

STATE OF ILLINOIS)
) S.S.
COUNTY OF DUPAGE)

SECRETARY’S CERTIFICATE

I, the undersigned, the duly qualified and acting Secretary of the Board of Library Trustees of the Glenside Public Library District, DuPage County, Illinois, and the keeper of the records thereof, do hereby certify that attached hereto is a true and correct copy of an Ordinance entitled:

ORDINANCE NO. O-VI-14

**GENERAL ORDINANCE (REGULATIONS)
OF THE GLENSIDE PUBLIC LIBRARY DISTRICT DU PAGE COUNTY, ILLINOIS
WAS Bylaws**

adopted by the Board of Library Trustees of the Glenside Public Library District at a regular meeting of said Board of Library Trustees at which a quorum was present, held pursuant to the Illinois Open Meetings Act on the 19th day of February, 2015.

I do further certify that said Ordinance is entrusted to my care and custody, that the same is duly spread upon the records of said meeting and that I am the custodian of all records of the Glenside Public Library District, including the journal of proceedings, ordinances or resolutions.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the corporate seal of said Glenside Public Library District, DuPage County, Illinois, this 19th day of February, 2015.

Elizabeth A. Minicz
Secretary, Board of Library Trustees of
the Glenside Public Library District,
DuPage County, Illinois

ORDINANCE NO. O-VI-14

**AN ORDINANCE SETTING FORTH THE GENERAL ORDINANCE (REGULATIONS)
OF THE GLENSIDE PUBLIC LIBRARY DISTRICT, DU PAGE COUNTY, ILLINOIS**

WHEREAS, the Board of Library Trustees of the Glenside Public Library District is empowered by Illinois Compiled Statutes, 75 ILCS 16/30-55.5 to enact ordinances and to make and adopt such regulations, ordinances, resolutions and policies for their own guidance and for the government of the Library as may be expedient, and not inconsistent with the Illinois Public Library District Act.

NOW, THEREFORE BE IT ORDAINED BY THE BOARD OF LIBRARY TRUSTEES OF THE GLENSIDE PUBLIC LIBRARY DISTRICT, DU PAGE COUNTY, ILLINOIS:

That the following Chapters, Articles and Sections be and they are hereby adopted and passed as and for the General Ordinance of the Glenside Public Library District governing the place and manner of holding meetings of the Board of Library Trustees, describing the powers and duties of the Trustees, describing the officers of the District and their respective duties and powers, designating reports to be prepared and filed, fixing the Fiscal Year of the District and specifying the manner in which notices are to be given.

ADOPTION

THIS ORDINANCE SHALL BE IN FULL FORCE AND EFFECT FROM THE DATE OF ENACTMENT.

- A. Ordinance No. O-VII-12 is hereby repealed.
- B. Related Policies:
 - Freedom of Information Act (R-IV-14, Adopted 8/21/14)
 - Notice of Regular Meetings (Ordinance Adopted Annually)
 - Regulating Political Activities and the Solicitation and Acceptance Of Gifts By Officers and The Employees (O-III-14, Adopted 8/21/14)
 - Electronic Communications Policy and Administrative Procedure (PR-XIX-14, Adopted 8/21/14)
 - Public Participation and Comment at Board Meetings (PR-IV-13, Adopted 7/18/13)

ADOPTED this 19th day of February, 2015, pursuant to a roll call vote as follows:

AYES: Baldwin, Barreras, Evans, Fagan, Milnes, Minicz

NAYS: _____

ABSENT: Lucente

APPROVED this 19th day of February, 2015, by the President and Board of Library Trustees.

President, Board of Library Trustees

ATTEST:

Secretary, Board of Library Trustees

REGULATIONS – OUTLINE

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CHAPTER I

GENERAL GOVERNANCE

ARTICLE ONE

GENERAL PROVISIONS

A. **Fiscal Year Determined**

As stated in the Illinois Public Library District Act of 1991, the Fiscal Year of the District shall begin on the first (1st) day of July in each year and shall end on the thirtieth (30th) day of June of the following year.

B. **Notice and Publication**

1. Notice of elections and referenda shall be given in the manner provided by the general election law.
2. Notwithstanding any requirements with reference to posting or publication stated elsewhere in this document; it is hereby stated that the District abides by the notice and publication requirements of the Open Meeting Act, Illinois Compiled Statutes (ILCS), Chapter 5, Act 120, (5 ILCS 120/1 *et seq.*).
3. All legal notices published must be made at least 30 days before the hearing or other matter being publicized by such notice unless otherwise provided by law. A copy of such notice shall in each case be posted at the library operated by the District.

C. **Regulations Revisions**

These Regulations shall be subject to review every two years or as deemed necessary.

D. **Definition of Terms**

As used in this Ordinance, the term "District" shall mean the Glenside Public Library District; "Act" shall mean the Illinois Public Library District Act of 1991; "Board" shall mean the Board of Library Trustees of the District; "member" shall mean a Trustee of said District and the use of the masculine shall be deemed to include the feminine whenever and wherever it is applicable.

