



# BYLAWS OF THE BOARD OF TRUSTEES OF THE SKOKIE PUBLIC LIBRARY

SKOKIE, ILLINOIS 1944

## ARTICLE I. ORGANIZATION

**Section 1.** The Skokie Public Library is established and organized under the authority of the Statutes of the State of Illinois. The Board of Trustees is vested with the powers and duties set forth in the Illinois Local Library Act (75 ILCS 5/1-1, et seq.) (the "Act").

**Section 2.** The Skokie Public Library serves the residents and taxpayers of the Village of Skokie, subject to such reasonable rules and regulations as the Board of Trustees may legally adopt in order to provide the greatest benefit to the greatest number of residents, taxpayers, and reciprocal borrowers.

## ARTICLE II. BOARD OF TRUSTEES

**Section 1.** The Skokie Public Library shall be governed by a Board of Trustees composed of seven (7) members elected by the residents of the Village of Skokie in accordance with Section 4-3 of the Act (75 ILCS 5/4-3) and the Illinois Election Code (10 ILCS 5/1-1, et seq.).

**Section 2.** Each trustee must be a resident within the corporate boundaries of the Village of Skokie.

**Section 3.** Trustees are elected for a term of six (6) years.

**Section 4.** Vacancies on the Board of Trustees will be handled in accordance with Section 4-4 of the Act (75 ILCS 5/4-4).

**Section 5.** As provided by Section 4-5 of the Act (75 ILCS 5/4-5), trustees shall serve without compensation but shall be reimbursed for their actual and necessary expenses incurred in the performance of their duties from Library funds.

**Section 6.** The Board of Trustees shall have such powers and duties as are set forth in the Act, including but not limited to the powers set forth in Section 4-7 of the Act (75 ILCS 5/4-7).

## ARTICLE III. MEETINGS

- Section 1.** The Board of Trustees will conduct all meetings in accordance with the Illinois Open Meetings Act (5 ILCS 120/1, *et seq.*).
- Section 2.** The regular monthly meeting of the Board shall be held on the second Wednesday of each month, at 6:30 p.m. in the Library, 5215 Oakton Street, Skokie, Illinois 60077. The Board of Trustees may, at a regular meeting, reschedule a regular monthly meeting to an alternative date in the month in the event of a conflict. A majority of trustees shall constitute a quorum of the Board at all regular and special meetings; provided, however, that a meeting lacking a quorum may be canceled by the President and adjourned to a later time.
- Section 3.** The annual meeting shall be held immediately following the regular monthly meeting for the month of May, provided that, in years where trustees are elected to the Library Board, such annual meeting must take place within 60 days of the election. The Board of Trustees may, at a regular meeting, reschedule the annual meeting to an alternative date in the event of a conflict.
- Section 4.** Special meetings may be called by the President or upon the written request of three or more trustees for the transaction of business stated in the call for the meeting. No business shall be discussed or transacted at such special meeting except as stated in the call.
- Section 5.** Business at regular meetings shall generally include the following:
1. Call to Order
  2. Comments from Observers
  3. Approval of Minutes
  4. Executive Director's Report
  5. Approval for Disbursement Report of Paid Bills
  6. Approval of the Consent Agenda
  7. Board Actions on Motions
  8. Business Comments from Trustees
  9. Adjournment
- Section 6.** At any meeting, a roll call vote may be taken on any question or item before the Board at the request of a Trustee. For passage, items being voted upon must receive the affirmative votes of a majority of those present, unless otherwise specified by law.
- Section 7.** The Library Executive Director shall attend all meetings of the Board of Trustees.
- Section 8.** Notice of regular Board of Trustees meetings shall be posted on the Library's website at the beginning of each calendar year. The schedule is also available in the Administration Office.
- Section 9.** The Library Executive Director, in consultation with the President, shall



prepare the agenda for all regular meetings of the Board. Any two trustees may request the addition of an item to the agenda. The President or trustees calling or requesting a special meeting will prepare the agenda for that meeting, in consultation with the Library Executive Director. The agenda for a regular or special meeting will be posted at the main entrance of the Library, in the Administration Office, and on the Library's website in accordance with the Open Meetings Act.

