

**MORTON GROVE PUBLIC LIBRARY**

**BYLAWS OF THE  
BOARD OF TRUSTEES**

**ARTICLE I**

**NAME**

SECTION 1. The name of this library shall be the Morton Grove Public Library. The service area of this Library will be the same as the boundaries of the Village of Morton Grove.

**MISSION STATEMENT**

SECTION 2. The mission of the Morton Grove Public Library is to serve informational, educational and recreational needs of the Morton Grove community through acquiring and maintaining high quality materials, programs and services within comfortable facilities, with emphasis on information which is of immediate relevance and interest; and in a manner commensurate with responsible fiscal planning. The Library's mission extends to providing access to the universe of information beyond the Library's own collections through interlibrary cooperation and efficient use of technology.

**ARTICLE II**

**TRUSTEES**

SECTION 1. The Board of Library Trustees shall be composed of seven members, or such lesser number as shall from time to time be serving, as provided by law. Each Trustee shall be a legal resident and a registered voter of the Village of Morton Grove. Collectively, the Trustees of the Library shall be referred to herein as the Library Board, or the Board. All actions of the Board of Trustees are governed by the Statutes of the State of Illinois relating to village libraries.

SECTION 2. Each newly-elected Trustee of the Library shall be sworn into office as Library Trustee by the presiding officer at the regular May meeting of the Board, or at the first regular or special meeting thereafter which the newly-elected Trustee shall attend.

SECTION 3. It shall be the duty of the Trustees to elect officers; to fill such vacancies on the Board as may occur; to appoint a professional Director; to determine Library policies; to set financial policy; to secure adequate funds, to approve expenditures, and to designate a Financial Advisor, a non-member of the Board who shall serve as a consultant in financial matters; to provide and maintain adequate Library facilities and materials; to file an annual report as required by statute, and to exercise such other powers and perform such other duties as are provided by law and appropriate to the operation of the Library.

**VACANCIES**

SECTION 4. If a vacancy occurs on the Library Board, acting as a committee of the whole, shall fill the vacancy until the next annual library election, in accordance with the applicable statute.

## ARTICLE III

### OFFICERS AND DUTIES

SECTION 1. The officers of the Library Board shall be the President, the Secretary and the Treasurer. Each officer shall be elected at the regular April meeting, in even numbered years and shall serve for a term of two years. The election shall be presided over by the outgoing President. No Trustee shall hold more than one office at a time nor serve consecutive terms in the same office, provided that election of a Trustee to fill a vacancy of a one year duration or less in an office shall not prohibit that Trustee from being elected to serve a consecutive full term in the same office.

SECTION 2. The President shall appoint a nominating committee of two members of the Board at the February meeting. Such committee shall present its nominations for each officer of the Library Board at the March meeting, provided the consent of such candidates has been obtained. Additional nominations may be made from the floor.

SECTION 3. Should an office become vacant prior to the expiration of the term of that office, the Library Board shall, at the first regular meeting held after such vacancy occurs, elect from its number an officer to fill the unexpired term.

SECTION 4. It shall be the duty of the President to preside at all meetings of the Library Board; to see that the Bylaws of the Library are enforced; to make all standing and temporary appointments; to authorize calls for Special meetings; to sign official documents; and generally to perform the duties of a presiding officer. In the absence of the President, the Trustees present shall elect one of their number as Chairman pro tem.

SECTION 5. It shall be the duty of the Secretary to call roll at meetings of the Library Board. And in conjunction with the Director, to record the proceedings of the Library Board; to give notice of all regular and special meetings; to send a copy of the previous month's proceedings to each Board member at least one day before the regular meeting; to handle any necessary correspondence; to sign documents; to be responsible for the custody of official records and correspondence and maintain them on the Library premises; and to perform such other duties as the Board may direct. In the absence of the Secretary, the President or presiding officer shall appoint one of the Trustees present as Secretary pro tem.

SECTION 6. It shall be the duty of the Treasurer to exercise general supervision of all finances and to chair the Finance Committee. The Treasurer shall be responsible for all monies received by the Library and for keeping proper records of the cash receipts and cash disbursements of the Library, and making these records available for annual audit; to pay, after approval of the Library Board, the expenses incurred by the Library; to submit monthly and annual reports; to submit to the Board for its approval, recommendations for investment of funds not needed for current expenses; to submit papers or record books to the Board or the Finance Committee for examination when requested; to work with the Finance Committee and the Director in the preparation of the Library's tax levy, appropriation and budget; and to provide from Library funds a Petty Cash fund not to exceed \$100.00 and a Librarian's account not to exceed \$2,000.00. The Treasurer shall be an authorized signatory on all checks.