CHAPTER II

LIBRARY TRUSTEES

ARTICLE ONE

GENERAL PROVISIONS

A. Time and Place of Meetings

The Board of Library Trustees shall hold its regular monthly meetings at the Library operated by the District in the Village of Glendale Heights, Illinois, at 25 E. Fullerton Avenue. The Board shall call not less than 10 meetings each fiscal year. All meetings shall comply with the Open Meetings Act. Notice of change in time or place shall be made in compliance with the Open Meetings Act. The agenda of each regular meeting shall be continuously posted at least 48 hours in advance of the meeting and shall be drafted and posted in compliance with the Open Meetings Act.

Special meetings may be called by the President or the Secretary, or by any four Trustees with public notice to be made at least 48 hours in advance, in compliance with the Open Meetings Act.

Notice of all meetings shall be given to all members of the Board of Library Trustees and shall be posted in the Library building. All such posting and giving of notice shall be done by the Secretary or under his supervision and direction and in full compliance with the Open Meetings Act.

An ordinance providing the schedule of all regular meetings shall be adopted annually. The Secretary shall post a schedule, at the beginning of each fiscal year, of the Regular Meetings at the Library's principal office and shall furnish a copy thereof to at least one newspaper and to any other news medium that has filed an annual request for such information. Such schedule shall set forth the regular dates, times and places of said meetings.

If changes are made in the regular meeting dates notice shall be published in a local newspaper at least ten (10) days prior to the adoption of such changes and such notice shall be provided to all newspapers that have filed a request for such information

B. Powers and Duties of Board of Library Trustees

It shall be the duty of each of the members of the Board of Library Trustees of the District to carry out the spirit and intent of the Act in establishing, supporting and maintaining a public library or libraries within the District and for providing library service to the District and for conducting themselves in accordance with all applicable state statutes and district ordinances or policies regarding ethical behavior.

In addition to the other powers conferred by said Act upon the Board of Library Trustees of the District; such Board has the following powers:

1. To enact, amend and rescind ordinances and to make and adopt such regulations, policies and resolutions for their own guidance and for the government of the library as may be expedient, and not inconsistent with the Act;
2. To have the exclusive control of the expenditure of all monies collected for the library

and deposited to the credit of the appropriate funds;

3. To have exclusive control of the construction of any library building and of the supervision, care and custody of the grounds, rooms or building constructed, leased or set apart for that purpose;
4. To purchase or lease real or personal property, and to construct an appropriate building or buildings for the use of the library or libraries established by the District as set forth in Section 30-55.20 of the Act (75 ILCS 16/30-55.20);
5. To remodel or reconstruct a building erected, purchased or leased by the Board, when such building is in need thereof or is not adapted to its purposes and needs;
6. To sell or otherwise dispose of real or personal property that it deems no longer necessary or useful for library purposes under such terms as the Board deems best but in no event on contracts extending over a period of more than 20 years, and to lease to others any real property not immediately useful to the District but for which plans for ultimate use have been adopted;
7. To appoint and fix the compensation of a qualified Team Administrator(s), 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 legal counsel and professional consultants as needed;
8. To contract with any public or private corporation or entity for the purpose of providing or receiving library service or of performing other acts necessary and proper to carry out the responsibilities, the intent and the provisions of the Act. This power includes, but is not limited to participation in interstate library compacts and library systems, and to contract to supply library services and for the expenditure of any federal or state funds made available to any county, municipality, township or to the State of Illinois for library purposes;
9. To join with the board or boards of one or more public libraries within this State in maintaining libraries, or for the maintenance of a common library or common library services for the participants upon such terms and conditions as may be agreed upon by and between the participating library boards;
10. To enter into contracts, and to take title to any property acquired by it for library purposes;
11. To exclude from use of the library any person who willfully violates an ordinance or regulation prescribed by the Board;
12. To extend the privileges and use of the library, including the borrowing of materials on an individual basis by persons residing outside of the District for whom the Glenside Public Library District represents the "closest public library" as determined pursuant to Illinois State Library regulations (23 ILL Adm. Code 3050.25). 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 non-resident fee at least equal to the cost paid by residents of the District, with the cost to be determined according to the formula established by the Illinois State Library. The Board shall annually take action to decide whether to issue non-resident cards during the ensuing 12 months and to choose the State Library formula it will use to determine the fee for non-residents cards. Within 30 days of the action taken, the Secretary of the Board shall notify the regional library system of the action, the effective dates and the fee formula chosen.