**Section 10.** The Library will approve the minutes of open meetings within 30 days of the meeting or at the subsequent regular meeting, whichever is sooner. Approved minutes shall be made available in the Administration Office and on the Library's website no later than 10 days after the minutes are approved.

**Section 11.** The Board of Trustees may, from time to time, enter into closed (executive) session to consider one or more subjects exempt from the openness requirements of the Open Meetings Act (5 ILCS 120/2(c)). In compliance with the Open Meetings Act, the Board of Trustees will maintain verbatim recordings of closed sessions for at least 18 months and may only destroy the recording upon (1) approving the destruction of a particular recording and (2) approving the written minutes of the closed meeting.

The Board will maintain minutes of the closed session. The Board will review closed meeting minutes every six months, or as soon thereafter as practicable. When reviewing closed meeting minutes, the Board will determine, and report in open session, whether (1) the need for confidentiality still exists as to all or part of the minutes or (2) confidentiality is no longer required, and the minutes will be made available for public inspection. Closed session minutes will only be available to the public after the Board determines that confidentiality is no longer required.

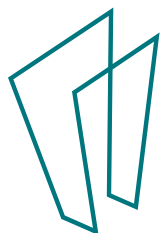
## ARTICLE IV. OFFICERS

**Section 1.** The officers of the Board shall be chosen at a regular annual meeting of the Board or at such time as a vacancy may occur and shall consist of a President, a Vice President, and a Secretary, each of whom shall hold office for two years. In the case of a vacancy in one of the offices, the Board shall elect an officer to fill the vacancy for the unexpired term.

## ARTICLE V. DUTIES OF OFFICERS

**Section 1.** The President, or in their absence, the Vice President, shall preside at all meetings, appoint all committees, authorize calls for any special meetings, and generally perform the duties of a presiding officer. In the absence of both the President and Vice President, the Secretary shall preside.

**Section 2.** The Secretary, or their designee, shall review and sign minutes prepared and



kept by the Administrative Coordinator. The minutes shall reflect a true and accurate account of all proceedings of the Board at all meetings. The Secretary, in addition to the Board President, shall sign any agreements as needed.

## ARTICLE VI. COMMITTEES

- Section 1.** Special committees for the study and investigation of special problems and to deal with special subjects may be created by majority vote of the Board, which may also discontinue such special committees when the purpose of their creation has been accomplished. The President shall appoint the members of such special committees unless they are appointed by the vote of the Board.
- Section 2.** Committees shall meet on the call of their respective chairman or of two members thereof.
- Section 3.** In case of the absence of the chair of any committee, or of the chair's inability to act, their duties shall be assumed by the next member of the committee in order of appointment.
- Section 4.** A majority of any committee shall constitute a quorum for the transaction of business.
- Section 5.** Library committee meetings will be held in accordance with the Open Meetings Act.

## ARTICLE VII. AMENDMENTS

- Section 1.** These bylaws may be altered, amended, or repealed by a majority vote of the Board at a regular meeting, provided that any such proposed changes shall have been presented for consideration at the regular meeting prior to the one at which action shall be taken.

## ARTICLE VIII. MISCELLANEOUS

- Section 1.** The rules of parliamentary practice comprised in Robert's Rules of Order shall govern the proceedings of the Board in all cases to which they are applicable, and in which they do not conflict with these bylaws, unless duly suspended by the President as chair.
- Section 2.** The fiscal year of the Library shall be from the first day of May to the last day of April, inclusive.

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Rev. 3/8/67, 6/14/89, 5/11/94, 5/10/00; 9/15/10; 5/17/16; 11/9/16; 7/11/18; 9/8/18;  
6/10/2020; 8/13/25.

