



## **By-laws**

### **ARTICLE I**

#### **MISSION STATEMENT**

Wilmington Public Library District is committed to providing excellent comprehensive service to its community. Service is provided on a fair and equitable basis to all individuals and groups regardless of race, color, or religion. The Board of Trustees of the Wilmington Public Library District has approved, accepted, and adopted the ALA Library Bill of Rights.

### **ARTICLE II**

#### **OFFICES**

The principal office of the District shall be located at 201 South Kankakee Street, Wilmington, Illinois. The District may have such other offices within the boundaries of said District as the business of the District may require from time to time.

### **ARTICLE III**

#### **BOARD OF TRUSTEES**

**SECTION 1. INITIAL BOARD.** The initial Board of Trustees shall consist of seven Trustees appointed by the Circuit Court of the Twelfth Judicial Circuit, Will County, Illinois. The initial Board of Trustees so appointed shall serve until their existing term is over.

**SECTION 2. SUBSEQUENT BOARDS.** At each biennial election thereafter, the Trustees elected to succeed those whose terms have expired, shall hold office for a four-year term commencing from the first Monday of May next following the election until their respective successors are elected and qualified.

**SECTION 3. NOMINATION OF CANDIDATES.** Nomination of candidates for election as trustees shall be according to current Illinois Library law. (Public Library District Act of 1991, 75 ILSC 16/30-20).

**SECTION 4. ELECTIONS.** Elections of Trustees shall take place in odd numbered years at the regular scheduled spring election under the general election law. The District in accordance with the provisions of the Illinois Public Library District Act shall conduct said election.

SECTION 5. VACANCIES. Vacancies shall be declared and filled in the offices of Trustee by the Board in accordance with current Illinois Library law. (Public Library District Act of 1991, 75 ILCS 16/30-25). Absence for a period of twelve consecutive months may be a basis for declaring a vacancy.

SECTION 6. COMPENSATION AND EXPENSES. Trustees shall serve without compensation but shall be reimbursed from district funds for their actual and necessary expenses incurred in the performance of their duties in attending board-approved out of town workshops and meetings.

## **ARTICLE IV**

### **MEETINGS**

SECTION 1. REGULAR MEETINGS. The Board of Trustees shall hold regular monthly meetings, which shall be held on the third Monday of each month at 7:00 P.M. The board does not meet in the month of December.

SECTION 2. SPECIAL MEETINGS. Special meetings of the Board of Library Trustees may be called by the President, Secretary, or by any four Trustees.

SECTION 3. PLACE OF MEETING. The Board of Trustees, by resolution, may designate any place within the District as the place for the regular meeting. If no designation is made, or if a special meeting is otherwise called, the place of meeting shall be 201 South Kankakee Street, Wilmington, Illinois. All meetings of the Board of Trustees, whether regular or special, shall be open to the public.

SECTION 4. NOTICE OF SPECIAL MEETINGS. Written or printed notice stating the place, day, and hour of the special meeting, and the purpose or purposes for which the meeting is called, shall be delivered to each Trustee, by or at the direction of the President, Secretary or the persons calling the meeting either personally or by mail. If mailed, such notice shall be deemed to be delivered when deposited in the United States mail, addressed to the Trustee at his or her address as it appears in the records of the District, with postage thereon prepaid. Unless otherwise proved by law, any Trustee may waive notice of any meeting and the attendance of a Trustee at any meeting shall constitute a waiver of notice of such meeting, except where a Trustee attends a meeting for the express purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened. Neither the business to be transacted at, nor the purpose of, any regular or special meeting of the Board of Library Trustees need be specified in the waiver of the notice of such meeting. All special meetings will be held in accordance to the Open Meeting Act.

SECTION 5. QUORUM. A Quorum at any meeting of the Board of Trustees of this District shall consist of four Trustees; provided that if less than four of the Trustees are represented at said meeting, a majority of the Trustees so

represented may adjourn the meeting from time to time. If a quorum is present, the affirmative vote of the majority of the Trustees represented at the meeting shall be the act of Board of Trustees, unless law otherwise requires the vote of a greater number.

SECTION 6. VOTING. Each Trustee including the President of the Board of Library Trustees shall be entitled to one vote upon each matter submitted to vote at a meeting of the Board of Library Trustees.

