



# Bylaws of the Evanston Public Library

## 1.1 Name and Use of the Library

The name of this municipal body shall be the “Evanston Public Library” (hereafter referred to as the “Library”).

In accordance with Illinois State Law, the Library shall be forever for the use of residents and taxpayers of the City of Evanston and other patrons, as authorized by law.

The Library is subject to such reasonable rules and regulations as the Library Board of Trustees (hereafter referred to as the “Board”) may adopt in order to render the use of the Library of the greatest benefit to the greatest number of Evanston residents and taxpayers.

## 1.2 Library Mission

The mission of the Evanston Public Library is to be the heart of our diverse community by promoting the development of independent, self-confident, and literate patrons and providing equitable access to cultural, intellectual and informational resources.

## 1.3 Board of Trustees

The Board shall have all of the powers of a board of public library trustees granted under 75 ILCS (Illinois Compiled Statutes) 5/4-1 et seq. In accordance with the obligations described in Illinois Library Law, the Library shall be governed by a Board of nine Trustees.

### 1.3.1 Responsibilities of the Board

Legal and financial responsibility for the operations of the Library is vested in the Board per City of Evanston Code of Ordinances 7-14-2, 7-14-4 and 7-14-5. Subject to existing statutes, the powers of the Board include, but are not limited to: 1) determining rules and regulations governing library services; 2) exercising exclusive control of all expenditures of money credited to the library fund, and any grant, gift or endowment funds provided for library purposes; 3) determining the property tax levy required to support the Library

within the law; and 4) hiring, evaluating and, if necessary, dismissing the Executive Director.

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

### 1.3.2 Qualification, Appointment, and Tenure

Consistent with the Illinois Local Library Act and the Evanston City Code, the Mayor of the City of Evanston, with the approval of the City Council, appoints Library Trustees chosen from city residents with reference to their fitness for such office. Per the Rules and Organization of the City Council of the City of Evanston (2022), Trustees appointed by the Mayor shall hold office for three years. Trustees are eligible to be re-appointed by the Mayor to additional three-year terms. Subject to reappointment by the Mayor and approval by the City Council, there are no limits to the number of terms a Trustee may serve. In the event of a Trustee leaving the Board prior to the end of his/her term, a Trustee will be appointed to a full term and then be eligible to complete additional full three-year terms. The Trustees shall take their oath of office as prescribed by Illinois law.

### 1.3.3 Orientation

The Evanston Public Library Board of Trustees will conduct a formal orientation for all new Library Board members.

### 1.3.4 Resignation or Removal from the Board

Any Trustee may resign at any time by giving written notice to the President or Secretary. Such resignation shall be effective when the notice is delivered unless the notice specifies a future date; and, unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective. Upon receipt of such resignation, the President will notify the Mayor of the vacancy.

Section 1-6-5 of the Evanston City Code states that the Mayor may remove a Trustee from the Board “for cause upon report of such action to the City Council in executive session. Cause shall be determined by the Mayor and may include, but shall not be limited to: absenteeism; conflict of interest; incapacitation, physical or mental; conviction of a criminal offense; incompetence or inattention to assigned duties.” The action of the Mayor shall be deemed effective immediately upon the report thereof to the City Council; provided, however, that such action may be overruled by a positive vote of two-thirds of the Councilmembers then holding office. In such an event, the action of the Mayor shall be reversed and the appointee reinstated for the remainder of his/her term unless otherwise successfully removed.

### 1.3.5 Conflict of Interest

Any conflict of interest on the part of any Trustee shall be disclosed to the Board when the interest becomes a matter of Board action. Any Trustee having a conflict of interest shall not vote or use his personal influence on the matter, and shall not be counted in determining the quorum for the meeting for that vote. The minutes of the meeting shall reflect that a disclosure was made, the abstention from voting, and the quorum situation. Any new Trustee will be advised of this policy upon assuming the duties of office. The President may abstain from voting in the event of a tie.

Trustees will not engage in economic activity that involves the use or sale of information gained in the course of official duties in addition to any applicable provisions of the State Officials and Employees Ethics Act (5 ILCS 430/1-1 et seq.).

## 1.4 Board Officers

The Officers of the Library shall consist of a President, a Vice-President, Secretary and a Treasurer. No Trustee shall hold more than one office at any one time.

