

**BYLAWS OF THE  
DEERFIELD PUBLIC LIBRARY BOARD OF TRUSTEES**

**ARTICLE I ESTABLISHMENT**

**Section I. NAME**

The name of this library shall be the Deerfield Public Library (the "Library").

**Section II. ESTABLISHMENT**

This Library was established pursuant to referendum and a special act of the Illinois state legislature, and conducted as a library in accordance with the Illinois Local Library Act (the "Act") as codified in 75 ILCS 5/1-0.1 et seq.. The boundaries of this Library are the same as the boundaries of the village of Deerfield. The Library is financed primarily by real estate tax levied on behalf of the Library by the Village of Deerfield and collected by the counties of Cook and Lake on taxable property within the Village limits.

**Section III MISSION STATEMENT**

To provide our community with open access to the world of information and ideas, encouraging lifelong learning and personal growth in a welcoming environment.

**ARTICLE II 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. The Board of Trustees are governed by the laws of the state of Illinois relating to local 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 according to the Consolidated Elections Code, 10 ILCS 5/1-0.1 et seq.

**Section III. VACANCIES AND REMOVALS**

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

**Section IV ATTENDANCE AND RESIGNATIONS**

Board members assume 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. Board members may be requested to resign for cause by a majority of a quorum at a meeting in which at least five (5) board members are present.

**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 shall adopt 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 set forth in the Illinois Local Library Act. The Board may establish policies under the Illinois law as are necessary for the efficient operation, control, and maintenance of the Library.

## **ARTICLE III 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 regular May Board meeting, and shall serve until the next regular May Board meeting. A vacancy in any office shall be filled by the Board for the unexpired term.

### **Section II PRESIDENT**

The President of the Board is a voting member of the Board and shall preside at its meetings. With the advice and consent of the Board shall also prepare regular and special meeting agendas in concert with the Library Director, serve as an official spokesperson of the Library, make all standing and temporary appointments, serve as an ex-officio voting member on all committees, serve as principal Board liaison to the Director, and shall sign or authorize a designee to sign all official records as applicable.

### **Section III SECRETARY**

The Secretary shall be responsible for recording and maintaining the minutes of all official meetings of the Library; alternatively the Secretary may appoint the Library Director or his or her 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 is unable to discharge his or her duties.

### **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.)

The Treasurer shall assume and perform all duties of the President if the President and Secretary are unable to discharge his or her duties.

#### **Section V 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 all committees.

### **ARTICLE IV MEETINGS**

#### **Section I OPEN MEETINGS**

The Secretary or designee shall be responsible for publication and posting of notices required by the Illinois Local Library Act (75 ILCS 5/1- 0.1 et seq.) and the Open Meetings Act (5/ILCS 120/1 et seq.). Closed meetings shall be held only as authorized by statute. The Library Director shall serve as the required Open Meetings Act designee, and shall appoint a back-up designee.

#### **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, prior to each calendar year, pass an ordinance specifying the time, place, and date of all regular meetings for the coming year. (5 ILCS 120/2.03) Regular meetings have traditionally been held in the evening on the third Wednesday of each month. If there is a conflict with a State, national, or religious holiday, the Board may designate an alternate date. Public comment, as required by law and library policy, is permitted at Board meetings.

#### **Section III SPECIAL MEETINGS**

Special meetings may be called by the President, 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 when required by law. The Library Director shall be responsible for notifying the Board of the meeting.

#### **Section IV EMERGENCY MEETINGS**

Emergency meetings, as defined in state statute, may be called with less than 48 hours notice. The Library will undertake all reasonable efforts to publicize the meeting to the public.

#### **Section V CLOSED SESSION**

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

#### **Section VI 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 (5) Board members must be present for the election of officers, and hiring or dismissal of staff; a majority vote of the full Board, four (4) members, is necessary for election of officers, and 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 VII 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, when required by law. Absentees and abstentions from voting shall be noted.

### **Section VIII CONDUCT OF BUSINESS**

The order of business for regular meetings shall include, but not be limited to, the following items which shall be covered, with reasonable deviation, in the following sequence: (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) Other Business and (10) 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 for good cause 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 V 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, (3) Human Relations, (4) Board Relations, (5) Memorials, (6) Long Range, and (7) Building.

### **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 stakeholder input and advice to the Board.

## **ARTICLE VI 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**

The Library's fiscal year shall coincide with the calendar year. In compliance with Village of Deerfield budget procedure timetables, the Board shall prepare and adopt 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 VII 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 will provide circulation records by court order. 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 UNICORPORATED DEERFIELD are not taxed for Library service. The Board shall 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 issued by another Illinois public library.

### **Section III PENALTIES**

For violations of library policy, the Library Board may suspend, for a reasonable, specific length of time, a patron's use of library facilities. The Library Board may also impose reasonable fees for the late return, damage, or loss of material. Patrons shall have the right to appeal penalties, and the Board shall, at its earliest reasonable opportunity, hear and adjudge appeals

### **Section IV LIBRARY MANUALS**

The Library will maintain policies in the areas of material selection, personnel, operations, and bylaws, and review them from time-to-time. Further, the Library will develop and maintain a Strategic Plan and a Disaster Manual and review them from time-to-time.

## **ARTICLE VIII PARLIAMENTARY PROCEDURE**

### **Section I RULES OF ORDER**

For procedures not covered by these Bylaws or by standing rules adopted by the Deerfield Public Library Board of Trustees, the latest edition of Robert's Rules of Order shall be observed.

## **ARTICLE IX AMENDMENT OF BYLAWS**

### **Section I AMENDMENT**

These Bylaws may be amended at any regular meetings of the Board of Trustees provided the amendment was submitted in writing to all Trustees at the previous regular meeting. Five (5) Board members must be present to amend the Bylaws. A majority vote of the full Board, of four (4) members, is necessary to amend the Bylaws.

### **Section II REVIEW**

These Bylaws shall be subject to review from time-to-time as deemed necessary by the Board of Trustees.

Amended	November 15, 2017
Amended	May 20, 2011
Amended	October 15, 2003
Adopted	May 4, 1993