



## **Bylaws of the Board of Trustees of the Riverside Public Library**

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### **Article I. Name**

This organization shall be called the "Board of Trustees of the Riverside Public Library."

### **Article II. Board Membership, Election Terms, Vacancies**

#### Section 1. Membership

The Board of Trustees of the Riverside Public Library shall consist of seven members.

#### Section 2. Election of Board

Board members shall be elected by the eligible voters of the Village of Riverside.

#### Section 3. Requirements

Requirements for candidates for Library trustee shall be: residency in Riverside, U.S. citizenship, 18 years of age or older, no felony convictions.

#### Section 4. Terms of Office - Board

Board members shall serve a term of four years.

#### Section 5. Vacancies - Board

Complies with Illinois Statutes outline in Section 75 ILCS 5/4-4. on Vacancies.

#### Section 6. Compensation

Trustees shall serve without compensation. Reimbursement for actual and necessary expenditures incurred in the performance of duties shall be subject to Board approval.

#### Section 7. Conflicts of Interest

No trustee shall engage in any business or transaction, or have a financial or personal interest, whether directly or indirectly, that is incompatible with the proper discharge of his or her official duties in the public interest or that may tend to impair his or her independence of judgement or action in the performance of such official duties. Members of the Board of Trustees may not be employed by the Library, and members of the immediate families of Trustees are not eligible to become permanent, paid employees of the Library. Immediate family is defined as a parent, sibling, child by blood, adoptions or marriage, spouse, grandparent or grandchild.

#### Section 8. Legal Requirements.

Illinois Revised Statutes, Chapter 81 (Illinois Library Laws) shall serve as a guide to the legal rights and obligations of the Board of Trustees and the Library.

### **Article III. Officers, Terms of Office, Duties, Vacancies, Elections**

#### Section 1. Officers

The officers of the Board shall be a President, Vice President, Secretary, and Treasurer elected from among the Board members.

The duties of the officers shall be as follows:

President: To preside at meetings of the Board, appoint all committees and perform other duties normally associated with the office or assigned to the office by the Board.

Vice President: To perform all duties of the President in his or her absence.

Secretary: To be responsible for accurate Minutes of the proceedings of the Board and assure that they are maintained as a public record.

Treasurer: To serve as the disbursing officer of the Board, serve as Chair of the Finance Committee and perform other duties normally associated with this office. To be bonded in an amount as may be required by law and at the Library's expense. In the absence or disability of the treasurer, his or her duties shall be performed by the Board President. The treasurer shall disburse funds only upon authority of the Board.

Assistants: One or more members of the Board may be elected to serve as Assistant Secretaries or Assistant Treasurers and shall perform the duties of Secretary or Treasurer in his or her absence.

#### Section 2. Nomination of Officers

Members of the Board shall be asked to serve as officers. Nominations for officers shall be from the floor at the Board meeting at which the election of officers shall occur. Voting will be by voice vote.

#### Section 3. Elections of Officers, Terms

Officers shall be elected at the Annual Meeting of the Board by a majority vote of the trustees present. Each term of office shall be for one year or until a successor has been elected by the Board.

#### Section 4. Disbursing Duties

Two signatures, consisting of any combination of signatory Trustees, the Library Director, and/or Bookkeeper, shall be required on all checks.

### **Article IV. Committees**

#### Section 1. Regular and Special Committees

Committees shall be appointed by the Board President for specific purposes as the business of the Board may require. Terms of service on committees shall be until the meeting following the Annual Meeting in which appointments are made or until the committee is disbanded. All committee meetings shall abide by the regulations of the Open Meetings Act.

#### Section 2. Executive Committee

The Executive Committee shall consist of the four Board officers and may be empowered by the Board, from time to time, to act on behalf of the Board.

## **Article V. Meetings**

### Section 1. Regular Meetings

The Board shall meet on a regular basis but not less than ten times per year. The time, day, date and place of all regular meetings shall be established at the December Meeting of the Board. A list of meetings shall be posted in the Library, Town Hall and supplied to any medium that has filed an annual request for such notices.

### Section 2. Special Meetings

Special meetings shall be called by the President or the Vice President or by a quorum of the Trustees of the Board. All special meetings shall comply with the Open Meetings Act (5ILCS 120/).

### Section 3. Annual Meeting

The May meeting of the Board shall be designated the Annual Meeting and the election of officers shall occur.

### Section 4. Open Meetings Act

All Board meetings shall comply with the Open Meetings Act. (5 ILCS 120/)

### Section 5. Quorum

A quorum shall consist of a simple majority of the Board. A simple majority of those present shall determine the vote taken on any question unless a larger majority is specified by law.

### Section 6. Voting

Votes on any question shall be by ayes and nays. Any financial related votes will be done by roll call. The number of aye and nay votes and the number of absences and abstentions shall be recorded by the Secretary. The President may vote upon and may move or second a proposal.

### Section 7. Rules

The conduct of the meetings shall be guided by the latest edition of Robert's Rules of Order to the extent practicable. However, nothing herein shall be construed as limiting or prohibiting the President from casting a vote on all matters before the Board, even if the President's vote does not break or create a tie.

## **Article VI. Library Director**

The Board shall appoint a qualified Library Director who shall be the executive and administrative officer of the Library on behalf of the Board and under its review and direction. The Library Director shall administer the policies adopted by the Board.

## **Article VII. Indemnification**

To the fullest extent possible, and to the extent not covered by insurance, the Library shall indemnify any Trustee, Officer or employee and Library may indemnify any agent who is, was or is threatened to be a party to any future, pending or completed action, suit or proceeding, whether civil, criminal, administrative or investigative, and including

actions or suits by or in the right of the Library, by reason of the fact that he/she is or was a Trustee, Officer, employee or agent of the Library. At the request of such indemnified person, the Library shall undertake complete defense of such matters, including all expenses in connection therewith; provided that the indemnified party shall have a right to participate in such defense. The indemnification set forth above shall not apply if a Court of competent jurisdiction determines that the conduct of the indemnified party constitutes malicious or criminal misconduct. The Library may purchase and maintain insurance in an amount from time to time to be determined by the Board of Trustees and, for the broadest coverage procurable, on behalf of all such Trustees, Officers, employees and agents against any liability asserted against one or more of them and incurred by him/her or them in any such capacity or arising out of his/her or their status as such. The provisions of this Section shall continue for the benefit of a person who has ceased to be a director, officer, employee or agent and shall inure to the benefit of the estates heirs, legatees and legal representatives of such a person and the legal representatives and assigns of such a person in the event of his/her incompetency, insolvency or bankruptcy.

### **VIII. Amendments**

These Bylaws may be amended by a majority vote of the members of the Board; notice of the wording of the proposed change having been given at the preceding regular meeting. In case of inability to be present, trustees may vote on bylaws changes by written communication.

Approved by the Board of Trustees April 18, 1989  
Amended by the Board of Trustees May 9, 1989  
Amended by the Board of Trustees June 9, 1992  
Amended by the Board of Trustees April 12, 2002  
Reviewed and Amended by the Board of Trustees August 10, 2010  
Reviewed and Amended by the Board of Trustees May 9, 2017  
Reviewed and Amended by the Board of Trustees December 8, 2020