### 1.4.1 Election and Term of Office

At the regular meeting in April, the Board shall elect a Nominating Committee of three members of the Board, at least one of whom shall be a member whose term is not expiring, and one of whom shall be appointed as the chairperson. The Nominating Committee shall present its recommendations at the May meeting, listing the names of one or more candidates for each office, provided the consent of such nominees shall have been obtained. Additional nominations, with the consent of the nominees, may be made from the floor.

The President, Vice-President, Secretary and Treasurer shall be elected by the majority of those Trustees present and voting at the regular June meeting each year. The terms of newly elected officers shall begin on July 1. Officers shall serve a term of one year or until their successors are duly elected. No Trustee shall hold more than one office at any one time.

### 1.4.2 Resignation, Removal and Vacancies

Any officer may resign from office at any time by giving written notice to the President or Secretary. Such resignation shall be effective when the notice is delivered unless the notice specifies a future date; and, unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

Any officer duly elected or appointed may be removed by a majority of a quorum of the eligible voting members whenever in its judgment the best interests of the Library would be served thereby.

## 1.5 Duties of Officers

### 1.5.1 President

The President shall preside at all meetings of the Board, appoint committees as needed, nominate all committee members and Board representatives for Board approval, serve as an ex-officio member with vote of all committees, serve as principal Board liaison to the Executive Director, sign official documents including contracts, and assume such other duties as directed by the Board. The President shall be the official speaker or shall designate a speaker for the Board in matters of public interest. The President shall be bonded.

### 1.5.2 Vice-President

In the absence or inability of the President to act, or due to a vacancy in the office of the President, the duties of the President shall be performed by the Vice-President. The Vice-President shall be the Chair of the Management Committee and assume such other duties as directed by the Board. The Vice-President shall be bonded.

### 1.5.3 Secretary

The Secretary and President shall sign such official papers as are necessary, including, but not limited to contracts, grant applications, and leases. The Secretary shall monitor the official manual of Board-approved bylaws and policies, and assume such other duties as directed by the Board. In the absence of the President and Vice-President, the Secretary shall serve as President. In the absence of the Secretary, the President shall appoint a secretary pro-tempore.

### 1.5.4 Treasurer

The Treasurer shall serve as the Board's financial officer and Chair of the Finance Committee. The Treasurer shall cause to be received and safely kept all monies belonging to the Library in depositories approved and designated by the Board, in the name of the Library or in such other investments as may be authorized by law, and shall disburse the same only upon the authority of the Board. The Treasurer shall cause to have prepared a monthly report to the Board of all receipts and disbursements and shall have submitted at the annual meeting of the Board a detailed statement showing all receipts and disbursements during the preceding year. The Treasurer shall cause to have prepared all financial reports required to be submitted to the local, state or federal governments. The Treasurer shall be bonded. In the absence of the Treasurer or when

s/he is unable to serve, the President or Vice-President may perform the duties of the Treasurer. The Treasurer shall perform any other duties as may be assigned by the Board.

## 1.6 Meetings of the Board of Trustees

All Board meetings shall meet the requirements of the Illinois Open Meetings Act (5 ILCS 120/2(c) et seq.).

### 1.6.1 Annual Meeting

The first regular meeting after March 1 will be the annual meeting of the Board at which the Annual Report will be presented. The report shall include a summary of the year's work, statement of plans for the following year, a detailed account of the receipts and expenditures of the previous fiscal year, and all other information required by State Statutes.

### 1.6.2 Regular Meetings

Each November a regular monthly meeting schedule for the subsequent calendar year will be established by the Board.

### 1.6.3 Special Meetings

Special meetings of the Board may be called by the President, or upon the written request of three Trustees, given proper notice as specified in the Open Meetings Act. Notices shall be sent at least three days before the meeting, and no business shall be transacted other than stated in the notice.

## 1.7 Board Meeting Rules

### 1.7.1 Quorum

For the transaction of business at any meeting of the Board, five Trustees who are present shall constitute a quorum. A meeting can continue, but no action can take place, if a quorum is not present.

Only Trustees attending in person shall be counted toward establishing a quorum. A majority of the quorum must vote in favor of a Trustee attending via communication devices.

