

**MIDLOTHIAN PUBLIC LIBRARY  
BOARD OF TRUSTEES  
BYLAWS**

**ARTICLE I NAME**

This organization shall be known as "The Midlothian Public Library Board of Trustees," Midlothian, Illinois, existing by virtue of the provisions of Chapter 75 of the Illinois Compiled Statutes, January 2008, having been created by the registered voters of the village of Midlothian, Illinois at the November 1931 election.

**ARTICLE II PURPOSE**

The purpose of the Board of Trustees' is to provide through the Public Library access to as much of the universe of information as is relevant and of interest to the residents of Midlothian.

**ARTICLE III TRUSTEES**

**Section 1. Term of Office**

Board of Trustee members shall serve a term of four years (Illinois Library Law Chapter 75-5/4-3.1).

**Section 2. Vacancy**

The Board of Trustees may declare a vacancy when the elected or appointed trustee declines or is unable to serve, or becomes a nonresident of the village. A vacancy shall be filled by the Board of Trustees at any regular or special meeting.

**Section 3. Duties**

- A. Strive to attend all regular Midlothian Public Library Board meetings. Trustees having scheduled vacation time or who will miss a Board meeting due to unavoidable scheduling conflicts should advise the Library Board President and/or the Library Director as far in advance as possible.
- B. Strive to attend the meetings, workshops, and seminars offered by the local library system, the Illinois State Library, or others specifically for the benefit of public libraries.
- C. Be knowledgeable of the current issue of Illinois Library Law and with the provisions of the Open Meetings Act (5 ILCS, 120).

**Section 4. Economic Statement**

Each trustee shall file with the County Clerk a Statement of Economic Interest by April 30 of each year.

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Section 5. Compensation

Trustees shall serve without compensation. Memberships for Illinois Library Association and American Library Association will be paid for trustees. Reimbursement for their actual and necessary expenses incurred in the performance of the duties shall be subject to approval. (For a list of payable expenditures see the Personnel Policy Handbook, Chapter 11.)

**ARTICLE IV OFFICERS**

Section 1. Officers

The officers of the Board shall be a president, a secretary, and a treasurer, elected from among the Board members.

Section 2. Term of office

- A. Officers shall serve a term of one year ending the third Tuesday following each regular election or until their successors are duly elected by the Board.
- B. Officers may succeed themselves.

Section 3. Vacancy

A vacancy in any office shall be filled by the Board for the unexpired term.

Section 4. President

- A. The president shall preside over all meetings of the Board of Trustees, appoint such committee members as may be necessary to carry out the purposes of the Board.
- B. The president and secretary shall sign the ordinances, resolutions and contracts of the board.
- C. The president is responsible for seeing that the bylaws and other policies of the Board are reviewed at regular intervals.
- D. The president is an ex-officio member of all committees.
- E. The president may vote and move or second a proposal.
- F. In the absence of the president, the secretary shall be the presiding officer and name a secretary pro tempore (not an officer) for that meeting.

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- G. The Executive Director, in conjunction with the president, shall prepare an agenda for each regular board meeting.

**Section 5. Secretary**

The secretary shall give direction to the Executive Director as to the maintenance of appropriate records for their term in office and shall include therein, a record of the minutes of all meetings, the names of those in attendance, the ordinances enacted, resolutions, rules and regulations adopted, and all other pertinent written matter as affects the operation of the library.

**Section 6. Treasurer**

- A. The treasurer is the Chief Investment Officer and is responsible for monitoring the income and expenditures for the Library as well as being Chair of the Finance Committee.
- B. The treasurer shall review and direct the Executive Director as to the maintenance of the accounts and financial records of the library, including a record of all receipts, disbursements, and balances in any funds.
- C. An audit shall be conducted each fiscal year, and a report filed with the board not later than the 6 months after the close of the fiscal year, for the prior fiscal year. (The library follows the Village of Midlothian's fiscal year.)
- D. The Executive Director, in conjunction with the treasurer, shall prepare the yearly budget.
- E. The treasurer shall be bonded.

**Section 7. Signatories**

- A. The persons with signatory powers will be three officers: president, secretary, and treasurer. The Executive Director will also have signatory powers.
- B. Checks written to withdraw funds shall require two signatures.

**ARTICLE V COMMITTEES**

- A. The standing committees shall be:
1. Building
  2. Board Development
  3. Finance
  4. Strategic Planning
  5. Policy

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6. Technology

- B. Committees will make a report at each regular meeting.

**ARTICLE VI MEETINGS**

Section 1. Regular Meetings

The Board of Trustees shall meet at the Midlothian Public Library Building on the third Tuesday of each month at 7:00 P.M. An agenda must be posted at least 48 hours in advance of each meeting.

