

BY-LAWS

BOARD OF TRUSTEES CLARENDON HILLS PUBLIC LIBRARY

The elected members of the Clarendon Hills Public Library Board of Trustees adopt the following by-laws.

The Board shall carry out all the acts as set forth under the Illinois State Statutes that pertain to public libraries in villages.

I. The Board

The Board of Trustees shall consist of seven (7) members elected for four (4) year terms at a municipal election on a staggered basis.

Within sixty (60) days of installation in office, a newly elected Board member shall return a signed letter indicating he/she has reviewed these By-Laws (see attachment 1).

II. Vacancies

If a sitting Board Member leaves the Board, the Board may appoint a replacement member to complete the unexpired portion of that member's term until the next following municipal election.

III. Meetings

The Board of Trustees shall meet once a month at a time and place designated by the Board.

Special meeting may be called by the President, or upon the request of any Board members, for the transaction of the business stated in the special call. A posted notice must appear forty-eight (48) hours prior to the meeting, in compliance with the open meetings act.

If a sitting Board Member is absent from four regularly scheduled meetings in a fiscal year, the Board may request a Letter of Intent.

The meeting at which the Board shall be organized shall be the regular monthly meeting after the Clarendon Hills Village election results have been certified by the Village Clerk.

If a Board Member is unable to attend a meeting in person, they may still attend through electronic means though they are ineligible to vote.

IV. Quorum

A majority of the elected Board members shall constitute a quorum to transact business of the Board of Trustees.

V. Officers

The officers shall be the President, a Secretary, and a Treasurer who shall be elected annually by the Board for a one-year (1) term at the regular monthly meeting after the Clarendon Hills Village election results have been certified by the Village Clerk.

The President shall preside at all meetings, appoint the Chairman and members of all committees, authorize calls for any special meetings, and generally perform the duties of a presiding officer. In the absence of the President, the members present shall select a temporary chairman for the meeting.

The Secretary shall keep true and accurate records of all meetings, and all other official business of the Board, notify Trustees of special meetings, inform local media of all meetings, and shall have custody of all records of the Library Board of Trustees.

The Treasurer shall have all duties, responsibilities, and liabilities imposed by the Illinois State Statutes. The Treasurer shall be responsible for the maintenance of financial records and maintain custody of all funds of the Library. The Board of Trustees shall determine who may have the authority to co-sign checks.

VI. Committees

Committees shall be established as needed by the Board of Trustees.

Committees shall have only power to recommend action or policy to the Board of Trustees for their disposition.

VII. Administration

The Board of Trustees shall employ a Library Director who shall have sole charge of the administration of the Library under the direction of the Board.

The Library Director shall present a written monthly report to the Board of the activities of the Library, and shall present an annual report to the Board at the end of the fiscal year. The Library Director shall furnish the Treasurer with needed details in the conduct of his/her duties. The Library Director may, at the discretion of the Board, be given authority to co-sign checks.

VIII. Indemnification of officers and employees

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

- a) appear and defend against the claim or action; and
- b) pay or indemnify the officer or employee for a judgment and court costs based on such claim or action, provided there shall be no indemnification for any portion of a judgment representing an award of punitive or exemplary damages; and
- c) pay or indemnify the officer 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 officer shall include both elected and appointed officers. The term officer and employee shall include former officers and employees. This indemnification resolution shall not apply if the Board of Trustees finds that the claim or action is based on malicious, willful or criminal misconduct on the part of the officer or employee. In such case, the action to be taken by the Board of Trustees will be determined after an investigation of the facts.

IX. Parliamentary Authority

All meeting shall be conducted in accordance with Robert's Rules of Order or the shorter, abbreviated form.

X. Amendment

These By-Laws may be amended at any time by two-thirds vote of the board provided, however, the proposed amendment was presented at the preceding regular meeting or was distributed one week prior to the meeting at which it is to be voted on.

Revised and Approved 09/21/04

Revised and Approved 02/15/05

Revised and Approved 03/15/11

BY-LAWS

BOARD OF TRUSTEES
CLARENDON HILLS PUBLIC LIBRARY
Attachment 1

BY-LAWS REVIEW STATEMENT

This form is to be completed by a newly elected Clarendon Hills Public Library Trustee within 60 days of installation as a Board Member.

Date: _____

I have reviewed the By-Laws of the Board of Trustees of the Clarendon Hills Public Library and agree to abide by these By-Laws to the best of my ability for my elected or appointed term of office.

Print name: _____

Signature: _____