



Bylaws of the Aurora Public Library Board (Aurora, Illinois)

1.1 Name and Use of the Library

The name of this institution is the Aurora Public Library, hereafter referred to as the “Library.” In accordance with the provisions of the statutes of the State of Illinois as they relate to libraries and to the procedures of Boards of Library Trustees, the Library is established for the use of residents and taxpayers of the City of Aurora and other library users as authorized by law, subject to such reasonable rules and regulations as the Library Board of Directors (hereafter referred to as the “Board”) may adopt in order to ensure that the Library provides the greatest amount of benefits to the greatest number of Aurora residents and taxpayers.

1.2 Library Vision

Where Aurora Comes Together To Discover, Create, Connect, and Succeed.

1.3 Board of Directors

The Board is granted all of the powers of a public library board provided for in 75 ILCS (Illinois Compiled Statutes) 5/4-1 et seq. In accordance with the obligations described in Illinois Library Law, the Library is governed by a Board of nine Directors.

1.3.1 Appointment of Directors

The Mayor of the City of Aurora, with the approval of the City Council, appoints directors, chosen from city residents, for three-year terms. Directors serve through June 30 and thereafter until reappointment or until a successor has been appointed. Directors are eligible to be reappointed.

1.3.2 Responsibilities of the Board

Subject to the requirements established by the statutes of the State of Illinois in the Local Library Act and in accordance with the standards recommended by the American Library Association, the Board of Directors of the Aurora Public Library is responsible for the overall governance of the library, including but not limited to the following: financial oversight of Library expenditures, operations, gifts, and endowments; approval of policies and regulations affecting library services; and employment and evaluation of a qualified Executive Director.

The Board may adopt such policies, rules, and regulations for the conduct of its business deemed advisable and/or necessary and may, in the execution of the powers granted, appoint such agents as it may consider necessary.

The Board will declare a vacancy on the Board when an appointed Executive Director resigns or is unable to serve; fails, neglects, or refuses to discharge any duty imposed upon the Executive Director by the Local Library Act; becomes a non-resident of the City of Aurora; or fails to pay library taxes levied by the City of Aurora. The Board may request the resignation of any Director who is absent six times in a calendar year.

The Executive Director and the President of the Board of Directors (or his/her designee) will provide a comprehensive orientation for new Executive Directors, encompassing tours of library facilities; reviews of library policies, procedures, and contracts; responsibilities of Directors; Board minutes and financial reports; and any other relevant information.

1.3.3 Responsibilities of Directors

To be effective, productive, and fully functional members of the Board, Directors are expected to attend a majority of the board meetings and to participate in library-sponsored events, functions, and training sessions.

Directors receive no compensation, as directed by statute, but are eligible for reimbursement for approved and related expenses as directors. Directors are also responsible for the prompt payment of late fees, fines, or other user fees that apply to all library users.

1.3.4 Board Officers

The officers of the Board will consist of a President, a Vice President, and a Secretary.

1.3.5 Duties of Board Officers

The President of the Aurora Public Library Board of Directors presides at all board meetings; appoints all standing and ad hoc committees; serves, at his/her discretion, as an ex-officio member of all committees; signs official documents; functions as the Library Board spokesperson in official, public capacities; and performs other duties assigned by the Board.

The Vice President assumes the duties of the President in his/her absence and performs other duties as assigned by the President or the Board.

The Secretary records roll call votes, serves as President in the absence of the President and the Vice President, and performs other duties assigned by the President or the Board.

1.3.6 Elections and Vacancies of Board Officers

Board officers are elected by a ballot vote for two year terms (or until their successors are elected) at the annual meeting in February. No Director will hold more than one office at a time. The President will take nominations for Board officers from the floor. No second to a nomination is needed, although nominees must consent to serve. Officers will be elected by a majority of Directors present. Tie votes will be decided by a run-off election. Newly elected Board officers will begin their terms of service at the next regularly scheduled Board meeting.

A majority of a quorum of the eligible voting Directors may remove a Board officer if in the judgment of the Board the removal serves the best interests of the Library.

In the event of a vacancy in a Board officer, the remaining unexpired term will be filled by the nomination of consenting Directors and a ballot vote at the next regular meeting.

1.4 Board Committees

In February, following Board elections, the President will appoint a minimum of two Directors, assigning one as a chairperson, to serve with the Executive Director on each of the following standing committees: Building & Grounds Committee, Finance Committee, and Policy and Personnel Committee.

The President may appoint special committees, which will serve until the completion of their work, on an ad hoc basis.

The library serves as the depository for all committee reports.

1.4.1 Building and Grounds Committee

The Building and Grounds Committee will regularly review various physical plant and building needs to ensure that they meet the requirements of the library and the community. The committee prepares and maintains capital plans for current and future years for all library facilities to be used in the budget planning process.

1.4.2 Finance Committee

The responsibility of the Finance Committee is to consult with the Executive Director on the preparation of budgets and the performance of audits, to monitor library financial operations, and to present budget reports at library board meetings.

