

**BY-LAWS  
Of  
The Normal Public Library  
Normal, Illinois**

**Article I**

**Sec. 1.**

The Board of Trustees of the Normal Public Library shall have the following powers as so enumerated in Illinois Library Laws and/or 75ILCS.

To make and adopt such by-laws, rules and regulations, for their own guidance and for the government of the library as may be expedient.

To have control of the expenditure of all monies collected for the library.

To have the exclusive control of the construction of any library buildings and of the supervision, care and custody of the grounds, rooms or buildings constructed, leased or set apart for the use of the library.

To purchase or lease grounds and to construct, purchase or lease, and occupy an appropriate building or buildings for the use of the library.

To remodel or reconstruct a building erected or purchased by the Board, when such a building is not adapted to its purposes or needs.

To sell or otherwise dispose of any real or personal property that it deems no longer necessary or useful for library purposes, and to lease to others any real property not immediately useful but for which plans for ultimate use have been or will be adopted. The corporate authorities shall have the first right to purchase or lease.

To appoint a qualified librarian as library director, to fix his/her compensation, to remove such appointees, and to retain professional consultants as needed.

To contract with any library association, school board, or any city, village, incorporated town, township, county, or district library board in the State of Illinois for furnishing or receiving library service including, but not limited to, contracts for such library service as participants in interstate library compacts.

To join with the board or boards of any one or more libraries of any city, incorporated town, village, township, county, or district in maintaining libraries; or for the maintenance of a common library for such cities, incorporated towns, villages, townships, county or districts, upon such terms as may be agreed upon by and between the boards.

To enter into contracts and to take title to any property acquired by it for library purposes by the name and style of "The Board of Library Trustees of the Town of Normal" and by that name to sue and be sued.

To exclude from the use of the library any person who willfully violates the rules prescribed by the Board.

The Library will extend the privileges and use of the library to persons residing outside the incorporated town. Upon such terms and conditions as the Board from time to time by its regulations prescribe and to impose a non-resident fee for such privileges and uses at least equal to or above the cost to residents of such entity.

## **Article II**

### **Sec. 1**

The officers of the Board of Trustees shall be President, Vice-president, Secretary and a Treasurer.

### **Sec. 2**

The President shall preside at all meetings of the Board and shall appoint all standing committees. The President shall be an ex-officio member of all committees.

### **Sec. 3**

In the absence of the President at any regular or special meeting, the meeting shall be presided over by the Vice-President or Secretary.

### **Sec. 4**

The Secretary shall keep a faithful record of the proceedings of the Board, shall give due notice of all meetings and shall perform such duties as may properly belong to the office or be delegated by the President or by action of the Board.

### **Sec. 5**

It shall be the duty of the Treasurer to disburse all monies belonging to the library, as authorized by the Board.

### **Sec. 6**

Should any vacancies occur on the Board, it shall appoint a replacement to hold the office according to the timelines and provisions of 75 ILCS 5/4-4.

## **Article III**

### **Sec. 1**

The regular meeting of the Board shall be held monthly and shall be open to the public. The time and dates to be determined at the April meeting of the Board.

**Sec. 2**

Four members shall constitute a quorum.

**Sec. 3**

The meeting in April shall be the annual meeting at which time the annual report shall be made as required by law.

**Sec. 4**

The meeting in April following an election shall be the meeting at which officers shall be elected. Officer terms shall be two years.

**Sec. 5**

The President at the May meeting shall name committees.

**Sec. 6**

Special meetings shall be called by the President or upon the request of two Trustees. The notice of such meetings shall state the subject and shall be given at least 48 hours notice before the time of the meeting and no other business shall be transacted. Such notices shall be posted in at least two (2) public gathering places, one of which may be an electronic posting. The meeting notice will include the meeting agenda and at least the general topic description of any items to be acted upon.

**Sec. 7**

The order of business at regular meetings shall be as follows:

1. Review of the minutes of the previous meeting.
2. President's Report.
3. Public Comment
4. Library Administrator's Report
5. Committee Reports
6. Unfinished Business
7. New Business

**Sec. 8**

Unless otherwise specified in these Bylaws or by statute, the requirement for the approval of an action or choice shall be a simple majority; more than half of the votes legally cast by persons entitled to vote at a regular or properly called meeting at which a quorum is present.

**Article IV**

The Library Board shall function as a committee of the whole. All routine business of the library is discussed and approved by the Board at regular or special meetings. The President may appoint Ad Hoc Committees for specific purposes as the business of the Board may require from time to time. Each 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. No committee shall have other than advisory powers unless, by formal action of the Board, it is granted specific power to act. The President shall be an ex-officio member of all committees with full rights.

#### **Article V**

Amendments of the by-laws shall be suggested at a meeting of the Board and voted upon at the next meeting at which all Board members are present. Amendments must be approved by a minimum of 5 votes.

*Approved by the Board of Trustees of Normal Public Library, July 25, 2007; Amended July 28, 2010; December 18, 2013; September 25, 2019.*