The non-resident card shall accord the non-resident card holder all the services provided to residents of the District, including reciprocal borrowing privileges. The non-resident fee shall not apply to privilege and use provided under the provisions of the Illinois Library Systems Act or under the terms of the District's membership in a library system operating under the terms of any reciprocal agreement with a public or private corporation or entity providing library service; nor shall the non-resident fee apply to residents of an area in which the library is conducting a program for the purpose of encouraging the inclusion of the area in the District; nor shall the non-resident fee apply to a non-resident 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 District, upon 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 non-resident for each parcel of such taxable property;

13. To undertake programs for the purpose of encouraging the addition to the District of adjacent areas without local tax supported library service and to expend funds for this purpose;
14. To provide by ordinance, fines and penalties for injury to any book or other library material or to any real or personal property belonging to or in the custody of the library and for failure to return any book or other material or personal property belonging to or in the custody of the library;
15. To invest funds pursuant to the District's policy as established by the Public Funds Investment Act;
16. Trustees shall serve without compensation but may be reimbursed for actual and necessary expenses incurred in the performance of their duties from District funds;
17. Within seventy four (74) days after their election, the incumbent and the new Trustees shall take their oaths of office and meet to organize the Board. The first action taken at the meeting shall be the election of a President, Vice President, Secretary and a Treasurer from among the Trustees, each of whom will serve for a term of two years or until their successors are duly elected by the Board; the Secretary shall first certify the membership of the Board of Trustees duly elected or appointed. The Secretary shall then record the membership of the Board "and within 60 days after organization of the Board shall file with the County Clerk and with the State Librarian, the names and addresses of the Trustees and the Officers and their respective terms of office."
18. To hold office for six years, and until their respective successors are elected and qualified;
19. To adopt a budget as provided by law within the first quarter of each Fiscal Year and not later than the fourth Tuesday in September, which shall be combined annual budget and appropriation ordinance. Such ordinance shall appropriate such sum or sums of money as may be deemed necessary to defray all necessary expenses and liabilities of the District and shall specify the object and purposes for which such appropriations are made and the amount appropriated for each object and purpose pursuant to the Illinois Municipal Budget Law;

Such budget shall contain a statement of the cash on hand at the beginning of the Fiscal Year, an estimate of the cash expected to be received during the Fiscal Year, and the cash expected to be on hand at the close of such year.

Such budget shall first be prepared in tentative form by the Team Administrator{s} and shall be filed with the Treasurer and at the Library operated by the District and shall be conveniently available to the public for inspection at least 30 days prior to the public hearing on said budget. Notice of such public hearing shall be given by publishing a notice in a newspaper published in the District and if no newspaper is published in the District, then in a newspaper published in DuPage County and having a general circulation within the District and by posting notice in the Library at least 30 days prior to such hearing.

Within the first quarter of the Fiscal Year and not later than the fourth Tuesday in September the Board shall adopt such budget and appropriation ordinance. Also, within thirty days after adoption of the Budget and Appropriation Ordinance a certified copy thereof, together with an Estimate of Revenue signed by District Treasurer, shall be filed with the County Clerk of DuPage County.

After its passage, a certified copy of such ordinance shall be posted for fourteen days and such ordinance shall be published once as required by law.

At least 20 days prior to the adoption of a levy ordinance, the Board shall determine the amount of the tax levy and whether it exceeds 105% of the prior year's tax extension. If so, the Board shall schedule a public hearing on the levy ordinance and shall publish notice of the hearing, in the form prescribed by law within 7-14 days prior to the date of the hearing.

On or before the first Tuesday in December of each year and after the publication of the budget and appropriation ordinance, the Board shall enact a levy ordinance incorporating the appropriation ordinance by reference. A certified copy of such ordinance shall be filed with the County Clerk of DuPage County, Illinois, on or before the last Tuesday in December, together with a Certificate of Compliance signed by the President indicating that said tax levy was made in compliance with the Truth-in-Taxation Law;

20. To transfer from one appropriation of any amount specified for any object and purpose, not affecting the total amount appropriated, at any meeting of the Board, by ordinance enacted by 2/3 vote of all trustees present and voting. By a like vote, the Board may by ordinance make appropriations in excess of those authorized by the budget in order to meet an immediate and unforeseen emergency. After the adoption of the annual budget and appropriation ordinance, no other and further appropriation except as hereinabove specified pursuant to the financial provisions of the Illinois Municipal Budget Law (50 ILCS 330/1 et seq.) shall be made at any other time during the Fiscal Year, except in accordance with the Illinois Municipal Budget Law;
21. To create and maintain a working cash fund for the sole purpose of enabling the District to have in its funds at all times, sufficient money to meet demands for ordinary and necessary and committed expenditures for library purposes. The balance of this fund shall not at any time exceed 0.2% of the full, fair, cash value of taxable property in the District (75 ILCS 16/30-95);
22. When all funds, including a working cash fund, have been used, the Board may issue warrants to be issued and drawn against and in anticipation of any taxes levied, but only to the extent of 85% of such levy (75 ILCS 16/30-105 (a));
23. To accumulate funds to erect a building for library purposes, to purchase a site therefore, to purchase or repair, remodel or improve a building for such purposes or to do all or any of such things. In order to do so, the Board must comply with the terms of the Act (75 ILCS 16/40-5 (a)-(c)).

