

Article I

Name

The name of this organization shall be the Board of Trustees of the Cicero Public Library, being established by special election on April 17, 1920.

Article II

Mission Statement and Goals

Section A: Mission

The mission of the Cicero Public Library is to acquire and make accessible the information, materials and services needed by the residents of the Town of Cicero, and to support the principles of intellectual freedom.

Section B: Goals

The Goals of the Cicero Public Library are:

1. To provide and maintain educational, informational and recreational materials that meet the needs of patrons.
2. To encourage the use of, and expand the scope of, the library's resources and services.
3. To develop the library skills and public relations skills of the staff in order to provide competent and cheerful assistance to patrons.
4. To provide physical facilities that respond to the needs of all patrons in the community and to the needs of the staff.
5. To foster economic and efficient use of local public library funds, and at the same time secure available state aid and other grants for which the library qualifies as supplements to local revenues.
6. To promote local awareness, pride, responsibility, initiative and support of library service

Article III

Members

Section A: The Role of the Library Board

The responsibility of the Library Board of Trustees is:

1. To employ a competent and qualified library director;
2. To determine the role of the library in the community and to develop appropriate goals for service;
3. To seek adequate funding to achieve the goals of the library;
4. To adopt written policies to govern the operation of the library;
5. To authorize plans of expenditure to allow implementation of the library's service program;

6. To be aware of issues in library service and legislation affecting libraries and
7. To communicate actively with local government and the general public.

The Board of Trustees of the Cicero Public Library shall have the authority necessary to carry out the spirit and intent of Illinois Library Law and the Statutes of the State of Illinois.

Section B: Membership and Terms of Office

1. The Cicero Public Library shall be governed by a Board of Seven (7) Trustees duly elected in a regularly scheduled election as pursuant to the requirements of the Illinois Revised Statutes, Chapter 75 ILCS 5/4-3.1.
2. A regular term of office for a Trustee shall be six (6) years. The terms shall be staggered with at least two terms expiring every two years.
3. Any resident of the Town of Cicero is eligible to run for the Board upon compliance with State Election Law procedures.
4. These elections shall be held biennially in each odd-numbered year on the date specified by the State Election Law.

Section C: Orientation of New Board Members

The President and the Secretary of the Library Board and the Library Director shall meet with any new member(s) of the Board within one month of election or appointment. Orientation of new Board members shall include:

1. A meeting with the Board President, Secretary and Library Director to review policies and general operations. Discussion shall include:
 - a. An outline of the responsibilities of the Library Board and the staff.
 - b. A perspective of the Library Board's relationship to Town government and the community.
 - c. An explanation of the funding process for the library and an overview of the financial reporting documents.
 - d. An explanation of how the Board handles the business items found on the agenda and how to bring items to the agenda for discussion.
 - e. A discussion of the library's goals and objectives.
 - f. An overview of issues currently confronting the Library Board
2. Provision of the following documents:
 - a. A List of names, addresses and telephone numbers of all Library Board Members and library staff members.
 - b. The most recent annual report of operations
 - c. A copy of the library's budget and appropriation ordinance.
 - d. Any planning documents detailing the library's goals and objectives.
 - e. A copy of the Board's by-laws and the library policies.

f. A copy of Illinois Library Laws and the trustee manual currently used by the Board.

3. Tour of the library building and introduction to key staff members.

Section D: Resignation

If a trustee wishes to resign from service on the Board, it is requested that a minimum of three months notice be given to the Library Board so a new appointment can be made by the remaining members of the Board.

Section E: Vacancies

1. Vacancies shall be declared by the Board of Trustees in accordance with the Laws of the State of Illinois, Chapter 75 ILCS Chapter 5/4-4.
2. Should a vacancy be declared by the Board of Trustees, the Trustees, by a majority shall appoint a competent resident of Cicero, Illinois to fill the unexpired term also in accordance with Chapter 75 ILCS Chapter 5/4-4.

Article IV

Officers

Section A: Elected Officers

The elected officers of the Cicero Public Library Board of Trustees shall be a President, Vice-President and Secretary. Officers shall serve for two years. The President shall not serve for more than four consecutive years except as this requirement may be waived by a majority vote of the Board whenever it is determined to be in the best interest of the library to do so.

Section B: Election Procedures

Officers shall be elected by the Board from among its members at the first regularly scheduled meeting following an election of library trustees in a general election. After the newly elected trustees have been sworn in, members of the Board may be nominated for office, a blind ballot shall be used. If an unreasonable tie vote results, a decision will be made by drawing lots. The terms of office for the officers shall end and the terms of their successors shall begin immediately subsequent to this election.

