

Rolling Meadows Library BYLAWS

THE LIBRARY BOARD OF TRUSTEES OF THE CITY OF ROLLING MEADOWS, COOK COUNTY, ILLINOIS

ARTICLE I - PURPOSE

Section A

The Library of Rolling Meadows is established by Chapter 62 of the Rolling Meadows City Code [Attachment] and is subject to the statutes applicable to municipal libraries in the State of Illinois, including but not limited to, 75 ILCS 5/1 et seq.

Section B

The Library Board shall be responsible for the provision of library services in the City of Rolling Meadows and shall author, implement and publish governing policies. 75 ILCS 5/4 – 7; Rolling Meadows Ordinance Chapter 62, Sec. 62 – 8 [Attachment]

ARTICLE II - MEMBERSHIP

Section A

The Library Board shall consist of nine trustees appointed by the Mayor of the City of Rolling Meadows and an ex officio director of the Board of Directors, to be held by one alderperson of the City Council as designated by the Mayor subject to city council approval-as provided by 75 ILCS 5/4-1 et seq.; Rolling Meadows Ordinance Chapter 62, Sec. 62 – 2 (amended 11.28.2023) and Ordinance no. 24-04 (2.13.2024)[Attachment]

Section B

No person shall be eligible for appointment if related, either by blood or by marriage up to the degree of first cousin, to the mayor or any alderperson of the city. Ordinance no. 25-55 [Attachment]

Section C

The term of each trustee shall be three years with one-third of the terms expiring each year. Trustees are ineligible for reappointment after serving three consecutive terms. Per Ordinance no. 25-55 the first term counted is any reappointment after October 14, 2025.

Section D

No trustee or officer shall commit the Library Board in any way to any action or agreement without the vote of the Library Board. No trustee shall represent the Library Board without appointment by the President.

Section E

Any trustee wishing to resign before his/her term of appointment has expired shall submit a written resignation to the Library Board President and to the Mayor of the City of Rolling Meadows.

Section F

Vacancies on the Board shall be filled as original appointments and the trustee so appointed shall serve the remainder of the unexpired term. 75 ILCS 5/4 – 4; Rolling Meadows Ordinance Chapter 62, Sec. 62 – 4 [Attachment]

Section G

The Board President shall ensure that an orientation and overview of library operations is conducted with each new trustee. An orientation packet will also be provided to each new trustee. The packet will include copies of the Library Board's Bylaws, Policies, a list of trustees and committees, minutes from the last year's Board meetings, the Library's Personnel Policy Manual, and any other materials the President deems necessary.

Section H

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. 75 ILCS 5/4-5; Rolling Meadows Ordinance Chapter 62, Sec. 62 – 5 [Attachment]

ARTICLE III – OFFICERS

Section A

The officers of the Library Board shall consist of President, Vice-President, Secretary, and Treasurer.

Section B

Officers of the Library Board shall be elected at the close of the regularly scheduled July meeting of the Library Board. The officers will serve for a term of one year and shall serve until their successors are duly elected.

Section C

The Development Committee will oversee Board Officer nominations and elections by presenting a slate of officer candidates to be voted on by the Board. Nominations from the floor shall also be recognized at the Board Meeting.

Section D

The order of nomination shall be (1) President, (2) Vice-President, (3) Secretary and (4) Treasurer. A majority of the full Board shall elect these officers.

Section E

The President of the Library Board shall:

1. supervise the Executive Director in the preparation of the agenda for each meeting,
2. if a vacancy should occur, appoint temporary officers until an election can practicably be held for any vacant position as per Article III, Section I,
3. call for any special meetings,
4. preside at all regular meetings,
5. create and appoint committees,
6. perform the duties of a presiding officer,
7. have custody of one of the two keys to the closed minutes safe located in the library's Administration Office (the other being held by the Board Secretary). Immediately after each closed meeting or regular Board Meeting containing a closed session, the Board President, Board Secretary, or the Board President's trustee designee shall deposit the recordings into the closed minutes safe. Recordings of closed minutes may only be destroyed after a vote of the Board as per 5 ILCS 120/2.06(c). If the closed minutes safe is opened at any other time, the Board President, Board Secretary, or the Board President's trustee designee will notify the Board of Trustees at the next regular Board Meeting that the safe was opened, and for what reason. Any removal, destruction, or alteration of closed session recordings must be reported to the Board at the next regular Board Meeting,
8. sign checks for payment to the library's vendors if the Treasurer or another trustee authorized to sign checks on behalf of the Finance Committee is unavailable to do so, and
9. perform other duties as may be required by law.

