

DEERFIELD PUBLIC LIBRARY  
BYLAWS  
OF THE  
BOARD OF TRUSTEES

Preface – Promulgated under the authority of 75 ILCS 5/4-7(1).

**ARTICLE I.**

Section I.                   --NAME--

The name of this Library shall be the Deerfield Public Library. The Deerfield Public Library is established and conducted as a library in accordance with the Illinois Local Library Act as codified in 75 ILCS 5/1-0.1 et seq. The boundaries of this Library will be the same as the boundaries of the Village of Deerfield.

Section II.                 --MISSION STATEMENT--

The mission of the Deerfield Public Library is to provide the community with open access to the world of information and ideas, encouraging lifelong learning and personal growth in a welcoming environment. The long-range view will include the ever increasing use of the appropriate new technologies to meet these needs. Library services will be informational, recreational, technical, cultural and educational. To attain these goals, the Library will keep abreast of current technology, have a competent and trained professional staff, actively promote its presence and services, and measure its performance at regular intervals.

**ARTICLE II.**

Section I.                   --ESTABLISHMENT--

This Library was established pursuant to Referendum and a Special Act of the Illinois State Legislature. The Library is financed primarily by real estate tax levied by the Village of Deerfield and collected by the county on taxable property within the Village limits. Where reference is made to state statutes in these bylaws, it is to Chapter 75 unless otherwise indicated.

**ARTICLE III.**   --BOARD OF TRUSTEES--

Section I.                   --COMPOSITION OF BOARD--

The Deerfield Public Library shall be operated by a Board of Trustees composed of seven (7) members elected by the residents of the Village of Deerfield in accordance with the Illinois Compiled Statutes governing such elections. All actions of the Board of Trustees are governed by the Laws of the State of Illinois relating to Village Libraries.

Section II.                 --ELECTION QUALIFICATIONS--

Each Trustee shall be a legal resident and a registered voter of the Village of Deerfield. Trustees shall be elected for a term of six years. Trustees who have been appointed to fill a vacancy will stand for election in the next scheduled election. Terms are staggered with the provisions of the Consolidated Elections Code, 10 ILCS 5/1-0.1 et seq.

Section III. --VACANCIES--

Vacancies on the Board shall be filled by Board appointment pursuant to 75 ILCD 5/4-4. The Board of Trustees shall give appropriate publicity to the existence of a vacancy or election in an effort to secure the most highly qualified applicants and candidates.

Section IV. --ATTENDANCE AND RESIGNATIONS--

Board membership assumes public and fiduciary responsibility for Library operations. It is incumbent upon all members to make every effort to attend every Board meeting. Board members may resign from the Board for cause. Thirty day notice should be given. Board members may be asked to resign for cause by a majority of the Board. (75 ILCS 5/4-4)

**ARTICLE IV. --OFFICERS--**

Section I.

The officers of the Board of Library Trustees shall be President, Secretary, and Treasurer. Each office shall be held by a different Trustee. The same Board member may hold the office of President for not more than two consecutive one year terms. Officers shall be elected at the May Board meeting, and shall serve for a term of one year. The first officers shall serve until the next ensuing election of Trustees, and thereafter, officers shall serve for one-year terms ending the 30th day of May of that year, or until their successors are duly elected by the Board. A vacancy in any office shall be filled by the Board for the unexpired term.

Section II. --PRESIDENT--

The President of the Board shall preside at meetings of the Board and with the advice and consent of the Board shall serve as the official spokesperson, make all standing and temporary appointments, and shall sign all documents and contracts. The President may designate another officer to sign certain documents.

Section III. --SECRETARY--

The Secretary shall be responsible for recording the minutes of all meetings of the Board, and may appoint the Library Director to record the minutes of the Board meetings. The Secretary shall sign documents and contracts where applicable and prepare official correspondence as authorized and directed by the Board of Trustees. 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.

Section IV. --TREASURER--

The Treasurer or designee shall keep and maintain accounts and records of the Library, including a record of receipts, disbursements, and balances in any funds. These records shall be submitted to audit on an annual basis. The Treasurer shall be responsible for obtaining this audit as required by statute. The Treasurer shall be bonded in an amount to be set by the Board no less than as required by statutes, (75 ILCS 5/4-9), and the cost of the bond paid by the Library. The Treasurer or designee shall, at every Board meeting, present an account of the status of the treasury to

include bills and claims, receipts, revenues, fund balances. The Treasurer shall perform all other duties provided for by law or assigned by the Board and pursuant to the Investment Policy as the Library Investment Officer. (30 ILCS 235/1 et seq.)

