

BY-LAWS
OF
THE BOARD OF TRUSTEES
PARK RIDGE PUBLIC LIBRARY
PARK RIDGE, ILLINOIS
Revised October 12, 1971
Revised June 12, 1979
Revised April 23, 1985
Revised February 18, 1986
Revised April 15, 1986
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PREFACE

The Board of Trustees is composed of nine (9) members, each of whom holds office for three (3) years from the first of July of the year of appointment and until a successor is appointed. The Mayor appoints three (3) Trustees each year before the first of July to take the place of Trustees whose terms expire. Vacancies on the Board occasioned by removal, resignation, or other-wise are reported to the Mayor, and the unexpired term is filled in a like manner as original appointments. The Mayor may remove any trustee for misconduct or neglect of duty. Trustees must reside in the City of Park Ridge.

Park Ridge Public Library Trustees may not profit from personal or business special privilege or enrichment arising out of the position occupied.

Pursuant to the requirements of the Illinois Revised Statutes pertaining to Public Libraries, the following Bylaws are established for the guidance of the Board of Trustees and for the government of the Park Ridge Public Library.

ARTICLE I

OBJECT

The object of the Board of Trustees shall be to develop a library in terms of books and other library resources, building and personnel that meets the highest standards according to the needs of the community. To this end, the Board shall:

1. Establish and support library policies.
2. Employ a qualified library director who shall be responsible for hiring, directing, supervising and disciplining all Library staff.
3. Evaluate and set goals for the Library Director annually.

4. Insure appropriate personnel policies and procedures exist including those for hiring, managing and terminating employees.
5. Secure adequate funds.
6. Approve expenditure of library funds.
7. Receive gifts to the library.
8. Provide and maintain adequate facilities.
9. Insure a representative selection of books and other library resources.
10. Participate actively in cooperative efforts to improve local library services.

ARTICLE II

OFFICERS

- Section 1. The officers of the Board shall be a President, a Vice-President, a Secretary, and a Treasurer, each of whom shall serve for a term of one (1) year.
- Section 2. The President shall preside at all meetings, appoint all committees with the approval of the Board, certify all bills approved by the Board by signing the affidavit, authorize calls for special meetings, and generally perform the duties of a presiding officer. The President or the President's designee is an ex officio voting member of all Board committees.
- Section 3. The Vice-President shall act for the President in the latter's absence and shall have such other duties and responsibilities as the Board may determine.
- Section 4. The Secretary shall keep the minutes of all meetings, shall issue notices of all regular meetings and of special meetings upon proper authorization, shall have custody of the minutes and other records of the Board not specifically assigned to other officers, and shall notify the Mayor of any vacancies occurring on the Board.
- Section 5. The Treasurer shall maintain an accounting of all library funds and shall arrange for payment of expenses and obligations as authorized by the Board, shall make a financial report at each regular meeting, and shall furnish such information as may be requested by the Board or any appropriate committee.
- Section 6. The President shall appoint a nominating committee of three (3) members of the Board at the June meeting. Such committee shall present its recommendations at the July meeting, listing the names of one or more candidates for each office, provided the consent of such candidates shall have been obtained. Additional nominations may be made from the floor with the consent of the nominee(s).
- Section 7. At the July meeting, the highest ranking officer present from among the previous officers shall call the meeting to order. The Board shall then elect a Chairman pro tem who shall conduct the roll call and election of officers. The terms of newly elected officers shall begin immediately after the election.
- Section 8. No trustee shall hold more than one office at any one time, and no officer shall serve more than two consecutive terms in the same office. If an officer has served more than three-quarters of a term, that officer shall be considered as having served that term.