For such purposes, the Board may by ordinance establish a special reserve fund, and transfer thereto each year the unexpended balances of the proceeds from the library tax, provided that the Board has resolved to develop and adopt a plan or plans as provided in the Act and that the Board provides in the annual appropriation ordinances for accumulation of such unexpended balances;

24. To enter into contracts with other governmental units for the joint purchase of personal property, supplies and services;
25. To exercise the power of eminent domain;
26. To accumulate and set apart as reserve funds portions of the unexpended balances of the proceeds received from taxes or other sources, for the purpose of providing self-insurance against liabilities of the District; and
27. To otherwise exercise those powers and duties afforded under the Act.

C. Vacancy

1. The Board may declare vacancies in the office of Trustee when any elected or appointed Trustee declines, fails or is unable to serve, or becomes a non-resident of the District or is convicted of a misdemeanor by failing, neglecting or refusing to discharge any duty imposed upon him by the Act, or who shall have failed to pay the library taxes levied by the District or any reason allowed by the Act or the Illinois Election Code. Absence without cause from all regular board meetings for a period of one year shall be a basis for declaring a vacancy. The Board shall fill any vacancy in the office of Trustee until the next regular election of Trustees, or as otherwise provided by Section 30-25 (b) of the Act. Before the Board shall consider declaring an office of Trustee vacant for any one or more of the reasons set forth in Section 30-25 of the Act or in the Illinois Election Code, the Secretary of the Board shall send written notice to the trustee in question by registered or certified mail, return receipt requested.
2. The notice shall set forth the reason(s) for considering the Trustee's office vacant and the time, date and place when the Board shall meet to hear evidence and consider declaring his office vacant. The notice shall be mailed at least seven days prior to the meeting of the Board. The trustee whose office is being considered shall have the right to appear at the Board Meeting and shall be given an opportunity to be heard in his own defense. The Board shall conduct a fair and impartial hearing. If the Board decides that a vacancy has been created in the office of the trustee being considered for any one or more of the reasons set forth in said Section 30-25 of the Act or in the Illinois Election Code, the Board shall declare the office vacant and shall fill the vacancy in accordance with the law.
3. The Board may also send a letter by the same process to any Trustee who fails to attend personally or by electronic means, three consecutive meetings or is absent from six meetings in a calendar year without providing a reasonable excuse (defined as personal illness or disability; employment purposes or Library business; family or other emergencies) that prevents attendance. The letter shall note that the Board considers such absences as an indication that the Trustee is declining, failing or is unable to perform the duties of his/her office and shall ask if the Trustee wishes to resign his/her office on such a basis. If no response is received within a reasonable time period, the Board may consider that the Trustee is unable, has failed or has declined to perform the duties of office and declare a vacancy.

In the event any Trustee shall be unable, for any reason, to attend a regular or special meeting such Trustee shall notify the Secretary, President or Team Administrator(s) at the earliest possible time prior to said meeting, of his inability to attend the meeting and the reasonable excuse (as defined above) for non-attendance. Where appropriate, the trustee shall be advised of the possibility of attending the meeting by means other than by being physically present. (See Chapter II, Article Two, Section G, regarding the possibility of non-physical attendance at Board meeting.)

4. All vacancies shall be filled by appointment by the remaining Trustees until the next election or as otherwise provided in the Act.

D. Emergency Action

In the case of a bonafide emergency, whether a natural disaster or a man made calamity, the President is authorized and empowered to immediately take all action necessary to protect the lives of people in the library, the Library District employees and all of its property. The President shall then call a special meeting at which time the Board can ratify any action taken. If the Board or Executive Committee meets, it shall comply with the emergency notice requirements of the Open Meetings Act. The Board or Executive Committee is required to give twenty-four (24) hours' notice or give notice as soon as possible. Notice requirements include posting a notice and notifying any newspaper that has filed an annual request for meeting notices. The Board or Executive Committee shall file written minutes with the Secretary of the Board of Library Trustees.

At the next regular meeting following receipt of minutes, the Board of Library Trustees shall review the minutes. If the Board agrees with the actions taken by the Executive Committee, it shall ratify its actions by a motion and continue any of such actions in effect as is necessary. On the other hand, if the Board does not agree with the actions taken by the Executive Committee, it shall immediately cancel any or all of such actions still in effect.

E. Reports to be Filed:

1. State Librarian

On or before the 1st day of September of each year, the Board shall prepare a written Annual Report for the Fiscal Year. Such report shall include:

- a. The audit of the Secretary and his records, accounts and funds;
- b. A statement as to any change in the limits and boundaries of the District;
- c. A statement as to property of any type acquired by the District by purchase, legacy, and gift or otherwise;
- d. A statement as to the amount of accumulations and the reasons therefore;
- e. A statement as to any outstanding liabilities including those for bonds still outstanding;
- f. Any other pertinent information requested by the Illinois State Librarian.

