

By-Laws of the Antioch Public Library District Board of Trustees

Article I. Identification

The organization that is currently known as the Antioch Public Library District Board of Trustees, hereinafter referred to as, "the Board of Trustees," located in Antioch, Illinois, in the County of Lake, was established in 1921 by the Antioch Woman's Club. It was incorporated into the Village of Antioch in 1929 and converted to a township library in 1937. In 1989 it converted to a Library District.

Article II. Statutory Authority

The Board of Trustees exists by virtue and is governed by the Illinois Compiled Statutes, Chapter 75, Act 16, The Illinois Public Library District Act of 1991.

Article III. Election and Terms of Trustees

The Library shall be governed by a board of seven Trustees elected for four years and shall serve without compensation. Every two years three or four Trustee offices shall expire and be presented to the voters of the Library District for election. Trustees must be residents of the Library District. They must be at least 18 years of age at the time of election. Three or four trustees are elected in April of each odd-numbered year, in accordance with the Election Code. Nomination of candidates for election as Trustees shall be by petition, signed by at least fifty voters residing within the District, and shall be filed with the Secretary within the time provided by the Election Code. No party affiliation may appear on such petition or on the ballot. Terms of elected office commence on or after the third Monday of the month next following the election and extend until a successor is elected and qualified. The oath of office may be administered by the Secretary of the Board or by a notary public.

Article IV. Election and Terms of Officers

The Board of Trustees shall elect a President, Vice-President, Secretary and Treasurer at the first meeting following the Library District election. These officers shall serve for two years. No person shall serve in the same office for more than two (2) full consecutive terms; completing an unexpired term does not constitute serving a full term for purposes of this provision.

The duties of all officers shall be as described in section 16/30-45 of the Public Library District Act of 1991, 75ILCS 16/30-45.

In the absence of the President and Vice President, any Trustee may call the meeting to order. The Trustees present shall elect one of their number to be President pro-tem for the meeting.

Article V. Meetings

Section 1 Regular Meetings.

Meetings shall be open to the public and conducted in accordance with the Illinois Open Meetings Act. (5 ILCS 120/1 et seq.) The Board shall call not less than five regular meetings in each fiscal year. The

time, day, date and place of all regular meetings shall be established by ordinance at the May meeting of the Board for the ensuing fiscal year. A certified copy of the ordinance shall be posted in the Library and supplied to any news medium that has filed an annual request for such notice (75 ILCS 16/30-50(a)), (5 ILCS 120/2.02)

Section 2 Changing Regular Meeting Arrangements

If a change is made in the date, time or place of regular meetings as set forth in the annual meeting ordinance by Board action after the original schedule of meetings is published, then at least ten days' notice of the change must be given by publication in a newspaper of general circulation in the District and by posting the change in the Library. A copy of the notice shall be delivered to any news medium requesting such notice.

Section 3 Rescheduling a Regularly Scheduled Meeting.

If a previously scheduled meeting is rescheduled, a notice of the change and a meeting agenda shall be posted in the Library and provided to any news medium requesting such notice 48 hours before the meeting.

Section 4 Reconvened Meetings.

If a meeting is to be reconvened within 24 hours, and if oral notice of the date, time and place is given at the original meeting and there is no change in the agenda, no other notice is required. Otherwise, 48 hour notice of the reconvened meeting, along with an agenda, shall be posted in the Library and supplied to any news medium requesting such notices. (75 ILCS 120/2.02a)

Article VI. Special Meetings

Special meetings may be called by the President or the Secretary, or by any four Trustees. Notice of the special meeting and an agenda shall be posted in the Library and delivered to any news medium requesting such notice no later than 48 hours preceding the special meeting. The best notice possible will be given in the case of a stated emergency.

Article VII. Order and Governance of Meetings

A minimum quorum of four Trustees must be physically present at the location of the meeting for the business of a regular or special meeting to be conducted.

The normal order of business at all regular meetings shall be as follows:

1. Call to order, roll call & declaration of quorum
2. Secretary's report/approval of the minutes
3. Approval of bills & payroll
4. Treasurer's report
5. President's report
6. Notices and communications
7. Library Director's report
8. Public Comment
9. Unfinished business

10. New business
11. Closed Session if necessary
12. Adjournment

The President shall have complete authority over the order of business.

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

Robert's Rules of Order, last edition, shall govern the parliamentary procedure of all regular and special meetings. Failure to follow Robert's Rules of Order shall not invalidate an otherwise valid decision.

All Board meetings and all committee meetings shall be held in compliance with the Open Meeting Act of the Illinois Compiled Statutes, Chapter 5, Act 120.

Article VIII. Remote Regular and Special Meeting Attendance

While physical presence is strongly encouraged, a Trustee may attend any meeting through electronic technology if a quorum of the Board is physically present throughout the meeting. The following rules shall govern the attendance through electronic technology at meetings of the Board.