Section F

The Vice-President of the Library Board shall:

1. preside in the absence of the President,
2. perform the duties, in the absence of the President, as described in Article III - Section E, and
3. perform other duties as may be required by law.

Section G

The Secretary of the Library Board shall:

1. supervise the recording of the minutes at the Board meetings,
2. review and sign Board minutes to ensure a true and accurate accounting of all proceedings of Library Board meetings,
3. oversee the preparation of the Annual Report 75 ILCS 5/4-10; Rolling Meadows Ordinance Chapter 62, Sec. 62 – 9 [Attachment],
4. schedule and supervise semiannual review of minutes from closed sessions and closed meetings 5 ILCS 120/2.06(d),
5. provide notice for public meetings as described in the Open Meetings Act. 5 ILCS 120/2.02.
6. have custody of one of the two keys to the Closed Minutes Safe located in the library's Administration Office (the other being held by the Board President).

Immediately after each closed meeting or regular Board Meeting containing a closed session, the Board President, Board Secretary, or the Board President's trustee designee shall deposit the recordings into the Closed Minutes Safe. Recordings of closed minutes may only be destroyed after a vote of the Board as per 5 ILCS 120/2.06(c). If the Closed Minutes Safe is opened at any other time, the Board President, Board Secretary, or the Board President's trustee designee will notify the Board of Directors at the next regular Board meeting that the safe was opened, and for what reason. Any removal, destruction, or alteration of Closed Session recordings must be reported to the Board at the next regular Board Meeting, and

7. perform other duties as may be required by law.

Section H

The Treasurer of the Library Board shall:

1. supervise the financial matters of the library by chairing the Finance Committee,
2. oversee a true and accurate accounting of all library funds,
3. oversee the preparation and review of all financial reports required by law,
4. sign checks for payment to the library's vendors, and
5. perform other duties as may be required by law.

Section I

If an officer resigns before the term expires or is unable to perform duties of office, the trustees of the Development Committee shall select a successor candidate to be presented for election at a regular meeting as soon as is practicable. Nominations from the floor shall also be recognized.

ARTICLE IV - TRUSTEE POWERS AND DUTIES

The powers and duties of the trustees are defined in 75 ILCS 5/4-7.

ARTICLE V – MEETINGS

Section A

There shall be regular monthly meetings of the Library Board that do not conflict with City Council meetings. Time, date and place of meetings shall be determined by the Library Board. All public body meetings shall conform to the Illinois Open Meetings Act. 5 ILCS 120 et seq. Public bodies, as defined by the Illinois Open Meetings Act, include library boards, and committees and subcommittees of library boards. Special and Emergency meetings may be called in the following manner:

- (a) when called by the Board President; or
- (b) when three (3) or more trustees submit a written request for a Special or Emergency meeting to the Board President. E-mail will serve as a "written request" for the purpose of this Section. If the Board President is not available and reasonable efforts have been made to contact him/ her,

requests for Special and Emergency meetings will be addressed to the following Board Officers (in the order provided):

- 1) Vice President; if not available, then
- 2) Treasurer, if not available, then
- 3) Secretary, if not available, then
- 4) any remaining trustee.

Section B

All regular meetings of the Library Board shall be open to the public and conform to the requirements of the Illinois Open Meetings Act. 5 ILCS 120 et seq. A notice of meeting time, date and place of regular monthly meetings shall be posted in a prominent place at the library and on the library's web page.

Section C

Within ten days after the beginning of each calendar year, the Secretary of the Board shall cause public notice to be given of the schedule of regular meetings of the Board for the ensuing calendar year, stating the regular dates, times and places of such meetings, by posting a copy of the notice in the library and on the library's web page in accordance with the Illinois Open Meetings Act. 5 ILCS 120 et seq.

Section D

The Board may permit remote participation via video or audio conference at Board or Board Committee meetings to conduct Library business under the following circumstances:

- A quorum of the Board or committee must be physically present throughout the meeting.
- A member requesting to attend by video or audio conference shall give two hours' notice to the Executive Director or designee stating the reason for the inability to physically attend, unless advance notice is impractical.
- A majority of the Board or committee members physically present must vote at that meeting to allow a member to attend the same meeting by video or audio conference.
- The requesting member may attend remotely due to personal illness or disability, employment purposes or other business of the Library, or a family or other emergency. The requesting member must publicly state for the Board their reason for attending by video or audio conference.

