

# BYLAWS OF THE THOMAS FORD MEMORIAL LIBRARY

## ARTICLE ONE

### Bylaws:

These Bylaws shall constitute the Bylaws of the Board of Directors of the Thomas Ford Memorial Library and shall nullify and take the place of all other Bylaws of said Board of Directors. Wherever these Bylaws shall be inconsistent with the latest Illinois Revised Statutes, said Statutes and not these Bylaws shall govern.

## ARTICLE TWO

### Board of Directors:

The Board of Directors shall consist of seven members elected on a staggered basis every two years, serving for a term of four years. Any vacancies occurring in the membership of the Board otherwise than by expiration of the term for which the Director has been elected, shall be filled by the remaining Directors who shall elect by vote a successor who shall hold office until the next village election, at which Library Board members are regularly elected. Notice of any vacant position(s) shall be published at the Library, on the website, and in local newspapers. A Committee appointed by the Board shall interview potential candidates and nominate the selected candidate(s) at a regular meeting of the Board. Action on the nomination(s) shall be taken at the following month's Board meeting.

## ARTICLE THREE

### Fiscal Year:

The fiscal year of the Library shall be the same as the fiscal year of the village of Western Springs, Illinois.

## ARTICLE FOUR

### Meetings:

The regular meetings of the Library Board of Directors shall be held in the Library on the fourth Tuesday of each month or on such other day of the month as designated by the Board at its discretion. Notices are to be sent five (5) days in advance. All meetings shall be held in compliance with Illinois laws that govern public bodies including the Open Meetings Act.

## ARTICLE FOUR Continued

The annual meeting shall be held at the time of the regular May meeting at which officers shall be elected to terms of one (1) or two (2) years as recommended by the Nominating Committee. Standing committees will be named and appointed by the President. Notices to be sent five (5) days in advance.

Special meetings shall be called by the Secretary upon the written request of the President or any two Directors. Notice of meeting shall be given two (2) days in advance together with object of meeting.

In the absence of the President, the meeting shall be presided over by one of the Directors present, who shall be appointed by the President. In the absence of the Secretary, or the Treasurer, the President shall appoint a temporary replacement.

### Order of Business:

The order of business at all regular meetings of the Board of Directors shall be as follows:

- 1st. - Reading of the minutes of the last preceding meeting and action thereon.
- 2nd. - Reading of the Treasurer's Report.
- 3rd. - Reading of the report of the Librarian.
- 4th. - Communications.
- 5th. - Reports of Committees.
- 6th. - Unfinished business.
- 7th. - New Business
- 8th. - Adjournment

### Quorum:

A quorum at any regular or special meeting of the Board of Directors shall consist of a majority (i.e. four) of the members. In case a quorum shall not be present at any meeting, the Directors present may adjourn the meeting until a

quorum shall be present. In emergency situations a vote may be taken by telephone.

#### ARTICLE FIVE

##### Officers:

The officers of the Board shall be a President, Secretary, and Treasurer.

#### ARTICLE SIX

##### Duties of Officers:

The President shall preside at all meetings of the Board, and shall appoint members of all standing and special committees. The President shall have general supervision of all matters pertaining to the library and the promotion of its interest in the community, except as otherwise provided by law, or these Bylaws, or by action of the Board.

The Secretary shall keep and maintain a faithful record of the proceedings of the Board, including minutes of all meetings, the names of those in attendance, the ordinances enacted, resolutions, rules and regulations adopted and all other pertinent written matter as affect the operation of the library.

The Treasurer shall keep and maintain accounts and records of the library, indicating therein a record of receipts, disbursements and balance in any funds. The Treasurer shall be chairman of the Finance Committee, and thus shall examine all library bills presented by the library and assist the Librarian in the preparation of the annual report.

#### ARTICLE SEVEN

##### Committees:

There shall be standing committees appointed annually by the President consisting of two or more members as follows:

1. Committee on Finance.
2. Committee on Building and Grounds.
3. Committee on Goals and Public Relations.
4. Committee on Personnel.

## ARTICLE EIGHT

### Committee on Finance:

The Committee on Finance shall inform the Librarian as to funds available for the operating budget. It shall meet with the Librarian in an advisory capacity before the budgets are presented to the Board. The fiscal budget shall be prepared and approved in accordance with the annual Board Action Calendar. The Chairman of the Finance Committee will present the approved fiscal budget to the Village Board. The Committee on Finance shall study ways and means for increasing the income of the Library. The Committee on Finance shall be responsible to the Board for the program of insurance.

### Committee on Building and Grounds:

The Committee on Building and Grounds shall be responsible to the Board for all matters relating to the care, repair, alteration, furnishing, heating, lighting, sanitation, maintenance, and upkeep of buildings and grounds of the Library.

The Committee on Building and Grounds shall have power to expend the funds allotted under budget items of ordinary repairs and insurance. On all extraordinary items or items creating indebtedness or more than the budget allowance, it shall in advance, ask for full Board action.

### Committee on Goals and Public Relations:

The Committee on Goals and Public Relations shall further the use of the Library. It shall study ways and means of enlarging the area of the Library service. It shall cooperate with schools and other community organizations. It shall encourage gifts and publicize the opportunities and progress of the Library.

### Committee on Personnel:

The Committee on Personnel shall act in an advisory capacity to the Library Director in matters of job descriptions, evaluation procedures and salaries for the staff.

The Committee on Personnel shall conduct an annual evaluation of the performance of the Library Director, and shall report the results of this evaluation to the Library Board for appropriate action.

## ARTICLE EIGHT continued

### Special Committees:

Special Committees, when appointed by the President, shall serve until the completion of the work for which they were appointed.

## ARTICLE NINE

### Librarian:

The Librarian shall be the chief administrative officer and shall have the general charge of the Library in consultation with the Library Board.

The Librarian shall:

- Certify all bills and money expended and present monthly financial reports to the Library Board.
- Prepare statistical reports annually or more frequently, if so directed by the Board.
- Purchase books and materials for the Library and have power to expend the amount budgeted for books and money given to the library for that purpose.
- Have charge of all Library employees, appointments, and promotions.
- Have power to expend the salary budget and make normal petty cash expenditures required to operate the Library as fixed from time to time by the Board.
- Attend all regular and special meetings of the Board but shall have no vote.
- Prepare budget for each fiscal year, based on the fiscal year budget last submitted to and approved by the Village Board, submit it to the Committee on Finance for suggestions and present it to the Board in accordance with the annual Board Action Calendar.

## ARTICLE TEN

### Employees and Salaries:

The term of employment and the salaries of the Librarian and all employees of the Library shall be fixed by the Board, and be subject to the control of that body.

## ARTICLE TEN continued

No person shall be employed in any capacity who is a relative or member of the family of a Director. No Director, nor his/her relative, shall receive compensation or profit from any Library business.

## ARTICLE ELEVEN

### Gifts and Donations:

All gifts and donations accepted by the Library shall be subject to review by the Board.

## ARTICLE TWELVE

The Library Board shall adopt a schedule of review for its policies so that each policy is reviewed at least biennially. Any policy may be brought before the entire Board for review when deemed necessary or appropriate by a member of the Library Board or upon the recommendation of the Library Director.

## ARTICLE THIRTEEN

### Amendments:

These Bylaws may be amended at any regular meeting of the Board of Directors by the affirmative vote of a majority of the Board.

Adopted: September 23, 1997  
Revised: September 25, 2007  
Reviewed: September 28, 2010  
Revised: April 24, 2012