SECTION 7. MANNER OF VOTING. All votes in any question shall be ayes and nays and spread of record recorded by the Secretary.

## **ARTICLE V**

### **OFFICERS**

SECTION 1. NUMBER. The officers of the Board of Library Trustees shall be a President, a Vice President, a Treasurer, and a Secretary. A different trustee shall hold each office.

SECTION 2. ELECTION AND TERM OF OFFICE. Officers shall be elected at the next regularly scheduled monthly meeting of the Board of Library Trustees following each biennial election for a two year term ending the first Monday of the month following the regular election of each odd numbered year or until his successor shall have been duly elected and shall have qualified or until his death, or until his term as a Trustee has expired without said Trustee having been reelected, or until he resigns or is otherwise disqualified to serve as a trustee. Vacancies may be filled at any meeting of the Board of Library Trustees.

## **ARTICLE VI**

### **DUTIES OF THE PRESIDENT**

SECTION 1. The President shall be the executive officer of the Board of Trustees.

SECTION 2. The President may sign, with the Secretary or any other proper officer of the Board of Library Trustees authorized by the Board of Library Trustees, any deeds, mortgages, bonds, contracts, or other instruments which the Board of Library Trustees has authorized to be executed, except in cases where the signing and execution thereof shall be expressly delegated by the Board of Trustees or by this Ordinance to some other officer of the Board or shall be required by law to be otherwise signed or executed.

SECTION 3. The President, with board agreement, shall appoint the attorney for the District. In the event the Board of Trustees requires the services of special

counsel, then a committee of three Trustees appointed by the President shall submit the names of duly qualified persons to the President who in turn will select said special counsel from the names presented by said committee.

SECTION 4. The President shall appoint the Chair and members of all Committees of the Board of Library Trustees.

SECTION 5. The President, in general, shall perform all such other duties as may be prescribed by Illinois Library law or by ordinance or resolution of the Board of Library Trustees, and shall take care that such laws, ordinances and resolutions are faithfully executed.

## **ARTICLE VII**

### **DUTIES OF THE VICE PRESIDENT**

SECTION 1. The Vice President shall have the power to act in the absence of the President.

SECTION 2. The Vice President shall keep a record of the minutes in the absence of the Secretary.

SECTION 3. The Vice President shall, in addition, perform such other duties as from time to time may be assigned by the Board of Library Trustees.

## **ARTICLE VIII**

### **DUTIES OF THE SECRETARY**

SECTION 1. The Secretary shall maintain the corporate seal and all papers belonging to the District. The Secretary shall attend all meeting of the Board of Library Trustees and shall keep and maintain appropriate records for this term in office and shall include therein material as specified by Illinois Library Law 75 ILCS 16/30-40. Copies of all papers duly filed with said Secretary, and transcripts from the journals, other records, and files of this office, certified under the corporate seal of the District, shall be evidence in all courts in like manner as if the original were produced.

SECTION 2. The Secretary shall see that all notices are duly given in accordance with the provisions of the Ordinance or as otherwise required by law.

SECTION 3. The Secretary shall see that the corporate seal of the District is affixed to all documents, the execution of which on behalf of the District under its seal is duly authorized in accordance with the provisions of this Ordinance, subsequent ordinances of the District, or is otherwise required by law.

SECTION 4. The Secretary shall record, in a book to be kept for that purpose, all ordinances adopted by the Board of Library Trustees, and at the foot of the record of each ordinance so recorded shall make a memorandum of the date of the passage and of the publication or posting of such ordinance, which record and memorandum, or certified copy thereof, shall be prima facie evidence of the passage and legal publication or posting of such ordinances for all purposes whatsoever.

SECTION 5. The records kept and maintained by the Secretary shall be subject to an audit according to Illinois Library law and the audit report filed no later than the 31st day of August, in each year.

SECTION 6. The Secretary shall, in addition, perform such duties as from time to time may be assigned by the Board of Trustees.

## **ARTICLE IX**

### **DUTIES OF THE TREASURER**

SECTION 1. The Treasurer shall, at the end of each and every month, and more often if so required by the Board of Library Trustees, render an account to the Board of Library Trustees, showing the status of the treasury. The Treasurer shall also accompany such account with a statement of all moneys received into the treasury.

SECTION 2. The treasurer shall be bonded.