All meetings must comply with the provisions of the Illinois Open Meetings Act, including 5 ILCS 120/7. Any Board member attending a meeting in-person or by electronic participation is entitled to vote on all issues before the Board or committee. See Ordinance 25-55.

The Secretary will record in meeting minutes the names of those members who are physically present and those attending electronically.

Section E

A quorum for the transaction of business shall consist of a majority (5) of the duly appointed Library trustees.

Section F

Public notice and the agenda for each regular and special meeting will be posted in the library and on the library's web page at least forty-eight hours before such meeting in accordance with the provisions of the Illinois Open Meetings Act. 5 ILCS 120/2.02. Agendas for special, emergency, rescheduled or reconvened meetings to any news medium that has filed an annual request for such notice will be provided in accordance with the provisions of the Illinois Open Meetings Act. 5 ILCS 120/2.02(b)

Section G

Missing more than three consecutive meetings will be considered abandonment of office and result in an automatic vacancy in the appointed board, except in case of medical necessity. Ordinance no. 25-55.

Section H

The Board may meet in closed session upon a majority vote of a quorum present at a meeting open to the public for which notice has been given according to the Illinois Open Meetings Act. 5 ILCS 120/2a

The roll call vote of each trustee on the question of holding a session or meeting closed to the public and a citation to the specific exception contained in the Illinois Open Meetings Act which authorizes the closing of the session or meeting to the public shall be publicly disclosed at the time of the vote and shall be recorded and entered into the minutes of the meeting. 5 ILCS 120/2a

Only topics specified in the vote to close the session or meeting may be considered during the closed session or meeting. 5 ILCS 120/2a No final action may be taken at a closed session or meeting. Final action shall be preceded by a public recital in open session of the nature of the matter being considered and other information that will inform the public of the business being conducted. 5 ILCS 120/2a

The Board shall periodically, but no less than semi-annually, meet to review minutes of all closed sessions or meetings.

At such meetings, a determination shall be made and reported in an open session that (1) the need for confidentiality still exists as to all or part of those minutes or (2) that the minutes or portions thereof no longer require confidential treatment and are available for public inspection. 5 ILCS 120/2.06

Section I

Illinois law requires the verbatim recording of closed sessions or meetings on video or audio recordings, and the storage of such verbatim recordings for at least 18 months. A safe dedicated to the storage of audio recordings has been established in the Rolling Meadows Library Administrative Office. The Board President and Board Secretary each have custody of one of two available keys to the Closed Minutes Safe. Each closed meeting topic will be recorded on a separate recording and appropriately labeled for future reference. Immediately after each closed meeting or regular Board Meeting containing a closed session, the Board President, Board Secretary, or the Board President's trustee designee shall deposit the recordings into the Closed Minutes Safe. 5 ILCS 120/2.06 (C) states: "The verbatim record may be destroyed without notification to or the approval of a records commission or the State Archivist under the Local Records Act or the State Records Act no less than 18 months after the completion of the meeting recorded but only after:

- (1) The public body (Library Board) approves the destruction of a particular recording; and
- (2) The public body (Library Board) approves minutes of the closed meeting that meet the written minutes requirements of 5 ILCS 120/2.06."

ARTICLE VI – COMMITTEES

Section A

The standing committees of the Board and their purposes shall be:

1. Bylaws - periodically review and update library Bylaws and gather, review and update, as needed, Board policies for inclusion in a Policy Manual.
2. Development - evaluate the Board, evaluate the Executive Director, recommend dates for Board approval to set regularly scheduled Board Meetings as per Article V, Section A, oversee the Board Officer election process, and design an ongoing Board education plan.
3. Finance - audit monthly expenses, examine and recommend to the Board bills for payment, sign bills for payment to library vendors, develop and monitor the implementation of the annual budget.
4. Personnel - develop, review and update the Personnel Policy Manual, review staff salary ranges, make recommendations for Board action, and review personnel matters brought by the Executive Director.
5. Planning - prepare the library's capital projects and monitor their progress.
6. Heritage - oversee the recording of notable events and continuously update the library's history. The Heritage Committee will also set and implement guidelines for honoring library volunteers.

The chairperson of each committee shall supervise the recording of minutes at committee meetings, and review and sign minutes approved by the committee to ensure a true and accurate accounting of all committee meetings.