1. Except where it is not practicable, Trustees who cannot be physically present at any regular, special, emergency, rescheduled, or reconvened meeting for one of the reasons contained herein and who wish to participate through electronic technology such as video or audio conference, telephone call, electronic means (including, without limitation, electronic chat or instant messaging, or other means of instantaneous interactive communication) shall, to the extent possible give notice to the Library Director or her designee at least twenty-four (24) hours before the meeting time.
2. The Trustee must specify the reason entitling the absent Trustee to attend electronically.
3. The Trustee participating electronically and other Trustees must be able to communicate effectively, and any members of the public in attendance at the meeting in question must be able to hear all communications at the meeting site.
4. Trustees may participate in a Board meeting without being physically present if physical attendance is prevented by:
 - a. personal illness or disability;
 - b. absence for personal employment purposes or for Library business; or
 - c. a family or other emergency.
5. When one or more Trustees participate in a meeting by electronic technology, all votes shall be by roll call.
6. A quorum cannot be created by means of participation by electronic technology. As a condition for a meeting to be conducted and for anyone to participate electronically, a quorum must be physically present at any meeting for the meeting.

7. When speaker phones are used to allow a Trustee to participate in a meeting without being physically present, the Trustee using the speaker phone must, each time before speaking, identify himself or herself by name and be recognized by the presiding officer.
8. The minutes of the meeting shall include all Trustees recorded as either present or absent and whether the Trustees were physically present, or present electronically.
9. Any voice, electronic, or other transmission by electronic technology made during a meeting of the Board by a Trustee who is attending through electronic technology shall be made available to the public concurrent with such transmission, except for closed meetings.

Before allowing remote meeting attendance, the Library staff must provide appropriate audio and/or video means of communication sufficient for the remote Trustee's full participation in the meeting.

Article IX. Trustee Regular Meeting Attendance Requirements

Absence by a Trustee without cause from all regular board meetings for a period of one year is a basis for declaring a vacancy.

Article X. Procedure for Appointment to an Unexpired Vacant Office

A vacancy may be declared by the Board when the elected or appointed Trustee (1) declines, fails, or is unable to serve; (2) becomes a nonresident of the Library District; (3) is convicted of a misdemeanor by failing, neglecting, or refusing to discharge a duty imposed on him or her by the Public Library District Act; or (4) has failed to pay the library taxes levied by the District. 75 ILCS 16/30-25(a). In addition, absence without cause from all regular board meetings for a period of one year is also a basis for declaring a vacancy.

A vacancy shall be filled by the remaining Board of Trustees members at a regular or special meeting until the next Trustee election as provided by law.

Article XI. Committees

Special committees may be appointed by the President. The term of service shall be until the end of the fiscal year in which they were appointed, unless otherwise specified by the President.

Article XII. Library Director

The Board of Trustees shall appoint a Library Director who shall have sole charge of the administration of the Library under the direction and review of the Board of Trustees. The Library Director shall attend all Board meetings except those executive sessions discussing the Library Director's employment status or other matters at the discretion of the Board.

Article XIII. Acknowledgement of Applicable Law

The Trustees understand and acknowledge that By-Laws are:

- A. Designed to assist the Board with procedures and guidelines governing Library District affairs and operations.
- B. Subject to and do not supersede other laws applicable to Library District

affairs and business.

- C. Automatically amended, by operation of law, to the extent of any conflict between the By-Laws and other applicable laws.
- D. Intended to be updated by the Trustees periodically in an effort to maintain consistency between the By-Laws and other applicable laws.

Article XIV. Trustee Code of Ethics

Trustees shall adhere to the *Public Library Trustee Ethics Statement* approved by the United for Libraries Board in January 2012 (The United for Libraries Board is a division of the American Library Association). The full statement is as follows:

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, honor and integrity.

- 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.
- Trustees shall comply with all the laws, rules and regulations that apply to them and to their Library.
- Trustees, in fulfilling their responsibilities, shall not be swayed by partisan interests, public pressure or fear of criticism.
- Trustees shall not engage in discrimination of any kind and shall uphold library patrons' rights to privacy in the use of library resources.
- 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.
- 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.
- 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.
- A Trustee shall immediately disqualify him/herself whenever the appearance of or a conflict of interest exists.
- 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.
- Trustees shall not interfere with the management responsibilities of the director or the supervision of library staff.
- Trustees shall support the efforts of librarians in resisting censorship of library materials by groups or individuals.

Adopted by unanimous vote of the Board of Directors of the Antioch Public Library District at the regular meeting held Monday, November 28, 1955 in the library building, and amended at the following regular

meetings: June 18, 1969; April 30, 1974; June 30, 1981; February 23, 1982, July 11, 1989, September 26, 1989, June 29, 2010, and December 18, 2018.