### 1.7.2 Remote Participation at Meetings

The Board shall adhere to the requirements outlined in the Illinois Compiled Statutes Open Meetings Act [5 ILCS 120/7 (a)-(d)]. Under limited circumstances, Trustees unable to physically attend a public meeting may participate via communication devices. Such devices may include, but are not limited to, audio and video equipment enabling interaction on all motions, discussions, and votes among Trustees and other participants. Permissible circumstances for Trustee remote attendance include personal illness or disability, employment obligations, family emergencies, or other emergencies. Trustee attendance via communication devices requires advance notification to the Board Secretary unless impractical.

### 1.7.3 Conduct of Meeting

The President shall preserve order and decorum and decide questions of order. In the case of disturbance or disorderly conduct, the President shall have the power to: (1) remove the offenders, (2) clear the board room of all spectators, or (3) suspend or adjourn the meeting.

### 1.7.4 Agenda

The first order of business shall be the President's ascertaining if there is a quorum present. If so, the President shall call the meeting to order. The Board shall proceed to conduct the business before it normally in the following order:

- Land Acknowledgement
- Resident Comment
- Approval of the Consent Agenda and/or minutes of the preceding meeting
- Executive Director's Report or Information/Communications
- Staff Reports
- Presidential Report
- Committee Reports
- Unfinished Business
- New Business
- Executive session (if applicable)
- Adjournment

The President may vary the order of business.

### 1.7.5 Suspension of the Rules

Any rule or policy 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 those present approve.

### 1.7.6 Public Participation

The Board shall provide a period not to exceed 45 minutes at the beginning of the order of business for public comment. Prior to the beginning of the meeting, interested residents should indicate their desire to speak by signing their name and address on a form. The President will allocate the 45 minute period equally among those persons , and no individual speaker may speak longer than five (5) minutes and cannot cede time to another speaker. A person addressing the Board shall limit comments to items within the jurisdiction of the Library Board. The business of the Board shall commence no later than forty-five (45) minutes after the beginning of Public Comment.

Board standing committees shall provide opportunities for public comment at the beginning of each meeting. For all standing committees of the Board, a period of twenty minutes shall be provided for public comment, and no individual speaker may speak longer than two (2) minutes and cannot cede time to another speaker. The committee chair of the standing committees will allocate time among the speakers to ensure that public comment does not exceed the allotted time provided above.

### 1.7.7 Motions

A motion is not before the Board until it has been seconded. A motion may be withdrawn by the proposer at any time before a vote is called.

All authorizations to spend money shall be passed only by a roll call vote duly recorded.

An amendment to modify an original motion shall be in order, but no amendment shall be made that changes the intent of the original motion.

A majority of a quorum of the Trustees present and voting is required to carry any motion unless otherwise provided in the bylaws.

All motions involving the hiring or dismissal of the Executive Director must be approved by six Trustees.

### 1.7.8 Closed Sessions

All meetings of the Board and its committees shall be open to the public and to the press except closed sessions in accordance with the Open Meetings Act (5 ILCS 120/2(c) et seq.).

The closed session must be approved in open meeting by a majority vote and the purpose of the closed session recorded in the minutes of the open meeting.

Only topics specified in the vote to close may be considered in the closed session. No final action may be taken at a closed session.

All proceedings of a closed session shall be kept in strict confidence by all those in attendance.

Closed sessions shall be recorded and such recordings shall be preserved for at least eighteen months and shall only be destroyed after the Board has approved and made public the minutes of the closed session.

Under the Open Meetings Act, the minutes of all closed sessions will be reviewed by the Board at their regular June and December meetings as to whether or not the minutes should remain sealed or can be publicly disclosed (5 ILCS 120/2.06).

### 1.7.9 Adjournment

A motion to adjourn the Board shall always be in order except while a vote is being taken. A motion to adjourn cannot be amended or debated, but a motion to adjourn to a specific date or time may be amended and debated.

### 1.7.10 Robert's Rules of Order

The rules of parliamentary procedure in the latest edition of Robert's Rules of Order shall govern the Board in all cases.

### 1.7.11 Trustee Participation

Trustees are expected to attend and participate in all regular board meetings and to fulfill their committee obligations. If a Trustee attends fewer than six meetings per year, the Board President shall request that the Mayor remove the Trustee in question from the Board in accordance with appropriate statutes and City ordinances.

