

BYLAWS

of the

LAKE FOREST LIBRARY

(Adopted January 4, 1971 as  
amended June 9, 1979,  
September 10, 1979,  
January 19, 1981,  
July 15, 1985,  
November 19, 1985,  
January 16, 1990,  
November 20, 1990,  
March 13, 2007)

ARTICLE I

Trustees

Section 1. - General Powers. The Library shall be governed and regulated by the Board of Trustees in harmony with the spirit and intent of the Illinois statute in such case made and provided and the City of Lake Forest ordinances, and shall have such powers as are conferred by statute.

Section 2. - Special Powers. The Board of Trustees may exclude from the use of the Library and reading room any and all persons who willfully violate the rules of the Library. The Board may extend the privileges and use of the Library and reading room to persons residing outside of Lake Forest upon such terms and conditions as it may from time to time prescribe.

Section 3. - Duties. The finances, business affairs and regulations of the Library shall be managed by the Board of Trustees of the Library. The Trustees shall within 30 days after the expiration of each fiscal year of the City of Lake Forest make a report on the condition of their trust to the City Council, which report shall be in writing and verified under oath by the Secretary or some other responsible officer of the Board of

Trustees. The report shall be made to conform to the requirements and conditions of the Illinois statutes in such case made and provided.

Section 4. - Regular Meetings. Regular meetings of the Board of Trustees shall be held monthly at a time and place to be determined by the President or Vice-President and specified in the notice of the meeting, except that the Board of Trustees may determine different meeting dates when necessary. The first meeting date after July 1 of each year shall be the Annual Meeting of the Board of Trustees.

Section 5. - Special Meetings. Special meetings may be called by the President, Vice-President or any three members of the Board of Trustees.

Section 6. - Notice of Meetings. The Secretary shall be responsible for seeing that written notice of all meetings is given to all members of the Board of Trustees not less than three days in advance of each meeting.

Section 7. - Quorum and Manner of Acting. A majority of the Board of Trustees shall constitute a quorum at any meeting.

Section 8. - Committees. The President by and with the approval of the Board of Trustees may appoint standing committees at any Regular Meeting or at any Special Meeting if the notice of Such Meeting shall so indicate. Any such committee so appointed shall have such powers as the Board of Trustees may determine.

Section 9. – Administrative Librarian. The Board of Trustees shall have the power to appoint a suitable Administrative Librarian and necessary assistants, upon such

terms and compensation as is reasonable and proper. The Board of Trustees also shall have the power to remove such appointees.

## ARTICLE II

Section 1. - Designation. The officers of the Lake Forest Library shall consist of a President, a Vice-President, a Secretary, and a Treasurer, and such other officers as the Board of Trustees may from time to time deem necessary and elect. The Board of Trustees may designate the Administrative Librarian or Assistant Librarian as the Secretary, but the other officers shall be chosen from among the Trustees. In the following Sections of this Article a pronoun referring to any officer shall be deemed to refer to such officer regardless of the sex of the incumbent of the office.

Section 2. - Tenure and Filling of Vacancies. The officers of Lake Forest Library shall be elected at the Annual Meeting of the Board of Trustees. All officers shall hold office until the next annual election or until their respective successors shall have been duly elected and qualified. Vacancies occurring between annual elections of officers may be filled by the Board of Trustees at any meeting of the Board.

Section 3. - Removal. Any officer of the Lake Forest Library may be removed by the Board of Trustees whenever in the judgment of the Trustees the best interest of the Library will be served thereby.

Section 4. - President. The President shall be the principal executive officer of the Library. He shall preside at all meetings of the Board of Trustees. He shall sign all papers and documents to which his signature may be necessary or appropriate. In general, he shall perform all duties incident to the office of President and such other duties as may from time to time be prescribed by the Board of Trustees.

Section 5. - Vice-President. In the absence of the President or in the event of his inability to act, the Vice-President shall perform the duties and shall have all the power of the President. In general, he shall perform all duties incident to the office of Vice-President, and such other duties as may from time to time be assigned to him by the President or be prescribed by the Board of Trustees.

Section 6. - Secretary. The Secretary shall keep the minutes of all meetings of the Board of Trustees, shall be custodian of the Corporate records, shall sign all papers and documents to which his signature shall be necessary or appropriate. In general, he shall perform all duties incident to the office of Secretary and such other duties as may from time to time be assigned to him by the President or prescribed by the Board of Trustees.

Section 7. - Treasurer. The Treasurer shall oversee the books of account for the Library, and shall in general perform all duties incident to the office of Treasurer and such other duties as may from time to time be assigned to him by the President or prescribed by the Board of Trustees.

### ARTICLE III

#### Administrative Librarian

The Administrative Librarian shall, under the control and subject to the direction of the Board of Trustees, have charge of the actual operation of the Library, and have charge of the books and physical equipment and supervision of other Library employees. The Administrative Librarian shall keep adequate and customary records as to the acquisition, disposal, and circulation of books, and as to collections and other finances.

The Administrative Librarian shall make reports at the meetings of the Board in such form and on such subjects as the Board of Trustees may direct.

#### ARTICLE IV

##### Finances

The Board of Trustees shall have the exclusive control of the expenditures of all monies to the credit of the Library fund. Such fund may be drawn upon for any proper Library purposes by check. All checks shall bear the signature of two of the following officers: President, Vice-President, Treasurer, or Secretary; or of the Administrative Librarian or Assistant Librarian and any one of the above officers; or in the case of checks in an amount of less than \$3,500, of the facsimile signature of the appropriate City authorities. A petty cash account shall be kept by the Administrative Librarian in an amount to be determined from time to time by the Board of Trustees.

#### ARTICLE V

##### Amendment of Bylaws

These Bylaws may be altered, amended or repealed and alterations, amendments of new Bylaws adopted, as the case may be, by the Board of Trustees at any regular Meeting of the Board or at any Special Meeting if the notice of such meeting shall indicate that alteration, amendment or repeal of these Bylaws may be submitted to such meeting.