The Secretary shall file certified copies of such report on or before the date due, with the Illinois State Librarian and with the library or libraries operated by the District and shall make such available for public inspection.

2. Auditor of Public Accounts

The Board shall cause an audit of its accounts to be made by a licensed public accountant each Fiscal Year.

The audit shall include all of the accounts and funds, including those of the Treasurer, the Team Administrator(s) and anyone who received fees, fines or funds of the District. The audit shall begin as soon as possible after the close of each Fiscal Year and shall be filed with the Comptroller of the State of Illinois within six months after the close of the Fiscal Year. A copy of such audit shall also be filed with the County Clerk of DuPage County and with the Illinois State Librarian.

3. County Assessor

No later than July 1st of each year, the Board shall cause a certificate to be filed with the assessor of DuPage County where the District has tax-exempt property. Such certificate shall state whether there has been any change in the ownership or use of such property. If there has been such a change, the nature thereof shall be stated in the certificate.

4. County Clerk, County Treasurer and County and Township Collectors

The Treasurer shall at the close of each Fiscal Year, prepare a statement:

- a. Of all monies received and from what sources received, giving items, particulars and details;
- b. Of all monies paid out, as compensation for personal services, giving the name of each individual to whom paid, on what account and the total amount paid or listing individuals in categories as allowed by the Public Funds Statement Publication Act (30 ILCS 15/1);
- c. Which is a summary of statement of operations for all funds and account groups, as excerpted from the annual financial reports as filed with the appropriate State agency;
- d. Which must include all monies paid out where the total amount paid during the fiscal year exceed \$2,500 giving the name of each individual to whom paid on what account paid and the amount (except for b. above).

Such statement of Receipts and Disbursements shall be subscribed and sworn to by the Treasurer and shall be filed in the Office of the County Clerk of DuPage County within six months after the close of the Fiscal Year.

In addition, within six months after the close of the Fiscal Year, such statement, an audit report prepared by a CPA or a notice of availability of the audit report must be published as required by law, and the newspaper publisher's certificate of publication must be filed with the County Clerk of DuPage County within 10 days of publication.

5. The Treasurer

The Team Administrator (s) and all other employees of the District who receive any funds, monies or other things of value, by virtue of their office or employment shall keep an account of all such receipts, by entries on printed or written forms provided by the District. Such forms shall provide an original of each entry and shall show the date, the amount and the account for which payment or delivery was made.

A record of receipts such as income from overdue fines, fees, gifts, lease payments, etc. shall be given to the Treasurer and Accountant before the next Board meeting. A report of gifts or physical property, including books, shall be made to the Board. The procedure of handling donor recognition is supervised by the Team Administrator(s).

6. The Board of Trustees

The records of the Secretary shall be audited each Fiscal Year and upon change of secretaries by an Audit Committee of two other Trustees appointed by the President and a report thereof shall be filed with the Board not later than the 90th day following the completion of the Fiscal Year. Such report shall certify as to the accuracy of the records, their completeness and a list of discrepancies, if any.

F. Committees

There shall be appointed annually by the President, and approved by the Board, the following standing committees with membership as indicated for each committee:

<u>Committee</u>	<u>Membership</u>
Budget	Treasurer, and 2 Trustees. President serves as ex officio member
Building	3 Trustees, President serves as ex officio member
Trustee Development	3 Trustees, President serves as ex officio member
Personnel	3 Trustees, President serves as ex officio member
Executive	President, Vice President and Trustee appointed by the President

The President, with the approval of the Board, may appoint such other committees as may from time to time be deemed necessary.

In addition, the President, with the approval of the Board, may appoint 1 Trustee to serve as a representative for RAILS.

G. Procedure for Passage of Ordinances and Resolutions

The procedure for the passage of ordinances and resolutions shall be as follows:

An ordinance or resolution may be introduced by any Trustee. When first introduced, such ordinance or resolution shall be read or summarized by the Trustee introducing such ordinance or resolution or by some other person designated by the President or by the President. The ordinance or resolution may be acted upon at the meeting at which it was introduced or at any subsequent meeting if requested by any member of the Board. A roll call vote is required for all fiscal matters, contracts and for a motion to enter a closed session. All votes must be included in the minutes of each meeting. If a quorum is present and a majority of those present votes "aye", such ordinance shall be declared passed. After an ordinance has been approved by the President, who shall have no veto power, the Secretary shall cause it to be posted at the Library for 14 days commencing within 3 days after enactment and published if such publication is required by law. Upon adoption, unless otherwise required by statute or the ordinance itself, such ordinance shall be in full force and effect. All such ordinances and resolutions shall be numbered serially for each fiscal year.