Section 2. Special Meetings

A special meeting may be called by the president, the secretary, or any four other trustees at any time upon at least 48 hours of notice to all trustees and to the public. Notice of an emergency meeting must be given as soon as practical. The purpose of the meeting, and the action to be taken shall be included in the notice.

Section 3. Quorum

A quorum at regular and special meetings of a fully-seated board shall consist of four trustees. A simple majority of those present shall determine the vote taken on any question, unless a larger majority is specified by law. In such instances that there are vacancies on the board, a quorum shall consist of a majority of the seated members.

Section 4. Voting

All votes on any question shall be by ayes and nays. Aye and nay votes, absences and abstentions shall be recorded by the secretary. A "present" vote shall not be counted. A roll call vote may be requested by any board member.

Section 5. Open Meetings Act

All meetings will be held in compliance with the rules of the Open Meetings Act (5ILCS, 120).

Section 6. Electronic Attendance at Meetings

- A. The Open Meetings Act allows for participation of board members in a meeting via electronic means in certain circumstances if a quorum of the members is physically present at the meeting location. The minutes of such meetings must reflect which board member(s) attended via electronic means.
- B. The following rules apply for the conduct of any meeting at which any trustee

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- participates via video or audio conference. Except where it is not practicable, the board member who cannot be physically present at a meeting for one of the reasons described below and who wishes to attend via electronic means will give notice to the President or Secretary not less than forty-eight (48) hours before the meeting date.
- C. If the board member provides notice of electronic participation before the meeting agenda is posted, the names of any board members who will participate via electronic means will be listed on the agenda. The agenda will state whether the board member is participating via video or audio conference. In all other cases, the board member presiding at the meeting will announce the name of the board member participating via electronic means, the board member's method of participation and indicate the qualifying reason for it in the record before roll call is taken.
- D. Board members may participate in a meeting via electronic means if the members are prevented from physically attending for any of the following reasons:
1. Personal illness or disability
  2. Employment purposes
  3. Absence due to library board business
  4. Family or other emergency
  5. Unexpected child care obligation
- E. At meetings where a board member participates via electronic means, all votes will be taken by roll call vote. The board members, if participating via audio conference, each time they wish to speak, must identify themselves by name and be recognized by the presiding officer before speaking.
- F. The member participating electronically and other members of the library board must be able to communicate effectively. Any members of the audience at the meeting in question must be able to hear all communications at the meeting site. Before allowing electronic attendance at any meeting, the library board will provide electronic communication equipment adequate to accomplish this objective at the meeting site.

**ARTICLE VII        ETHICS**

Trustees of the Board will abide by the *Public Library Trustee Ethics Statement*, as approved by United for Libraries, a division of the American Library Association:

Public library Trustees are accountable for the resources of the library as well as to see that the library provides the best possible service to its community.

Every Trustee makes a personal commitment to contribute the time and energy to faithfully carry out his/her duties and responsibilities effectively and with absolute truth,

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honor and integrity.

- A. Trustees shall respect the opinions of their colleagues and not be critical or disrespectful when they disagree or oppose a viewpoint different than their own.
- B. Trustees shall comply with all the laws, rules and regulations that apply to them and to their library.
- C. Trustees, in fulfilling their responsibilities, shall not be swayed by partisan interests, public pressure or fear of criticism.
- D. Trustees shall not engage in discrimination of any kind and shall uphold library patrons' rights to privacy in the use of library resources.
- E. Trustees must distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of the library, acknowledging and supporting the formal position of the Board even if they disagree.
- F. Trustees must respect the confidential nature of library business and not disclose such information to anyone. Trustees must also be aware of and in compliance with Freedom of Information laws.
- G. Trustees must avoid situations in which personal interests might be served or financial benefits gained as a result of their position or access to privileged library information, for either themselves or others.
- H. Trustees shall immediately disqualify themselves whenever the appearance of or a conflict of interest exists.
- I. Trustees shall not use their position to gain unwarranted privileges or advantages for themselves or others from the library or from those who do business with the library.
- J. Trustees shall not interfere with the management responsibilities of the director or the supervision of library staff.
- K. Trustees shall support the efforts of librarians in resisting censorship of library materials by groups or individuals.

**ARTICLE VIII      EXECUTIVE DIRECTOR**

The Executive Director is the sole employee of the Board and shall implement the policies adopted by this Board.

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ARTICLE IX            AMENDMENTS

Amendments to these bylaws may be proposed at any regular meeting, but may become effective only after a favorable vote at a subsequent meeting.

Revised 5/2015, Reviewed 9/2017, Revised 9/2018, Reviewed 9/2019, 5/2020, 2/2021,  
2/2022, Revised 6/2022, Reviewed 2/2023, Revised 2/2024