Section C: Special Election of Officers

1. A special election will be held to fill any vacancy created by an officer who leaves the Board before completing his/her term of office. The length of the term will be limited to the remaining months of service in the term vacated by the officer
2. The Special election will be held at the next regular meeting of the Board after the vacancy occurs.

Section D: Duties of Officers

1. President—The President shall preside at all meetings of the Board, appoint all committees, and perform other duties normally associated with the office or assigned to the office by the Board. The President shall be an ex-officio member of all committees. The President signs all checks. The President certifies documents on behalf of the Board.

2. Vice-President—The Vice-President shall preside in the absence of the President and shall preside at the meetings with the same powers as those vested in the President.
3. Secretary— The Secretary has the responsibility to see that accurate minutes of meetings of the Board are taken and maintained as a public record. The Secretary signs minutes of meetings after their approval by the Library Board. In the Absence of the President and Vice-President, the Secretary shall call the meeting to order and see that a temporary chairman is selected by the members present. The Secretary also certifies documents on behalf of the Board. The Secretary signs all checks.
4. Treasurer—The Library Board does not elect a Treasurer from among its members. The Town Treasurer serves as the official bonded Treasurer for the Library Board of Trustees, coordinates financial services as approved and directed by the Board, and reports the financial status of the Library to the Board on a monthly basis. The Town Treasurer has no voting privileges on the Library Board.

Section E: Voting

All actions taken by the Board of Trustees by motion shall be by vote of a majority of the Board present and voting except in those instances where a two-third (2/3) vote is required.

Article V

Committees

Section A: Committee Description

The Library Board of Trustees shall function, in general, as a committee of the whole. Standing committees and ad hoc committees may be formed and special assignments may be undertaken by individuals, as the Board deems appropriate, necessary or desirable.

Section B: Powers of Committees

A committee shall have advisory powers only, unless, by formal action of the Board, it is granted specific power to act. Each committee shall take its recommendations to the Board of Trustees for action.

Section C: Committee Business

1. The business of each committee shall be such as associated with its name, or as shall be assigned to it.
2. Committee business shall be concerned with policy for the Cicero Public Library. The action and development of procedures from policy be the responsibility of the Library Director.

Section D: Committee Member Limits

There shall be no limit on the number of members on each committee. Trustees may find it necessary and/or beneficial to invite members of the community to serve with them on library committees. Non-Board members shall be invited by the Chair of a Committee with the approval of the majority of that committee and shall serve in an advisory capacity only.

Section E: Standing Committees and Terms

There shall be the following standing committees: Executive, Building and Grounds, Finance, Personnel/Policy, and Legislation/Public Relations.

1. Standing committee members are appointed by the newly elected President at the next regularly scheduled meeting following the meeting at which election of board officers is held and President can reassign committee members at will or when a new board member is appointed.
2. Members serve for two years and reassigned committee members will serve until another election of board officers is held.

Section F:

The President shall be an ex-officio **voting** member of all committees. The Library Director shall be an ex-officio **non-voting** member of all committees.

Section G:

All committee meetings of the Board of Trustees are open to the public as provided in the Open Meetings Act—5 ILCS 120/1.

Article VI Meetings

Section A: Regular Meetings

1. The Board of Trustees of the Cicero Public Library shall meet at least ten times per year to conduct business of the library.
2. The regular meetings of the Board of Trustees shall be held in the library at 6:00 pm on the second Monday of every month, except July and August.
3. At the December meeting each year, the Board shall adopt a resolution as to the meeting place, time and date for the following year.
4. At the beginning of each calendar year, the Administration shall publish the adopted schedule of regular meetings.
5. Any changes in place, time or date of meetings shall be made in compliance with Illinois Compiled Statutes.

Section B: Special Meetings

1. Special meetings will be called in accordance with statutory requirements.
2. Special meetings may be held at any time at the call of the President, the Secretary, or any two members of the Board, provided that public notice which includes agenda items is given and that the agenda of the Special Meeting is delivered to all board members at least 24 hours prior to the meeting time.
3. In the absence of the President, the meeting shall be presided over by one of the Trustees present who shall be chosen by members for that purpose.

Section C: Quorum

Four (4) members of the Board of Trustees present at a meeting shall constitute a quorum.

Section D:

All regular and special business meetings of the Board of Trustees are open to the public as provided in the Open Meeting's act—5 ILCS 120/1 et seq.

In case of extreme emergency, the Board may be polled by phone. The decision shall then be ratified at the subsequent Board meeting.