Section V. --COMPENSATION--

As provided by Statute, Trustees shall serve without compensation but shall be reimbursed for their actual and necessary expenses incurred in the performance of their duties.

Section VI. -- STATEMENT OF ECONOMIC INTEREST--

All Library Trustees are required to file the Statement of Economic Interest as required by 5 ILCS 420/4A-101.

Section VII --ETHICS—

The Board has adopted an Ethics Ordinance pursuant to 5 ILCS 430/1-1 et seq.

Section VIII. --POWERS--

The Board of Trustees shall have all such powers and duties as are set forth in the Illinois Village Library Act. The Board may establish rules under the Illinois Statutes as are necessary for the efficient operation, control, and maintenance of the Library.

Section VIII. --LIBRARY DIRECTOR--

The Library Director shall have sole charge of the administration of the Library under the direction and review of the Board. The Library Director shall be responsible for the care of the building and equipment, for the employment and direction of the staff, for the efficiency of the Library's service to the public, and for the operation of the Library under the financial conditions set forth in the annual budget. The Library Director shall attend all Board meetings, except those at which the Library Director's appointment and salary is to be discussed and decided. The Library Director shall be an ex-officio non-voting member of any committee dealing with areas for which the Library Director is responsible.

**ARTICLE V. --MEETINGS--**

Section I. --OPEN MEETINGS--

The Secretary or designee shall be responsible for publication and posting of notices required by the Illinois Library Act (75 ILCS 5/1- 0.1 et seq.) and the Open Meetings ACT (5/ILCS 120/1 et seq.), and may designate an employee of the Library to publish and post the notices. Executive sessions or closed meetings shall be held only as authorized by Statute. The Library Director shall serve as the required Open Meetings Act designee. There shall be a back-up designee, selected by the Library Director.

Section II. --REGULAR MEETINGS--

The regular meetings of the Board shall be held at such time and place as shall be determined by the Board. The Board shall, at the beginning of each calendar year, pass an

ordinance specifying the time, place, day, and date of all meetings for the coming year. (5 ILCS 120/2.03) Regular meetings have traditionally been held the third Wednesday of each month at 7:00 p.m. If there is a conflict with a national or religious holiday, the Board will designate an alternate date. Public comment, as required by law and library policy, is permitted at Board meetings.

Section III. --SPECIAL MEETINGS--

As provided by Statute, special meetings may be called by the Secretary, or at the request of two members of the Board for the transaction of business as stated in the call for the meeting. Notice of Special Meetings shall be by written notice with agenda posted in public at least forty-eight hours in advance of the meeting.

Section IV. --EXECUTIVE SESSION--

Attendance at executive session of the Board shall be limited to the Board of Trustees of the Library, the Library Director, and others specially invited to attend by the President with the concurrence of the Board for specific reasons.

Section V. --QUORUM--

As provided by statute, a quorum of the full Board shall consist of four Trustees, and a majority of those present shall determine the vote taken on any question, unless otherwise provided by Statute. Five Board members must be present for the election of officers, hiring or dismissal of staff. A majority vote of the full Board, four (4) members, is necessary for election of officers, hiring or dismissal of staff. Quorum for committees shall be a majority of the members of the committee. A majority of those present shall determine a vote taken on any question.

Section VI. --VOTING--

As provided by Statute, all votes on any question shall be by ayes and nays and spread of record by the Secretary. A roll call shall be required on any matter creating a liability or expenditure or on a request from any Trustee, or when required by law. Absentees and abstentions from voting shall be noted.

Section VII. --CONDUCT OF BUSINESS--

The order of business for regular meetings shall include, but not be limited to, the following items which shall be covered in the sequence shown so far as circumstances will permit: (1) Roll Call and Call to Order; (2) Public Comment, (3) Minutes of the previous meeting; (4) Treasurer's Report; (5) Librarian's Report; (6) Committee Reports; (7) Old business; (8) New Business; (9) Adjournment.

Section VIII. --SUSPENSION OF RULES--

Any rule or resolution of the Board, whether contained in these by-laws or otherwise, may be temporarily suspended in connection with the business at hand. Such suspension, to be valid, may be taken on at a meeting at which five (5) members of the Board shall be present and a majority of the full Board, or four (4) necessary to approve. Statutory requirements may not be suspended by Board action.