Section B

The President shall appoint special committees as needed in addition to the standing committees. Special committees shall serve until the completion of the work for which they were appointed. The President shall serve as an ex-officio member of all standing and special committees.

ARTICLE VII - PARLIAMENTARY AUTHORITY

The most current edition of Robert's Rules of Order shall, in the absence of provisions to the contrary herein, be observed in governing the transaction of the business of the Library Board.

ARTICLE VIII – AMENDMENTS

These Bylaws may be amended at any regular meeting of the Library Board by a vote of two-thirds of the full Board provided the amendment was read at the previous regular meeting.

Chapter 62 LIBRARY¹

Sec. 62-1. Established.

There shall be established and maintained in the city a public library and reading room for the use and benefit of the inhabitants of the city, and such persons residing outside of the city as may desire to use the library upon the terms and conditions prescribed by the board of directors.

(Code 1967, § 11-1)

Sec. 62-2. Appointment of board of directors.

The mayor shall, with the approval of the city council, appoint a board of nine directors for the public library to be chosen from city residents with reference to their fitness for such office. No more than one member of the city council shall be at any one time a member of such board; provided, however, that it shall not be necessary for any member of the city council to be at any time a member of the library board.

(Code 1967, § 11-2)

Cross reference(s)—Boards, commissions and committees, § 2-661 et seq.

Sec. 62-3. Terms of directors.

Those persons appointed as directors of the board of directors of the library shall hold office for three years or until their successors are appointed.

(Code 1967, § 11-3)

Sec. 62-4. Removal of directors; filling vacancies.

The mayor may, by and with the consent of the city council, remove any director of the library board of directors for misconduct or neglect of duty. Vacancies in the board shall be filled as original appointments.

(Code 1967, § 11-4)

Sec. 62-5. Compensation of directors.

No director of the library board of directors shall receive compensation for serving as a director.

(Code 1967, § 11-5)

¹Cross reference(s)—Streets, sidewalks and other public places, ch. 94.

Sec. 62-6. Organization of board; election of officers.

The library board of directors shall, immediately after appointment, meet and organize and elect one of its number president and shall elect such other officers as it may deem necessary.

(Code 1967, § 11-6)

Sec. 62-7. Rulemaking authority of board.

The library board of directors shall make and adopt such bylaws, rules and regulations for its own guidance and for the government of the library and reading room as it may deem expedient.

(Code 1967, § 11-7)

Sec. 62-8. Powers and duties of board.

The board of directors shall carry out the spirit and intent of the Illinois Local Library Act, 75 ILCS 5/1-0.1 et seq., in establishing, supporting and maintaining a public library for providing library service and, in addition to but without limiting other powers conferred by such statute, shall have the power to:

- (1) Make and adopt such bylaws, rules and regulations, for its own guidance and for the government of the library as may be expedient, not inconsistent with such statute.
- (2) Have the exclusive control of the expenditure of all moneys collected for the library and deposited to the credit of the library fund.
- (3) Have the exclusive control of the construction of any library building and of the supervision, care and custody of the grounds, rooms or buildings constructed, leased or set apart for that purpose.
- (4) Purchase or lease real or personal property and construct an appropriate building for the use of a library established under such statute, using, at the board's option, contracts providing for all or part of the consideration to be paid through installments at stated intervals during a certain period not to exceed 20 years with interest on the unpaid balance at any lawful rate for municipal corporations in this state, except that contracts for installment purchases of real estate shall provide for not more than 75 percent of the total consideration to be repaid by installments, and to refund at any time any installment contract entered into pursuant to this subsection by means of a refunding loan agreement, which may provide for installment payments of principal and interest to be made at stated intervals during a certain period not to exceed 20 years from the date of such refunding loan agreement, with interest on the unpaid principal balance at any lawful rate for municipal corporations in this state, except that no installment contract or refunding loan agreement for the same property or construction project may exceed an aggregate of 20 years.
- (5) Remodel or reconstruct a building erected or purchased by the board, when such building is not adapted to its purposes or needs.
- (6) Sell or otherwise dispose of any real or personal property that it deems no longer necessary or useful for library purposes, and lease to others any real property not immediately useful but for which plans for ultimate use have been or will be adopted, but the corporate authorities shall have the first right to purchase or lease.
- (7) Appoint and fix the compensation of a qualified librarian, who shall have the authority to hire such other employees as may be necessary, to fix their compensation, and to remove such appointees,

subject to the approval of the board. The board may also retain counsel and professional consultants as needed.