ARTICLE TWO
RULES OF ORDER

A. Order of Business

The order of business to be followed at all meetings of the Board shall be:

1. Call to Order
2. Roll Call
3. Adoption of the Agenda
4. Citizen Participation
5. Minutes of the Previous Meeting
6. Committee Reports
7. Treasurer's Report(s)
8. Librarian's Report
9. Action Items
10. Unfinished Business
11. New Business
12. Adjournment

The order of business may be suspended by the President upon a majority vote of those members present.

B. Quorum

Four Trustees shall constitute a quorum for the transaction of business. The President is considered a member of the Board and his presence shall be counted in constituting a quorum and his vote shall be taken on each issue.

C. Power of Majority

The action of the Board shall be controlled by the majority of those present except where the Act requires a greater number as hereinabove indicated.

D. Questions of Order

The President shall decide all questions of order and shall be governed in his decisions by parliamentary procedure as prescribed by Robert's Rules of Order as revised from time to time.

E. Citizen Participation

Is governed by the Board's Public Participation and Comment Policy.

F. Tape recording or Videotaping during Meetings by the Public

As a courtesy to the Board, members of the public or the media are requested to notify the Board President prior to any board meeting which they intend to film, videotape, or tape record. Use of lights, cameras and recording equipment shall not be allowed to disrupt the proceedings of the Board.

G. Rules for Attendance at Board Meetings by a Means other than Physical Presence

Members of the Board of Library Trustees may attend Board meetings by a means other than physical presence if a quorum of the members of the Board is physically present. Such means may include video or audio conference, telephone call, electronic means such as, without limitation, electronic mail, electronic chat and instant messaging or other means of contemporaneous interactive communication under the following rules:

1. Except where it is not practicable, Trustees who cannot be physically present at a public meeting for one of the reasons contained herein and wish to attend by the means included herein technology shall give notice to the Team Administrators more than forty-eight (48) hours before the meeting date.
2. Public notice of special or regular meetings, when it is known forty-eight (48) hours in advance of such meeting that any Trustee will attend through a means other than physical presence, shall contain, in addition to any other information required by law, the names of the Trustees who will be attending in that manner, the type of medium through which they will attend and a listing of any locations where the public may attend the meeting through use of the technology in addition to the designated meeting site.
3. If it is not practicable for a Trustee to give more than forty-eight (48) hours' notice and the Trustee will be unable to be physically present at a special or regular meeting for one of the reasons contained herein, and wishes to attend through other means, on the date of the meeting, prior to convening the meeting, the presiding officer shall announce such method of attendance to the public and the reason therefor.
4. If the President of the Board is unable to attend the meeting physically and attends through other means, he or she shall vacate the chair and the Vice President, if physically present, shall preside at the meeting. If the Vice President is not physically present, the President shall name, with the approval of the Board, a President Pro Tem who is physically present to preside.
5. Trustees may attend a Board meeting without being physically present if physical attendance is prevented by:
 - a) personal illness or disability;
 - b) absence from the District for employment purposes or for District business;
 - c) family emergency or other emergency;
6. When one or more Trustees attend a meeting by non-physical means, all votes shall be by roll call.
7. No more than two Trustees may attend a meeting through use of electronic technology if they are at the same remote location and the technology chosen does not transmit physical images of the Trustees not physically present to the designated meeting site.
8. When speaker phones are used to allow a Trustee to attend a meeting without being physically present, the Trustee using the speaker phone must, each time he or she wishes to speak, identify himself or herself by name and be recognized by the presiding officer before speaking.

CHAPTER III

OFFICERS AND OFFICIALS

ARTICLE ONE

PRESIDENT

A. Powers and Duties

The President shall preside over all meetings, and in his or her absence, the Vice President shall preside. The President shall perform all of the duties herein delegated to him or her by this ordinance. He shall appoint such committees as may be deemed necessary and as herein required. He shall be responsible for the enforcement of all laws, rules, regulations, and ordinances. He shall hold office for two years and until his successor is elected and qualified. He shall vote on all matters going before the Board. He shall be elected from among the membership of the Board.

ARTICLE TWO

VICE PRESIDENT

A. Powers and Duties

The Vice President shall preside at meetings in the absence of the President and shall carry out other duties as delegated by the President. He or she shall hold office for two years and until his successor is elected and qualified. He shall be elected from among the membership of the Board.

ARTICLE THREE

TREASURER

A. Powers and Duties

The Treasurer shall keep and maintain accounts and records of the District during his or her term of office, indicating therein a record of all receipts, disbursements and balances in any funds. He shall perform all of the duties herein delegated to him by this Ordinance.

B. Bond or Insurance

The Treasurer shall give bond to the District to faithfully discharge the duties of his office and to account to the District for all District funds coming into his hands and which bond shall be in such amount and with sureties as shall be approved by the Board. The amount of the bond shall be based upon a minimum of 50% of the total funds received by the District in the last previous fiscal year. The cost of such bond shall be borne by the District. As an alternative, the District may secure an insurance policy or other insurance instrument providing coverage for negligent or intentional acts by District officials or employees that could result in the loss of library funds. The Board must approve the insurer, the District must pay the cost of insurance, and the District must provide the State Library with a certificate of insurance when its annual report is filed. The coverage must be in an amount at least equal to 50% of the average amount of the Operating Fund for the prior 3 fiscal years.

