

## ARTICLE I: NAME

The library shall be called the Chatsworth Township Library while the physical building shall be called the Baltz Library of Chatsworth Township. The Board of Trustees of the library shall exercise the powers and assume the responsibilities delegated to it by the statutes of the state of Illinois.

## ARTICLE II: OFFICERS

### **Section 1**

The officers shall be a president, a vice-president, a secretary and a treasurer elected from among the trustees at the first regular meeting of the board following an election. The board reserves the right to appoint a treasurer from outside the board at this meeting to insure financial integrity.

### **Section 2**

Officers shall serve a term of one year ending on the 31st day of March or until their successors are duly elected by the board.

### **Section 3**

The president shall preside at all meeting of the board, authorize calls for any special meetings, appoint all committees, execute all documents authorized by the board, certify all bills approved by the board, certify all bills approved by the board, and generally perform the duties of a presiding officer.

### **Section 4**

The vice-president shall perform the duties of te president in the event of the absence of disability of the president.

### **Section 5**

The secretary shall keep an 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.

### **Section 6**

The treasurer shall maintain records of the library finances including all receipts, disbursements and balances in any funds. Each check written on a library account must bear two signatures. The library board will appoint at least two trustees who are authorized to sign checks in addition to the treasurer.

## ARTICLE III: MEETINGS

### Section 1

The regular meetings shall be held every month, the date, hour, and place to be set by the board, by resolution, at the first meeting of the board in a calendar year.

### 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 April of each year.

### Section 3

The order of business for regular meetings shall include but not be limited to the following items:

1. Roll call of members
2. Disposition of minutes of the previous regular meeting and any intervening special meeting/s.
3. Treasurer's report
4. Action of bills
5. Report of the director
6. Committee reports
7. Communications
8. Unfinished business
9. New business
10. Public presentations to, or discussion with the board
11. Adjournment

### Section 4

Special meetings may be called by the president or the secretary, or by any four trustees, by written notice delivered at least 48 hours prior to any special meeting, or by oral notice in the case of a stated emergency.

### Section 5

Proceedings of all meetings shall be governed by Robert's Rules of Order.

## ARTICLE IV: LIBRARY DIRECTOR & STAFF

### **Section 1**

The Board shall appoint a qualified Director who shall be the administrative officer of the library on behalf of the Board and under its review and direction. The director shall implement the recommendations of the board in reference to the duties of other employees and shall be responsible for the proper direction and supervision of the staff. The director will have the primary duty of informing the Board of any problems concerning the care and maintenance of the library property, for an adequate selection of books, for the efficiency of library service to the public and for its financial operation within the limitations of the budgeted appropriation. In the case of part-time or temporary employees, the director shall have interim authority to appoint without prior approval of the Board provided that any such appointment shall be reported to the Board at its next regular meeting.

### **Section 2**

Appendix A includes job descriptions, required skills, general duties, and evaluation tools for both the director and staff positions.

## ARTICLE V: COMMITTEES

### **Section 1**

There shall be four standard committees appointed by the president:

1. Budget & finance
2. Policy, bylaws, and legislation
3. Building and equipment
4. Materials and programs

### **Section 2**

The president shall appoint special committees of one or more members each for such other purposes as the business of the board may require. The committee shall be considered to be discharged upon the completion of the purpose for which it was appointed and after the final report is made to the board.

### **Section 3**

All committees shall make a progress report to the library board at each of its regular meetings.

### **Section 4**

No committee shall have other than advisory powers unless, by suitable action of the board, it is granted specific power to act.

## ARTICLE VI: GENERAL

### **Section 1**

The bylaws may be amended by the majority vote of all members of the board provided written notice of the proposed amendment shall have been presented to all members at least ten days prior to the meeting at which such actions is proposed to be taken.

### **Section 2**

Any rule or resolution of the board, whether contained in these bylaws 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 of the members shall be present and two-thirds of those present shall approve.