## ARTICLE IV

### COMMITTEES AND DUTIES

SECTION 1. There shall be standing committees as follows: Executive, Finance, Building and Grounds and Policy. Each committee shall be appointed by the President. Each member of a standing committee shall serve until the next annual meeting, or should the seat be vacated, until a successor is appointed.

SECTION 2. The Executive Committee shall consist of the President, Treasurer and Secretary of the Library Board. It shall be responsible for long-range planning; for setting goals and objectives; for preparing charges to committees, for dealing with special situations as they develop and for evaluating the Director.

SECTION 3. The Finance Committee shall consist of the Treasurer of the Library Board, one other member appointed by the President, the Director, and the President, as an ex-officio member. Its duties shall be to supervise all Library finances; to invest funds not needed for current expenses, such investments to be in accordance with Section 7 of this Article IV; to review the salary schedule, make recommendations for the Director's salary and to prepare and submit the appropriation and tax levy to the entire board for final adoption.

SECTION 4. The Policy Committee shall consist of two members of the Board appointed by the President, the Director, and the President, acting as an ex-officio member. It shall be responsible for setting and reviewing on a regular basis, with Board approval, such policies as are deemed necessary for the operation of the Library and its personnel.

SECTION 5. The Building and Grounds Committee shall consist of two members of the Board appointed by the President, the Director, and the President, acting as an ex-officio member. It shall be responsible for a program of maintenance of physical facilities of the Library.

SECTION 6. Special committees shall be appointed by the President when there is need in the areas of Board operation and policy, and continue to serve until the task is completed.

SECTION 7. (a) The Finance Committee shall invest Library funds not needed for current expenses in a manner reasonably calculated to produce the highest reasonably available return consistent with a high degree of safety for the funds. To this end, the investment of funds by the Finance Committee shall be limited to the following: (i) bonds, notes, certificates of indebtedness, treasury bills, or other securities now or hereafter issued, which are guaranteed by the full faith and credit of the United States of America as to principal and interest; (ii) bonds, notes, debentures, or other similar obligations of the United States of America or its agencies; or (iii) interest-bearing savings accounts, interest-bearing certificates of deposit or interest-bearing time deposits, or any other investments constituting direct obligations of any bank as defined by the Illinois Banking Act (75 ILCS 20/0.01 et seq.).

b) Except as provided in subsection (e) of this Section:

(i) Investments in banks must be insured by the Federal Deposit Insurance Corporation; (ii) Investments may be made in short-term discount obligations of the Federal National Mortgage Association or in shares of other forms of securities legally issuable by savings banks or savings and loan associations incorporated under the laws of this State or any other state or under the laws of the United States; (iii) Investments may be made only in those savings banks or savings and loan associations the shares, or investment certificates of which are insured by the Federal Deposit Insurance Corporation; (iv) All such investments shall mature or be redeemable on a date or dates prior to the time when funds so invested will be required for expenditure by the Library Board; (v) Investments may be made in dividend-bearing share accounts, share certificate accounts, or class of share accounts of a credit union chartered under the

laws of this State or the laws of the United States; provided, however, the principal office of any such credit union must be located within the State of Illinois; (vi) Investments may be made only in those credit unions the accounts of which are insured by applicable law.

(c) For purposes of this Section, the term “agencies of the United States of America” includes (i) the federal land banks or federal intermediate credit banks; (ii) the federal home loan banks and the federal home loan mortgage corporation; and (iii) any other agency created by Act of Congress.

(d) Except for pecuniary interests permitted under Section 3-14-4 (f) of the Illinois Municipal Code (65 ILCS 5/3-14-4) or under Section 3.2 of the Public Officer Prohibited Practices Act (50 ILCS 105/3.2), no Treasurer or other member of the Finance Committee may do any of the following: (i) have any interest, directly or indirectly, in any investments in which the Library Board is authorized to invest; (ii) have any interest directly or indirectly, in the seller, sponsors, or managers of those investments; (iii) receive, in any manner, compensation of any kind from any investments in which the Library Board is authorized to invest.