C. Terms of Office

The Treasurer shall hold office for two years and until his successor is elected and qualified. He shall be elected from among the membership of the Board.

D. Payments and Warrants – By Whom Signed

1. The District funds shall be deposited in the name of the District in one or more accounts as may be deemed proper and necessary; with deposits in accounts in savings institutions as annually authorized by the Board.
2. The Treasurer shall review and recommend for approval by the Board all payment requests.
3. Expenditures shall be made only as authorized by the Board of Library Trustees. The requirements for signature on checks shall be determined by resolution adopted by the Board of Library Trustees. Each warrant for payment shall state the particular fund or appropriation to which the same is chargeable and the person or entity to be paid.

E. Accounts – How Kept

The Treasurer shall receive all monies belonging to the District and shall keep all necessary books and accounts according to good accounting practice, and such books and accounts shall always be subject to the inspection of any Trustee. Said books shall be kept by him or under his direction, so as to show at all times the exact condition of the monies under his control, and of such accounts with the several funds or appropriations, and of all disbursements by him made, and shall be by him handed over to this successor, with the other books and accounts pertaining to his office. Said books shall be balanced at least monthly.

F. Transfer of Funds

No person shall be paid from the Treasury upon any warrant except from the monies belonging to the particular funds, appropriations or items thereof, upon which such warrant shall be drawn; nor shall money be transferred by the Treasurer from one fund to another, after it has been received by the Treasurer, nor appropriated to any other purpose than that for which it has been collected or paid, except upon lawful ordinance of the Board.

G. Investments

The Treasurer is responsible for the operation of the District's investment program within the limits set forth in the investment policy as adopted by the Board and revised from time to time pursuant to the Public Funds Investment Act. The Treasurer shall report monthly to the Board of Library Trustees on the financial and investment status of the Library.

ARTICLE FOUR

SECRETARY

A. Powers and Duties

1. The Secretary shall cause to have appropriate records maintained for his or her term of office and shall include therein a record of the minutes of all meetings, the names of those in attendance, the ordinances enacted, together with a certification prepared and signed by the secretary, resolutions, policies, rules and regulations adopted, and all other pertinent written matter as affect the operation of the District. He or his designee shall have custody of the minute book and seal of the District and upon the direction of the

Board or of the President, his own motion or the direction of any four Trustees, give such notices of meetings as are provided for in this Ordinance.

When required by the terms of this Ordinance or by law, he shall file ordinances with the County Clerk of DuPage County and shall cause the publication, mailing and posting of all ordinances and notices as the case may be, where such publication or posting is required by law, by this Ordinance or is directed by the President or by the Board.

The Secretary or his designee shall make copies of all ordinances, resolutions, rules, regulations and other papers duly filed with or kept by him upon the request of any member of the Board. He shall furnish such copies to other trustees without charge and to other persons upon payment of such fees as may be fixed by the Board from time to time in accordance with the Freedom of Information Act resolution, as adopted by the Board and revised from time to time.

2. The Secretary shall number, docket and file in regular order all official documents coming into his custody and control as such officer, indexing the same in such manner that they may be readily referred to at all times. The Secretary shall perform such other duties as may be herein delegated to him by this Ordinance or by law or as may be from time to time required by resolution of the Board.
3. The Secretary (or designated representative) shall receive such written petitions as may be filed with him for the annexation of contiguous territory from time to time and shall present such petitions to the Board for its consideration and action. In the event of the approval of such petition by the Board, the Secretary shall record a copy of the Ordinance annexing such territory with the Recorder of Deeds, and shall file a copy with County Clerk of DuPage County.

The Secretary shall determine annually what territories have been annexed to the Village of Glendale Heights. The Secretary shall then have the appropriate ordinances prepared so that territories annexed to the Village can be annexed to the Library District. If the annexation is pursuant to Section 15-15 of the Act, which provides for the public to petition for a back door referendum, within 15 days after the adoption of the ordinance it shall be published at least once in one or more newspapers published in the district and the territory being annexed or in one or more newspaper with general circulation within the same area.

Publication and posting is to be in full compliance with Section 1-30 of the Act. Recording and filing shall be completed prior the fourth Tuesday in September, where possible.

No later than 5 days following the adoption of any ordinance changing the boundaries of the Library District, the Secretary shall give notice of such change to the DuPage County Election Commission. This notice shall consist of a copy of the ordinance, indicating the effective date and containing a map a legal description of the boundary change. In addition, the Secretary shall record with the DuPage County Recorder a copy of the ordinance and map of the territory annexed.