## 1.8 Board Committees

### 1.8.1 Executive Committee

The officers of the Board shall constitute an Executive Committee which shall act on behalf of and at the direction of the Board between meetings.

### 1.8.2 Standing Committees

The Finance Committee, chaired by the Treasurer, is responsible for collaborating with the Executive Director to prepare the annual budget and oversee the Endowment



investment funds. The Committee shall meet regularly and report to the governing body on budgeting and investment activities.

The Management Committee assists in formulating policies concerning the management of the Library, encompassing board development, managerial, and operational aspects. The Management Committee shall review and update Bylaws and Board-adopted policies biennially, ensuring alignment of policies with organizational goals and industry best practices. The Vice-President shall chair the Management Committee and report its recommendations and activities to the governing body as needed or at regular intervals.

The Facilities Committee shall review facility operating and capital plans in accordance with equity and access, review facility operating and capital budgets, formulate facility policies and make facility recommendations to the Board. The Board President shall appoint the Chair of the Facilities Committee. The Committee shall convene as necessary and report its recommendations to the Board as needed.

The Diversity, Equity, Inclusion & Belonging Committee shall collaborate with the Executive Director or designee to uphold diversity as a core value of the EPL. It supports the articulation of the desired facets of diversity, proposes appropriate goals for diversity regarding participation and programming goals, establishes metrics for measuring success, and advises on diversity issues in the library workplace. The seven-member Committee shall include at least two Trustees as appointed by the President. The Committee shall meet regularly and report its recommendations to the Board.

### 1.8.3 Board Nominating Committee

At the regular meeting in April, the Board shall elect a Nominating Committee of three members of the Board, at least one of whom shall be a member whose term is not expiring. The Nominating Committee will select potential Board officers (see section 1.4.1 of the bylaws).

### 1.8.4 Special Committees

Other committees may be designated by a resolution adopted by a majority of the Board present at a meeting at which a quorum is present. The President shall appoint members to special and ad hoc committees as deemed appropriate. Any committee member may be removed by the person or persons authorized to appoint committee members whenever, in their judgment, the best interests of the Library shall be served by such removal.

### 1.8.5 Quorum for a Committee

A majority of the total membership of any committee shall constitute a quorum.

### 1.8.6 Committee Reports

Minutes will be kept of all committee meetings and will be presented at the next regularly scheduled Board meeting.

## 1.9 Executive Director

### 1.9.1 Duties of the Executive Director

The Board shall select, appoint, and evaluate a qualified librarian (“Executive Director”) who will be the Library’s chief executive officer and be responsible for the day-to-day administration and operation of the Library under the general policies approved by the Board and the policies of the City of Evanston.

The Executive Director shall be responsible to the Board pursuant to the provisions of the Local Library Act, 75 ILCS 5/1-0.1 et seq.

The Executive Director will report directly to the Board, execute the policies adopted by the Board, and shall be authorized to develop the library program, establish the organizational structure, purchase materials and services, and undertake such other activities as may be necessary for the library’s operation, subject to the policies established by the Board. The Executive Director shall have the authority to execute contracts on behalf of the Library within the parameters established by the Board. The Executive Director shall attend all meetings of the Board. The Executive Director shall make a monthly report to the Board and submit an annual report at the first regular meeting after February 1.

In a manner consistent with the Library’s Personnel Policies and collective bargaining agreement, the Executive Director shall hire, supervise, evaluate and may terminate the employment of staff members necessary to carry out the work of the Library. Library staff will be hired and terminated by the Executive Director with approval by the City’s Human Resources Manager. The Executive Director shall direct and supervise staff members to ensure the efficient delivery of high quality services.

The Executive Director is responsible to the Board for all properties and funds belonging to the Library.

The Executive Director shall make other reports at the meetings of the Board in such form and on such subjects as the Board may direct.

### 1.9.2 Executive Director Performance Evaluation

The Board of Trustees shall formally evaluate the performance of the Executive Director at least once each year.

## 1.10 Amendment of the Bylaws

These bylaws may be amended with one month's notice in writing of the proposed amendment at any regular meeting of the Board of Trustees, by a two-thirds affirmative vote of a quorum of the Trustees present. A copy of the proposed amendment must accompany the call of the meeting.

Amended August 21, 2024