**ARTICLE VI.**

**--COMMITTEES--**

Section I. **--TYPES--**

Committees shall be of three types: Standing, Special, and Advisory.

Section II. **--STANDING COMMITTEES--**

Standing committees shall be appointed annually after the election of officers at the regular meeting of the Board. Each Committee shall be appointed by the President. Standing Committees shall include, but not be limited to: (1) Finance, (2) Policy, and (3) Human Relations.

Section III. **--SPECIAL COMMITTEES--**

Special Committees for the study and investigation of any issue or problem may be appointed by the President, with the advice and consent of the Board of Trustees. The make-up may include staff, but must include at least one Board member. Each committee shall serve until the completion of the task for which it was established.

Section IV. **---ADVISORY COMMITTEES--**

Advisory committees may be established by the Board of Trustees in order to provide citizen input and advice to the Board.

**ARTICLE VII.**

**--OPERATIONS--**

Section I. **--DEPOSITS--**

The Treasurer or designee shall deposit all the monies belonging to the Library in the name of the Library in such banks, trust companies, or other depositories as shall be selected by the Board of Trustees within applicable legal parameters. (Public Funds Investment Act, 30 ILCS 235/1 et seq.)

Section II. **--DISBURSEMENTS--**

At least two authorized signatures shall be required on all checks over \$75. Authorization to sign checks shall be in accordance with Board resolution.

Section III. **--BIDS--**

All purchases, except books and library materials, exceeding a cost of \$20,000 shall be subject to the bidding procedures in the Illinois Municipal Code, 65 ILCS 5/1-1-1) or Illinois Library Act 75 ILCS 5/5-5).

Section IV. **--BUDGET AND FINANCE--**

Not later than the last month of the fiscal year, in compliance with Village of Deerfield budget procedure timetables, the Board shall prepare a Budget for the coming fiscal year. It is understood by the Board that the tax levy in question is legally for the fiscal year in which it was passed, even though the tax funds will not in fact be received until the following year, and tax anticipation warrants or financing during the current fiscal year out of funds received from tax levies of the past fiscal year may be necessary. The Annual Budget shall be prepared by the

Finance Committee with the assistance of the Library Director.

Section V. --GIFT FUNDS--

The Board may receive financial or other gifts as a special trustee thereof, to be used for library cultural and educational purposes, broadly conceived, for the residents of the Village.

Section VI. --CONTRACTS AND OBLIGATIONS--

There shall be no contracts, obligations, or expenditures without specific authorization of the Board, with the exception of routine purchases of library materials and supplies, utilities, and compensation of employees (including group insurance and state and federal taxes), all within the limits of the current annual budget.

**ARTICLE VIII. --USE OF MATERIALS AND FACILITY--**

Section I. --POLICY--

It is the policy of the Library to provide the fullest possible public access to the materials and records of the Library. However, regarding circulation of books and materials to individual borrowers, it is the policy of the Library to respect the confidential nature of the Library user's identification with regard to specific materials and his/her right to privacy in all Library materials and individual patron information. Accordingly, circulation records and other records which identify the names of individual borrowers in connection with specific materials are hereby recognized as confidential in nature and access restricted only to appropriate staff. The Library may provide by resolution for access to circulation records according to legal process. The Library will conform to the Library Records Confidentiality Act (75 ILCS 10/1).

Section II. --PATRONS--

Many Library services, materials and programs are open to all persons. Access to certain library services, material loans, and programs are limited to Library cardholders. These are defined as follows;

A. RESIDENTS AND PROPERTY OWNERS OF INCORPORATED DEERFIELD are taxed for library service on their real estate tax bills and are entitled to access to all materials and services

B. RESIDENTS OF RIVERWOODS, BANNOCKBURN, OR UNINCORPORATED DEERFIELD are not taxed for Library service. The Board may allow these residents to pay for Library services as allowed by State law.

C. RECIPROCAL BORROWERS. The Board extends reciprocal services to persons with a valid current library card from another town in Illinois.

Section IV. --PENALTIES--

The Library Board may suspend the use of library facilities pursuant to statute, and normally such suspension will be for a specific length of time. The Library may provide specific regulations pursuant to statute for persons committing offenses with Library property or personnel, on the Library grounds, or other property thereof and for injury to, or failure to return any book, materials, belonging to the Library, and establish suitable penalties for such violations.