4. At the meeting of the Board for the election of Officers of the District, the Secretary shall record the membership of the Board and Trustees duly elected.
5. The Secretary shall file certification of names with the County Clerk of DuPage County on or before the first day of February in each year, listing names and home addresses of the trustees and officers and all other individuals required to file under prescribed categories, in compliance with the Illinois Governmental Ethics Act, 5 ILCS 420/4A - 106.

6. The Secretary shall file a certified copy of the combined annual Budget and Appropriation Ordinance within thirty days after its adoption with the County Clerk. A Certificate of Publication shall be filed by the last Tuesday in December. (Reference to Chapter II, Article 1, B. 19 of this ordinance).
7. The Secretary shall file on or before the last Tuesday of December, a certified copy of the Levy Ordinance with the County Clerk. (Reference to Chapter II, Article 1, B. 19, of this ordinance.)
8. At all elections conducted by the District, the Secretary shall be Election Clerk and shall perform all duties required of such officer by the Act or by the Consolidated Election Law where the same is applicable.

As such Election Clerk, it shall be the duty of the Secretary to carry out the following duties:

- a) The Election Clerk shall obtain all required forms from the DuPage County Election Commission and the County Clerk of DuPage County. Such forms shall include: petitions, statements of candidacy, economic interest statements, certifications of ballot, authorizations to transmit election results, certificate of deletions, receipts for filing nomination papers, canvass reports, campaign disclosure packets, etc.
- b) The Election Clerk may issue a press release indicating the time and location for the filing of nomination petitions, where possible.
- c) The Election Clerk shall notify all prospective candidates of all filing requirements but shall make clear to prospective candidates that each candidate is solely responsible for determining the legal requirements for placing his/her name on the ballot.
- d) Not more than 113 or less than 106 days prior to the Consolidated Election, the Election Clerk shall accept completed nomination papers from prospective candidates. The Election Clerk shall date and time stamp all nomination-papers and provide the candidates with receipts for the nomination papers. On the last day of the filing period, the Election Clerk shall keep his office open until at least 5:00 p.m. The Election Clerk shall preserve all nomination papers received for a period of six months.
- e) At the time each prospective candidate files nomination papers, the Election Clerk shall provide him with a packet containing Campaign Disclosure Documents if needed and obtain a receipt for same.
- f) Should any of the nomination papers be deemed to have been filed simultaneously, as provided in the Consolidated Election Law, the Election Clerk shall break ties and determine the order of filing by means of a lottery. Such lottery shall be conducted within 9 days after the last day of the filing period for nomination papers. The lottery shall be open to the public and the Election Clerk shall give 7 days' notice of the time and place of such lottery to the candidates involved.
- g) The Election Clerk shall receive objections to nominating papers within 5 business days following the petition-filing period. The Election Clerk shall note the date and time upon the objector's petition, and shall, as prescribed by state law, transmit by registered mail or receipted personal delivery the original

nomination papers and the objections to the DuPage County Election Commission, and a copy of the objections to the affected candidate.

- h) Not later than 68 days prior to the Consolidated Election, the Election Clerk shall receive requests for withdrawal of nomination papers from the candidates. Such withdrawal requests should be in the form of a signed and notarized letter to the Election Clerk.
 - i) Not less than 68 days prior to the Consolidated Election, the Election Clerk shall certify the names of all candidates for the office of Trustee to the DuPage County Election Commission. The Certification of Ballot shall include the names of all candidates, the order of filing and position on the ballot, the total number of Trustees to be elected and the terms of office.
 - j) The Election Clerk shall complete and send to the DuPage County Election Commission an Authorization to Transmit Election Results. Such form indicates the individual to whom the DuPage County Election Commission may release the results of the election.
9. The Secretary shall maintain certified copies of all ordinances at the main library operated by the district from time to time, and shall make such copies available for public inspection, under provisions of the Freedom of Information Act.

ARTICLE FIVE

Team Administrator(s)

A. Powers and Duties

The Team Administrator(s) shall be appointed by and shall hold office during the pleasure of the Board. They shall be entrusted with the administration of the library or libraries operated by the District from time to time. They are responsible for the appointment or hiring of library personnel, for promotion, salary adjustments and levels, for the purchase of equipment, books, supplies and all things necessary for the conduct and operation of such library or libraries in the manner required by the Act. The Team Administrator(s) shall perform such duties as are ordinarily performed by librarians and in addition shall carry out the duties and obligations required of them by this Ordinance or by the Board from time to time. They shall certify as to the correctness of all proposed disbursements prior to the allowance of the payment thereof by the Board. One of the Team Administrator(s) shall attend all meetings of the Board and shall present such reports as may be required from time to time by the Board.

ARTICLE SIX

ATTORNEY

The attorney shall be selected by the Board of Trustees and his duties shall be to prepare any ordinance requested of him by the Board. He shall give necessary attention to all suits and proceedings in every court of record in which the District is a party or is directly interested. He shall give legal opinions as requested of him by the Board; and, if directed, he shall give such opinions in writing.