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**Kirkland Public Library**  
**By-Laws**  
Revised July 28, 1999

**ARTICLE: IDENTIFICATION**

The name of this organization is the Kirkland Public Library. The Library is located at 513 Main Street, Kirkland IL 60146.

**ARTICLE I: BOARD OF TRUSTEES**

**Section 1. Number and Qualifications.** The governing body of the Library is composed of seven members as appointed by election, and representing the community in the overseeing of the library and helping to meet to the community's needs.

**Section 2. Term of Office.** The term of office of Trustees shall be six years.

**Section 3. Disqualifications, Vacancies.** A Trustee shall miss no more than (3) meetings a year. If a member of this Board misses more than three meetings in a year the Board, acting as a whole, shall decide what action is to be taken. A Trustee who moves out of the political subdivision he/she represents shall be responsible for notifying the secretary of the Board of Trustees. Upon receipt of such notification, the position shall be declared vacant. It shall be the duty of the President to notify the appointing official of the vacancy, and, by direction of the Board, suggest to the appointing official three to five names of persons who may qualify to fill the position.

**ARTICLE II: OFFICERS**

**Section 1.** The officers of the Board shall be a President, a Vice-President, a Secretary and a Treasurer, elected from among the appointed trustees at the annual meeting of the Board in May by private ballot. Their term of office shall be for one year coinciding with the fiscal year, and they shall remain in office until their successors are elected. Officers unless uncontested can succeed themselves one term. Vacancies in office shall be filled by vote at the next regular meeting of the Board after the vacancy occurs, by secret ballot.

**Section 2.** A nominating committee shall be formed by the Board three months prior to the annual meeting and will present a slate of officers at the annual meeting. Additional nominations may be made from the floor at that time.

**Section 3.** The President shall preside at all meetings of the Board, authorize calls for any special meetings, execute all documents authorized by the Board, serve as ex-officio voting member of all committees, co-sign all checks drawn on trust or endowment funds, and generally perform all duties associated with that office.

**Section 4.** The Vice-President, in the event of the absence or disability of the president or of a vacancy in that office, shall assume and perform the duties and functions of the president.

**Section 5.** The secretary shall keep a true and accurate record of all meetings of the Board, shall issue notice of all regular and special meetings, and shall perform such other duties as are generally associated with that office. The library Director, a member of the staff, or an outside agency may be designated to perform any or all of the above duties.

**Section 6.** The treasurer shall be the disbursing officer of the Board, co-sign all checks drawn on trust or endowment funds, sign all vouchers for disbursements from the Library fund, and perform such duties as generally devolve upon the office. The Treasurer shall be bonded in an amount as may be required by a resolution of the Board. In the absence or inability of the Treasurer, the duties shall be performed by such other member of the Board as the Board may designate.

#### **ARTICLE IV: MEETINGS**

**Section 1.** The regular meetings shall be held on the second Thursday of the month at 7:00 p.m., which shall be held at the library, or such place as determined by the Board.

**Section 2.** The annual meeting, which shall be for the purpose of the election of officers and the adoption of an annual report, shall be held at the time of the regular meeting in May of each fiscal year.

**Section 3.** Special meetings may be held at any time at the call of the President or Secretary or at the call of any five members of the Board, provided that notice there of be given to all Trustees at least twenty-four hours in advance of the special meeting.

**Section 4.** A quorum at any meeting shall consist of four Trustees.

**Section 5.** The order of business for regular meetings shall include, but not be limited to, the following items:

- a) call to order
- b) roll call of members, introduction of visitors
- c) adoption/amendment of agenda
- d) disposition of minutes of previous regular meeting and any intervening special or closed meeting
- e) financial report
- f) action on bills
- g) Library Director's report
- h) committee reports
- i) communications
- j) unfinished business
- k) new business
- l) adjournment

#### **ARTICLE V: DUTIES OF THE BOARD OF TRUSTEES**

**Section 1.** Determine the policies of the Library and develop the highest possible degree of operating efficiency in the Library.

**Section 2.** Select and appoint a competent Library Director.

**Section 3.** Advise in the preparation of the budget, approve it, and make sure that adequate funds are provided to finance the approved budget.

**Section 4.** Through the Library Director, supervise and maintain buildings and grounds, as well as regularly review various physical and building needs to see that they meet the requirements of the total Library program.

**Section 5.** Study and support legislation that will bring about the greatest good to the greatest number of Library users.

**Section 6.** Cooperate with other public officials and boards and maintain vital public relations.

#### **ARTICLE V: LIBRARY DIRECTOR**

The Library Director shall be considered the executive officer of the Board and shall have sole charge of the administration of the Library under the direction and review of the Board. The Director shall be held responsible for the care of the buildings and equipment, for the employment and direction of the staff, for the efficiency of the Library's service to the public, and for the operation of the Library under the financial conditions set forth in the annual budget. The Director shall attend all Board meetings but shall have no vote.

#### **ARTICLE VI: MILEAGE AND EXPENSE**

Employees and Board members will be reimbursed for actual mileage to attend Library meetings at \$0.32 cents per mile, or any other Library business.

#### **ARTICLE VII: GENERAL**

**Section 1.** An affirmative vote of the majority of all members of the Board present at the time shall be necessary to approve any action before the Board. The president may vote upon and may move or second a proposal before the Board.

**Section 2.** Any rule or resolution of the Board, whether contained in these By-Laws or otherwise, may be suspended temporarily in connection with business at hand, but such suspension, to be valid, may be taken only at a meeting at which two-thirds (2/3) of the members of the Board shall be present and two-thirds of those present shall so approve.

**Section 3.** These By-Laws may be amended at any regular meeting of the Board by majority vote of all members of the Board provided written notice of the proposed amendment shall have been mailed to all members at least ten days prior to the meeting at which such action is proposed to be taken.