ARTICLE III

MEETINGS

- Section 1. Regular meetings of the Board shall be held monthly at a fixed time and date determined in advance each year by the Board and recorded in the minutes. Changes in the time and date for future meetings may be made at any regular or special meeting of the Board.
- Section 2. Five members shall constitute a quorum.
- Section 3. Special meetings may be called by the President, or upon written request of three (3) members. At special meetings only such matters of business may be transacted as are stated in the call for the special meeting.
- Section 4. Notice of all regular and special meetings shall be mailed by the Secretary to each member of the Board at least five (5) days before the date of the meeting.
- Section 5. The order of business at regular meetings shall be as follows:
1. Call to order and roll call
 2. Approval of Consent Agenda
 3. Minutes of previous meeting
 4. Comments from the General Public (Non-agenda items)
 5. Secretary's report
 6. Treasurer's report
 7. Library Director's report
 8. Report of standing committees
 9. Report of special committees
 10. Unfinished business
 11. New business
 12. Adjournment
- Section 6. The meeting in the month of June shall be designated the Annual Meeting at which time the Annual Report shall be presented in writing, by the Secretary, for approval and transmittal to the City Council. The Report shall contain, as of the last day of the fiscal year, statistical and narrative information concerning the continuing operation and development of the Library and its service to the Park Ridge community.
1. An itemization of the various sums of money received from the library fund and from other sources.
 2. The objects and purposes for which those sums of money have been expended.
 3. The number of books and periodicals available for use and the number and character thereof circulated.
 4. The real and personal property acquired by devise, bequest, purchase, gift or otherwise.
 5. The character of any extensions of library service which have been undertaken.
 6. Any other statistics, information, and suggestions that may be of interest.

ARTICLE IV

COMMITTEES

Section 1. There shall be such regular and special committees as may be determined by the Board from time to time.

Section 2. The duties of the following regular standing committees shall be:

1. Budget and Finance Committee -- a Committee of the Whole -- prepare the annual budget for the approval of the Board, and periodically review current expenditures in relation to the budget.
2. Planning and Operations Committee -- prepare annually a revised long range plan; oversee operation of the Library to insure excellent service with maximum efficiency.
3. Marketing & Fund Raising -- exercise responsibility for public relations and publicity; maintain Library Endowment Fund; investigate fund raising opportunities.
4. Personnel Committee -- a Committee of the Whole -- meet as needed to evaluate the Library Director, set goals and exercise responsibility for matters affecting employees of the library.
5. Building and Grounds Committee -- exercise responsibility for the proper maintenance of building and grounds, and make recommendations to the Board on any major expenditures.
6. Library Resources Committee -- exercise responsibility for recommending to the Board policies governing the selection and availability of books and other library resources.

ARTICLE V

DISBURSEMENT OF FUNDS

Section 1. Disbursement shall be made only upon authorization by the Board and within the limits of the budget.

Section 2. All disbursements shall be by voucher signed by the Treasurer, or in the Treasurer's absence the Secretary, and approved by the President, or in the President's absence by the Vice-president, by signing the affidavit.

ARTICLE VI

GIFTS AND ENDOWMENT FUND

Section 1. A permanent fund, known as the Park Ridge Public Library Endowment Fund shall be established and maintained by the Board of Trustees of the Park Ridge Library. All gifts and bequests, unless otherwise designated, shall be placed in this fund.

Section 2. A special permanent fund, known as the Park Ridge Public Library Restricted Gift Fund shall be maintained by the Board of Trustees of the Park Ridge Public

Library. Gifts and bequests which are restricted or specially designated shall be placed in this fund until their purposes shall be fulfilled.

Section 3. All gifts, grants, and/or bequests to the Library shall be accepted, held invested, used, or disposed of at the sole discretion of the Board of Trustees. Disbursements from the above Endowment, Restricted Gift Funds, or special grant, gift or bequest allocations shall only be made with Board approval.

ARTICLE VII

ADMINISTRATION

Section 1. The Library Director shall implement the policies adopted by the Board. Among the Library Director's duties and responsibilities shall be that of hiring personnel, directing, supervising and disciplining of all staff members. The Director will notify the Board of all personnel decisions involving hiring and termination at the next regularly scheduled Board meeting. The Director will submit to the Board monthly and annual reports as required by the Board, recommending such policies and procedures as will promote the efficiency and service of the Library to the people of the community.

Section 2. The Board shall make and adopt such rules and regulations for the operation and government of the library as will promote the proper and efficient use of the facilities.

Section 3. The Board may exclude from the use of the library any persons who willfully violate the posted rules. Such persons may be liable to further penalties as prescribed by City ordinances.

Section 4. The Board may extend the privileges and use of the library to persons residing outside of the City of Park Ridge upon such conditions and terms as do not conflict with City ordinances.

ARTICLE VIII

PARLIAMENTARY AUTHORITY

The rules contained in "Robert's Rules of Order Revised" shall govern the Board in all cases to which they are applicable and in which they are not inconsistent with these Bylaws.

ARTICLE IX

AMENDMENTS

These Bylaws may be amended at any regular meeting by two-thirds affirmative vote of the members present and voting, provided that notice of the proposed amendment was stated in the call for the meeting.