Section E: Rules of Order

1. Meetings shall be conducted in accordance with accepted standards of parliamentary procedure.
2. Robert's Rules of Order Revised, in the absence of provision to the contrary shall be observed in governing the transactions of the business of the Board of Trustees of the Cicero Public Library; i.e.: provided they are not inconsistent with these by-laws, any special rules of order the Board may adopt, or State Law. These by-laws supersede Robert's Rules of Order Revised.
3. Reconsideration. A motion for reconsideration once having been made and decided in the negative shall not be renewed nor shall a motion to reconsider be reconsidered. A motion to reconsider must be made by a member who voted on a prevailing side of the question to be reconsidered.
4. Seconding of Motions Required. No motion shall be put or debated by the Board unless it be seconded.
5. Debate. No member shall speak more than once on the same question except by unanimous consent and then not until every other member desiring to speak shall have had an opportunity to do so.

Section F: Order of Business

1. Call to order
2. Pledge of Allegiance
3. Roll Call
4. Minutes
5. Bills
6. Salaries
7. Director's Report
8. Department Reports
9. Correspondence
10. Unfinished Business
11. New Business
12. Adjournment
13. Public Comments

Article VII

Director and Staff

Section A: The Role of Administration

1. The Library Director is not a member of the Board, but is employed to act as the manager of library operations. In this capacity, the Director is responsible for

planning, budgeting, recommending and implementing policies, employing and managing the library staff, and enacting the adopted plan of service. The Director reports directly to the Library Board, participating actively at all Board meetings but without vote.

The Director shall:

- a. Serve as Chief Administrative Officer
 - b. Carry out the policies of the Board of Trustees both as to their instruction and their intent.
 - c. Attend all Board meeting, except those at which his/her appointment, dismissal or salary is to be discussed or decided.
 - d. Certify all bills and money expended, and present monthly and annual financial and progress reports to the Board of Trustees.
 - e. Have the power to commit expenditures within the working budget. He/she shall be encouraged to use the system of informal as well as formal bids for all expenditures.
 - f. Have charge of all personnel, including hiring and dismissal, with the exception of the Assistant Director, subject to the approval of the Board of Trustees.
 - g. Be responsible for the maintenance and care of all Cicero Public Library properties.
 - h. Be responsible for the efficiency of the system's service to the public where direct library service is given.
 - i. Have the general charge of the Cicero Public Library in consultation with the Board of Trustees.
 - j. Operate within the job description.
2. The Assistant Director shall perform such duties as assigned by the Director and established in the job description.
 3. The Director shall oversee the selection and purchase of all library materials
 4. Staff members shall be such as to meet the service needs of the community in accordance with the organizational chart and the budget of the library.

Article VIII

Indemnification of Trustees and Employees

If any claim or action not covered by insurance is instituted against a Trustee or employee of the Cicero Public Library allegedly arising out of an act or omission occurring within the scope of his or her duties as such Trustee or employee, the Cicero Public Library shall at the request of the Trustee or employee:

1. appear and defend against the claim or action; and
2. pay or indemnify the Trustee or employee for a judgment and court costs based on such claims or action and

3. pay or indemnify the Trustee or employee for a compromise or settlement of such claim or action providing the settlement is approved by the Board of Trustees of this Library.

For the purpose of this Section, the term "Trustee" and "employee" shall include former Trustees and former employees of the Library. This section shall not apply if the Board of Trustees finds that the claim or action arises out of malicious, willful, or criminal misconduct on the part of the Trustee and/or the employee. In such case, indemnification shall be determined after an investigation of the facts.

Article IX

Records

All records and accounts of the Cicero Public Library shall be kept in the Business Office of the Library and in the custody of the Library Director. All such records and accounts, with the exception of personnel and patron records shall be open to all members of the Board of Trustees at all reasonable times. They will also be made available to any member of the public upon submittal of the proper request forms. None of these records shall be removed from the Library except for microfilming for library purposes.

Article X

Rule Suspension

Any rule or resolution of the Board, whether contained in these bylaws or otherwise, may be suspended temporarily in connection with business at hand, but such suspension to be valid, may be taken only at a meeting at which two-thirds (5) of the members of the Board shall be present and two-thirds of those present (3) shall so approve.

Article XI

Severability

If any provision of these bylaws enacted after their effective date is held invalid, such invalidity does not affect other provisions or applications of these bylaws.

Article XII

Amendments

These bylaws may be amended by a majority vote at a regular meeting of the Board of Trustees of the Cicero Public Library provided that a written initial draft of the proposed changes is presented to the Board at the preceding regular meeting of the Board

These bylaws may also be amended by a majority vote at a special meeting of the Board of Trustees provided that a written initial draft of the proposed changes has been given to the Board at least ten days prior to the special meeting.

Article XIII

Illinois Library Laws

The Illinois Library Laws supersede any and all of the above articles.

Article XIV

Bylaw Review

These bylaws shall be reviewed at least every three years.

Article XV
Prior Bylaws

All prior bylaws are hereby repealed.

Adopted by the Board of Trustees of the Cicero Public Library March 8, 2010