SECTION 3. The Treasurer shall perform such other duties as from time to time may be assigned by the Board of Library Trustees.

## **ARTICLE X**

### **COMMITTEES**

SECTION 1. The President, as deemed necessary to carry out work of the Board, shall appoint all committees, standing and special. The standing committees shall include: the Building and Grounds, Finance and Policy committees. All committees shall be in place until the business assigned has been completed or until the President dissolves the committee.

SECTION 2. The Board officers shall constitute the Executive Committee. The Executive Committee may consider business between regularly scheduled meetings and be prepared to bring the findings and recommendations to the Board of Trustees.

## **ARTICLE XI**

## **CONTRACTS, CHECKS, AND DEPOSITS**

SECTION 1. CONTRACTS. The Board of Library Trustees may authorize any officer or officers to enter into contract or execute and deliver any instrument in the name of and on behalf of the District, and such authority may be general or confined to specific instances.

SECTION 2. CHECKS, DRAFTS, ETC. All checks, drafts, or other orders for the payment of money, notes, or other evidence of indebtedness issued in the name of the District shall be signed by such officer or officers of the Board of Library Trustees or the Library Director and in such manner as shall from time to time be determined by resolution of the Board of Library Trustees.

SECTION 3. DEPOSITS. All funds of the District not otherwise employed shall be deposited from time to time to the credit of the District in such banks, trust companies or other depositories as the Board of Library Trustees may select.

## **ARTICLE XII**

### **BOOKS AND RECORDS**

The District shall keep correct and complete books and records of account and shall also keep minutes of the proceedings of the Board of Library Trustees, and shall keep a record of the names, addresses, and telephone numbers of the Trustees. All books and records of the District are open to the inspection of any person residing in said District at all reasonable and proper times.

## **ARTICLE XIII**

### **CORPORATE SEAL**

SECTION 1. The Corporate Seal of the District shall be circular in form and so constructed as to impress upon paper around the outer edge of said seal the words, 'THE WILMINGTON PUBLIC LIBRARY DISTRICT', and in the interior or center of said circle the words "CORPORATE SEAL ILLINOIS" and such seal shall be and is hereby adopted and declared to be the seal of the District. Said seal shall be used in all cases where it shall be required by the laws of the United States of America, the laws of any of the several States, or the ordinances of the District.

SECTION 2. Said seal shall be and remain in the custody of the Secretary of the District.

## **ARTICLE XIV**

### **RULES OF PROCEDURE, ORDER OF BUSINESS**

SECTION 1. The Board of Library Trustees shall adhere to the rules of procedure and order of business, unless the same shall be temporarily suspended by unanimous consent.

SECTION 2. At the appointed hour of the meeting, the Secretary of the Board of Library Trustees, or in the Secretary's absence the Vice President, shall proceed to call the roll of members, mark the absentees, and announce whether a quorum is present. Upon the appearance of a quorum, the Board shall be called to order, the President taking the chair, or if the President is absent, the Vice President shall preside, and the following shall be the order of business:

1. Roll Call Attendance
2. Call to Order
3. Pledge of Allegiance
4. Introduction of Visitors and Public Comment
5. Corrections or Additions to the Agenda
6. Approval of Minutes of the Previous Meeting and Action Thereon
7. Continued Business
8. New Business
9. Finance Report
10. Payment of Bills
11. Report of the Staff
12. Report of the Committees
13. Correspondence
14. Announcements
15. Adjournment

SECTION 3. "Roberts' Rules of Order" shall govern the proceedings of the Board of Library Trustees except when in conflict with the foregoing rules.

SECTION 4. Visitors who wish to address the Board may be recognized by the President for no longer than five minutes. All questions will be addressed to the President only. No action shall be taken at that time.

## **ARTICLE XV**

### **AMENDMENTS**

These rules and regulations may be amended by an ordinance proposed at any regular meeting of the Board of Library Trustees, which is adopted at the next succeeding regular meeting.

This ordinance shall be effective immediately upon its passage and approval.

Adopted by the Board of Trustees of THE WILMINGTON PUBLIC LIBRARY  
DISTRICT this 20th day of February 2023.

Mary Smith, President  
Board of Library Trustees

ATTEST:  
Becky Quigley, Secretary  
Board of Library Trustees