present vote to approve the electronic attendance to the meeting;
3. The trustee gives advance notice to the Recording Secretary; and

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4. The trustee asserts one (1) of the following three (3) reasons why they are unable to attend:
 5. Personal illness or disability; or
 6. Employment purposes or the business of the public body; or
 7. A family or other emergency
- C. Voting Procedures
After a roll call establishes that a quorum is physically present, the president or presiding officer shall call for a motion that a member be permitted to attend the meeting electronically (after specifying the reason entitling the absent trustee to attend electronically). The motion must be approved by a roll call vote.
- D. Public Health/Disaster Declaration Procedures
In the event of a public health disaster, the Board may hold remote meetings if authorized by, and in conformance with, Section 5 ILCS 120/7(e). Each member present electronically is considered present when determining quorum and participating in all proceedings.
- E. Adequate Equipment Required
The trustee permitted to attend electronically must be able to communicate effectively, meaning physically present trustees and audience members must be able to hear all communications.
- F. Standing Committees
These rules shall apply to all standing and special / ad hoc committees.

Article XII: Bylaws Adoption

These Bylaws shall be in full force and effective upon their adoption and all prior bylaws are hereby repealed.

Approved: November 17, 2021

Revision History:
2/20/2013, 4/18/18