- (8) Contract with any public or private corporation or entity for the purpose of providing or receiving library service or of performing any and all other acts necessary and proper to carry out the responsibilities, the spirit, and the provisions of such statute. This contractual power includes but is not limited to participating in interstate library compacts and library systems, contracting to supply library services, and expending of any federal or state funds made available to any county, municipality, township or to this state for library purposes.
- (9) Join with the board of any one or more libraries in this state in maintaining libraries, or for the maintenance of a common library or common library services for participants, upon such terms as may be agreed upon by and between the boards.
- (10) Enter into contracts and take title to any property acquired by it for library purposes; sue and be sued.
- (11) Exclude from the use of the library any person who willfully violates the rules prescribed by the board.
- (12) Extend the privileges and use of the library, including the borrowing of materials on an individual basis by persons residing outside of the city. If the board exercises this power, the privilege of library use shall be upon such terms and conditions as the board shall from time to time by its regulations prescribe, and for such privileges and use, the board shall charge a nonresident fee at least equal to the cost paid by city residents, with the cost to be determined according to the formula established by the state library. The nonresident cards shall allow for borrowing privileges only at the library where the card was issued. The nonresident fee shall not apply to privilege and use provided under the terms of the library's membership in a library system operating under the provisions of the Illinois Library System Act, 75 ILCS 10/1 et seq., under the terms of any reciprocal agreement with a public or private corporation or entity providing a library service, or to a nonresident who as an individual or as a partner, principal stockholder, or other joint owner owns taxable property or is a senior administrative officer of a firm, business, or other corporation owning taxable property within the city, incorporated town, village or township upon the presentation of the most recent tax bill upon that taxable property, provided that the privilege and use of the library is extended to only one such nonresident for each parcel of such taxable property.
- (13) Exercise the power of eminent domain subject to the prior approval of the corporate authorities under 75 ILCS 5/5-1 and 5/5-2.
- (14) Join the public library as a member and join the board directors as members in the Illinois Library Association and the American Library Association, nonprofit, nonpolitical, (501-C-3) associations, as designated by the federal Internal Revenue Service, having the purpose of library development and librarianship; provide for the payment of annual membership dues, fees and assessments and act by, through and in the name of such instrumentality by providing and disseminating information and research services, employing personnel and doing any and all other acts for the purpose of improving library development.
- (15) Invest funds pursuant to "An Act relating to certain investments of public funds by public agencies," approved July 23, 1943, as amended, 30 ILCS 235/0.01 et seq.
- (16) Accumulate and set apart as reserve funds portions of the unexpended balances of the proceeds received annually from taxes or other sources, for the purpose of providing self-insurance against liabilities relating to the public library.

(Code 1967, § 11-8)

Sec. 62-9. Annual report of board.

- (a) The library board of directors shall make, within 90 days from the end of the calendar year, an annual report to the city council, stating the condition of its trust on the last day of such calendar year, which shall contain the following:
 - (1) An itemized statement of the various sums of money received from the library fund and from other sources.
 - (2) An itemized statement of the objects and purposes for which these sums of money have been expended.
 - (3) A statement of the number of books and periodicals available for use, and the number and character thereof circulated.
 - (4) A statement of the real and personal property acquired by devise, bequest, gift or otherwise.
 - (5) A statement of the character of any extensions of library service which have been undertaken.
 - (6) A statement of the financial requirements of the library for the ensuing fiscal year and of the amount of money which, in the judgment of the board of directors, it may be necessary to levy for library purposes for the next annual tax levy ordinance.
 - (7) Any other statistics, information and suggestions that may be of interest.
- (b) This report shall be made in writing and verified under oath by the secretary or some other responsible officer of the board of directors. A copy of the report shall also be filed, at the same time, with the state library.

(Code 1967, § 11-9)

Sec. 62-10. Damaging property.

- (a) Any person who shall willfully or maliciously cut, write upon, injure, deface, tear or destroy any book, newspaper, building, picture, engraving, statue, or periodical belonging to the public library shall be guilty of a misdemeanor.
- (b) Any person who shall willfully or maliciously commit any injury to the grounds, buildings, or fixtures or other property of the public library shall be guilty of a misdemeanor.

(Code 1967, § 11-10)

Sec. 62-11. Failure to return books.

Any person who shall fail to return any book or other material belonging to the public library, according to the requirements of the bylaws, rules and regulations made and adopted by the board of directors of such library for the government thereof, shall be guilty of a misdemeanor.

(Code 1967, § 11-11)