(e) If any funds deposited for investment in an institution exceed the amount federally insured by an such institution, the Treasurer shall require such bank or savings and loan association to deposit with the Treasurer securities guaranteed by agencies and instrumentalities of the federal government equal in market value to the amount by which the funds deposited exceed the federally insured amount in accordance with the Public Funds Deposit Act (30 ILCS 235/0.01 et seq.).

## **ARTICLE V**

### **ADMINISTRATION**

SECTION 1. It shall be the duty of the Director to administer the policies, procedures, and programs for the improvement of Library services to the residents of the Village of Morton Grove; to employ and supervise personnel; to select and maintain Library materials, furnishings and equipment; to submit all bills to the Board for approval before payment is made, except such expenses as the Board shall authorize for payment in the usual course of business without prior approval, and all such expenses shall be reported to the Board not later than the regular monthly meeting in the calendar month immediately following the month in which such expense is incurred; to administer the Petty Cash fund and the Librarian's account in accordance with the policies and authorization of the Board; to submit monthly and annual reports, to prepare and distribute documents to each Board member, as directed by Board officers; to attend all Board and committee meetings except those portions of meetings at which his/her appointment, tenure, or salary is to be discussed; and to undertake such other activities as may be necessary for the Library's operation, in accordance with the policies adopted by the Board.

## **ARTICLE VI**

### **MEETINGS**

SECTION 1. The regular monthly meetings of the Library Board shall be held on the second Thursday of each calendar month at 7:30 P.M. in the Morton Grove Public Library and notice thereof shall be posted as required by statute. The date, time, or place of the regular meeting may be changed provided that a majority of the Trustees present so vote at the regular meeting prior to the meeting affected, and provided that proper public notice is given. If the date of a regular monthly meeting conflicts with a national or religious holiday, the Board may designate an alternate date.

SECTION 2. Four Trustees of the Library Board shall constitute a quorum and a majority of those present shall determine the vote taken on any question. A roll call shall be required on any matter creating a liability or expenditure or on a request from any Trustee.

SECTION 3. Special meetings of the Library Board may be called at the direction of the President or upon written request of three Trustees of the Library. Notice of special, rescheduled or reconvened meetings shall be posted as required by statute. At special meetings, only such business may be transacted as is specified in the call.

SECTION 4. All special meetings of the Library Board shall be held at the Library unless otherwise specified by the President.

SECTION 5. The annual review of library operations shall be held as a part of the regular monthly meeting in June.

SECTION 6. Notices of regular meetings shall be distributed to each Trustee at least one day before the meeting.

SECTION 7. Upon the duly adopted motion of any Trustee at any regular or special meeting, the Board may adjourn to closed session to consider such matters as are permitted by the applicable State of Illinois statutes.

SECTION 8. The order of business at the regular meetings shall be determined by the President or other presiding officer, and shall include the following: Call to order, Roll call, Minutes, Treasurer's report, Librarian's report, Other reports, Communications, Unfinished business, New business and Adjournment. The order of business may, at any point in the meeting after roll call, be modified with the approval of a majority of the Trustees present.

SECTION 9. The President may recognize members of the public during Board meetings.

## **ARTICLE VII**

### **GIFTS**

SECTION 1. Any persons desiring to make donations of money, personal property or real estate for the benefit of the Library shall have the right to vest the title to money or real estate so donated, in the Library Board, to be held and controlled by the Library Board, when accepted, according to the terms of the deed, gift, devise or bequest of such property.

## **ARTICLE VIII**

### **AMENDMENTS**

SECTION 1. These By-Laws may be amended, altered or repealed at any regular meeting of the Library Board by an affirmative vote of four or more Trustees, provided that such amendments, alterations, or repeals shall be consistent with the Library Act of the Illinois Compiled Statutes, and provided that written notice of the proposed amendments, alterations or repeals has been presented to all Trustees in writing at least ten days prior to the meeting.

SECTION 2. Any existing Library Statutes of the State of Illinois and any future amendments thereto, which may be in conflict with any part of these Bylaws, shall have control over the conflicting provision of these Bylaws.

SECTION 3. These By-Laws shall be effective as of the date of their adoption by the Library Board and supersede all previous Bylaws.

## **ARTICLE X**

### **PARLIAMENTARY AUTHORITY**

The latest edition of *Robert's Rules of Order* shall govern in cases not covered by these Bylaws or other standing rules of the Library Board.

Approved by the Board of Library Trustees Village of Morton Grove: April 14, 1994  
Amended: June 8, 1995; August 10, 1995; January 11, 1996; July 11, 1996; March 9, 2006