



imagine • inform • inspire

FONDULAC PUBLIC LIBRARY DISTRICT BY-LAWS FOR BOARD OF TRUSTEES

ARTICLE I - NAME AND PURPOSE

- A. This organization shall be called "The Fondulac Public Library District Board of Trustees".
- B. The purpose of the Fondulac District Library Board is to administer the affairs and monies of the Fondulac District Library as governed by State of Illinois.

ARTICLE II – MEETINGS

A. The regular meeting of the Board of Trustees of the Fondulac District Library shall be held the last Monday of each month at 6:00 p.m. in the Harold Kolb Memorial Conference Room.

- 1. All meetings are open to the public.
- 2. Regular meeting dates may be changed in accordance with Illinois State Statutes.

B. Special meetings may be held at any time at the call of the President, Vice President in absence of the President, or three (3) Board members.

C. A quorum at any meeting shall consist of a majority of the Board members.

D. The May/Annual Reorganization meeting includes the Seating of new trustees elected at the previous consolidated General Election. Board members will be seated after approval of the previous month's minutes. The board will adjourn sine die to seat the new members and organize the board.

E. Agenda

- 1. Call to Order and Roll Call
- 2. Public Participation
- 3. Agenda Review
- 4. Consent Agenda, including Approval of Minutes and Bills
- 5. Treasurer's report
- 6. Director's Report
- 7. Correspondence, including Library Statistical Report
- 8. Discussion Items, if any

9. Action Items, if any
10. Closing Comments
11. Adjournment

F. Proceedings of all meetings shall be governed by Robert's Rules of Order.

ARTICLE III - OFFICERS & DUTIES

A. The officers of the Fondulac District Library shall be President, Vice President, Secretary, and Treasurer.

1. The President, Vice President, Secretary, and Treasurer shall be elected every year at the May/Annual Reorganization meeting.
2. If it is determined to be in the best interest of the library, a majority vote by the board may extend the term of the President, Vice President, Treasurer, or Secretary up to one additional year.

B. Duties of President

1. Preside at all meetings.
2. Appoint committees.
3. Perform all other duties associated with the office.
4. Co-sign checks.

C. Duties of Vice President

1. Preside at all meetings in Presidents absence.
2. Co-sign checks.

D. Duties of Secretary

1. Keep minutes of all meetings.
2. Supervise roll call.
3. Supervise recording of votes.
4. Handle all election materials and forms.
5. File with County Clerk all necessary documents.
6. Co-sign checks.
7. Submit all necessary records for audit on annual basis.

E. Duties of Treasurer

1. Supervise handling of all monies.
2. Issue all checks.
3. Co-sign checks.
4. Administer all funds, accounts.
5. Prepare budget.

6. Submit all necessary records for audit on annual basis.

F. Any Board member shall be reimbursed for their actual and necessary expenses.

G. Vacancies - In the event of the resignation of the President or his/her inability to function as President, Vice President shall become President. In the event of a resignation or inability to function of any other office, the Board shall elect someone to fill the unexpired term. In the event of a resignation of any other Board member, the Board will appoint someone to serve until the next general election.

ARTICLE IV - ATTENDANCE

A. A trustee can be removed from being absent only if they miss all regular meetings in a one year period. 75 ILCS 16/30-25 (a)(iv).

B. Electronic meeting attendance is allowed per the Library's Meetings and Electronic Meetings Policy, Section 6: The policy allows a majority of the Board of Trustees to allow another member of the Board to attend the meeting by other means, i.e. telephone conferencing. However, a quorum of the members of the Board of Trustees must be physically present at the meeting.

ARTICLE V – VOTING

A. Except where otherwise required by law, a simple majority is necessary for passage.

B. Roll call votes are taken for:

1. Annual budget
2. Levy
3. Ordinances & resolutions
4. Any other as deemed necessary by Board

ARTICLE VI - LIBRARY DIRECTOR

A. Library Director shall have charge of the administration of the staff and library under the direction of the Board of Trustees.

B. Library Director is responsible for the care of the building, grounds, equipment, employment & direction of staff, services to public and operating within budget guidelines.

C. Library Director shall attend all Board meetings, prepare agenda in conjunction with the President and make monthly reports.

ARTICLE VII – AMENDMENTS AND REVISIONS

A. The by-laws may be revised or amended by a proposal at a regular meeting, voted on at the next regular meeting and effective with a majority vote.

Revised: May 21, 2007
April 28, 2014
March 28, 2022