1.4.3 Policy and Personnel Committee

In collaboration with the Executive Director, the Policy and Personnel Committee facilitates the regular review of library policies and presents library policies, procedures, and regulations governing the use of the library for board consideration and approval. The committee serves as the Board liaison with the Executive Director to address personnel policies and issues and to assist, as necessary and appropriate, with the resolution of library user conflicts and complaints. The Policy and Personnel Committee prepares, administers, analyzes, and reviews with the Executive Director. Unless a special committee is appointed by the President, this committee serves as the search committee when a vacancy occurs in the position of the Executive Director, recommending an interim Executive Director to the Board and managing the search process for the replacement of the Executive Director.

1.5 Board of Directors Meetings

The regular meetings of the Board of Directors will be held on the fourth Wednesday of each month at 6:00 p.m. at the main library. November and December meetings will be held on the third Wednesday of each month at 6:00 p.m. at the main library. At the beginning of each fiscal year, the Board will establish regular meeting dates and times. A schedule of regular meetings for the fiscal year, noting dates, times, and places, will be provided to the local newspaper/ media, posted in the Library and at all library branches, and documented on the library Web site. The Board may change the date or location of any regular meeting to accommodate special situations.

All meetings are open to the public, and public notice for all meetings and all changes in meeting date/time/place will be posted in accordance with the Open Meetings Act.

The Library will distribute the Board agenda and information packet for regular meetings prior to each meeting. Directors desiring to place items on the agenda should contact the Business Office forty-eight (48) hours preceding the distribution of the Board packets to add items to the agenda.

1.5.1 Annual Meeting

The Board will hold an annual meeting in February to elect officers, review a summary of the year's work by the Executive Director and committees, evaluate strategic plans submitted by the Executive Director for the new fiscal year, examine budget reports for the previous and new fiscal years, and discuss all other information required by statute.

1.5.2 Special Meetings

The President or any three Directors of the Board may call special meetings at any time, provided that notice with the agenda of the special meeting is posted for all identified stakeholders at least forty-eight (48) hours in advance (except in the case of a legitimate emergency) and that no business except the business stated on the agenda is transacted.

1.5.3 Quorum

For the transaction of business at any meeting of the Board, a majority of the whole not less than four Directors constitutes a quorum.

To ensure that a quorum is present, Directors must notify the Administrative Office of their availability at their earliest convenience.

1.5.4 Remote Participation at Meetings

Under special circumstances, Directors unable to be physically present at a public meeting may participate in the meeting via communication devices that include, but are not limited to, audio and/or video equipment that allows all Directors and other meeting participants to interact on all motions, discussions, and votes. The following special circumstances are approved for remote participation: personal illness or disability, employment demands, family or other emergency. Personal travel is not eligible for remote participation.

A Director choosing to attend a Board meeting via remote participation must endeavor to give twelve (12) hours advance notice to the Executive Director. The circumstances of the remote participation will be announced at the start of the

Board meeting and noted in the minutes of the meeting. Only Directors attending in person will be counted toward a quorum and allowed to vote.

1.5.5 Conduct of Board Meetings

The President is empowered to preserve order and decorum and decide questions of order. In the case of disturbance or disorderly conduct, the President is authorized to remove the offenders, clear the Board room of all spectators, or suspend/adjourn the meeting.

1.5.6 Board Meeting Agenda

Beginning the meeting, the President verifies that a quorum is present and calls the meeting to order. The order of business includes, but is not limited to the following items:

Public Comments

Additions to the Agenda

Approval of Previous Meeting Minutes

Communications

Financial Report and Approval of Payments

Committee Reports

Executive Session

Director's Report

Former Business

New Business

Adjournment

The President may vary the order of business.

1.5.7 Parliamentary Procedure

The proceedings of Board meetings are governed by the latest version of Robert's Rules of Order.

1.5.8 Public Comment

Comments from the public are limited to three (3) minutes per person, with an overall limit of thirty (30) minutes of public comment allowed at each Board meeting. Citizens wishing to speak at the beginning of the Board meeting are requested to sign their names and addresses on the form provided, prior to the meeting, and must restrict their comments to issues within the jurisdiction of the Aurora Public Library Board.

1.5.9 Executive Director

The Board of Directors is charged with the responsibility for hiring a qualified Executive Director who holds a minimum of a Master of Library Science (MLS) degree from a college or university program accredited by the American Library Association. Approval of a new Executive Director is by a majority vote of the Board of Directors. The Executive Director reports directly to the board, is responsible for the daily operations of the library, and must be able to articulate a broad-based, strategic vision for the library and for library services.

Within the authorities granted by the Board, the Executive Director executes policies adopted by the Board; signs and implements contracts subject to Board guidelines; establishes the library's organizational structure; hires, supervises, evaluates, and terminates staff in accordance with personnel policies and the collective bargaining agreement; prepares budgets and monitors expenditures; and oversees library facilities and operations.

The Executive Director is required to attend all meetings of the Board, submits a monthly report to the Board, prepares an annual report, and serves on all standing and special committees.

The Board of Directors conducts an annual performance appraisal of the Executive Director. A newly hired Executive Director is also evaluated by the Board within the first six months of employment.

1.6 Amendment of the Bylaws

The bylaws may be amended by submitting a written proposal to the Board. A majority of the quorum of the Directors present is required to approve the proposed amendment.