



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 authority of the Statutes of the State of Illinois. The Board of Trustees is vested with the powers and duties set forth in the Public Library Act.

ARTICLE II. MEETINGS

Section 1. 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. The President may reschedule the regular monthly meeting to an alternative date in the month in the event of a conflict. At all meetings four Trustees shall constitute a quorum of the Board; provided, however, that a meeting lacking a quorum may adjourn to a later time.

Section 2. The annual meeting shall be held at the time of the regular monthly meeting for the month of May at the usual place.

Section 3. Special meetings may be called by the President, or upon the written request of three members for the transaction of business stated in the call for meeting. No business shall be transacted at such special meeting except such as is stated in the call.

Section 4. Business at regular meetings shall include the following:

- 1 Call to order
- 2 Comments from observers
- 3 Approval of minutes
- 4 Approval of the Consent Agenda
- 5 Approval for payment of bills
- 6 Report from Director
- 7 Board actions on motions
- 8 Communications
- 9 Reports of Special Committees
- 10 Unfinished business
- 11 New business
- 12 Adjournment

ARTICLE II. MEETINGS (CONTINUED)

- Section 5.** At any meeting the ayes and nays shall be called upon any question before the Board at the request of the President or one Trustee. For passage the motion must have affirmative votes of a majority of those present.
- Section 6.** The Library Director shall attend all meetings of the Board of Trustees
- Section 7.** Notice of upcoming 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 Administrative Office. The agenda for the current meeting is posted on the Library's website 48 hours in advance of the meeting.
- Section 8.** Approved minutes shall be made available in the Administrative Office and on the Library's website the day after the minutes are approved.

ARTICLE III. 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 IV. DUTIES OF OFFICERS

- Section 1.** The President, or in his/her 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 President and Vice President the Secretary shall preside.
- Section 2.** The Secretary, or his/her designee, shall keep a true and accurate account of all proceedings of the Board at all meetings; shall issue notices of all regular meetings, and, on the authorization of the President, of all special meetings; shall have custody of the minutes, and other records of the Board.

ARTICLE V. 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 call of their respective chairman or of two members thereof.



ARTICLE V. COMMITTEES (CONTINUED)

- Section 3.** In case of the absence of the chair of any committee, or of the chair's inability to act, his/her duties shall be assumed by the next member of the committee in order of appointment thereto.
- Section 4.** A majority of any committee shall constitute a quorum for the transaction of business under its supervisor or property referred to it.

ARTICLE VI. AMENDMENTS

- Section 1** These by-laws 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 VII. 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 by-laws.
- Section 2** The fiscal year of the Library shall be from the first day of May to the last day of April, inclusive.
- Section 3** The following courtesies and privileges are extended to Trustees with the understanding that they will not be abused and with the knowledge that corresponding obligations devolve upon the Trustees:
1. Borrowing. No fines shall be charged for overdue materials loaned to a Trustee.
 2. Purchase of books for personal use. Books may be ordered for Trustees as a part of the book buyer's regular duties with the same discount allowed to Trustees as is made to the Library.

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