

**MINUTES OF THE SPECIAL MEETING OF THE BYLAWS
COMMITTEE OF THE BOARD OF LIBRARY TRUSTEES
OF THE VILLAGE OF CAROL STREAM**

DATE: October 13, 2010

Time: 8:00 p.m.

PLACE: Discovery Room

1. Call to Order

Trustee Arends called the Special Meeting of the Bylaws Committee to order at 8:02 p.m.

2. Roll Call

The roll was taken by recognition.

Present: Trustees Arends, Wade, and Douglas (Ex-officio)

Also Present: Trustees Hudspeath and Bailey, Library Director Ann Kennedy, Assistant Library Director Pam Leffler

3. Revisions to the Bylaws

Trustee Arends asked for clarification on looking at Policies and Procedures as part of the Bylaws review, specifically for Grants under the Finance Committee. Trustee Douglas explained that Bylaws should be broad in scope, not narrow, so you don't restrict your ability to act. Discussion was held on the review of policies on a rotating and regular basis. The purchasing policy needs to be addressed soon. Trustee Arends felt that some areas of the Bylaws had a lot of detail that would be more applicable in procedures.

Recommended changes include:

Article IV, Section 7, item e:

if the Trustee who intends to

Article VII, Section 2:

*Vacancies will be filled through the selection of a candidate **by a majority vote of the Board** until the next regularly scheduled election, at which time a Trustee shall be elected to fill the vacancy, ~~except-if~~ **If** the vacancy occurs with less than 28 months left in a term and less than 88 days before the scheduled election, the appointee shall serve the remainder of the unexpired term and no election shall be held.*

Article VII, Section 3

As provided by statute, Library Trustees shall serve without compensation but shall be reimbursed ~~from Library funds~~ for their actual and necessary expenses incurred in the performance of their duties ~~from Library funds~~.

Article VIII, Section 6

*The Secretary shall **cause to have** issued notices of all regular and special meetings of the Board, shall be responsible for **the** publishing and/or posting **of** any notices required by law, and shall ~~keep~~ **cause to have kept** true and accurate records ~~and~~ **which** shall include therein a record of the minutes of all meetings, the names of those in attendance, the Resolutions, rules and regulations adopted, and all other pertinent written matter as affect the operation of the Library. The Secretary shall affix the corporate seal of the*

Library to all documents, the execution of which on behalf of the Library under its seal is duly authorized. ~~All minutes shall be filed in a minute book. Resolutions shall be numbered serially and identified by each serial number and the date of enactment.~~

Article VIII, Section 7

*S/he shall ~~make a~~ **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.*

Article XII, Section 3, Item g:

*To recommend and evaluate **an auditor and an accounting service.***

Article XIX, Section 1:

New Item j: Executive Session, renumber remaining items.

Question was raised if Article XVII referencing representation to regional library system needed to be updated. The reference is vague enough to leave as is.

One Bylaws change is an addition of Executive Session between New Business and Disbursements in Article XIX. Discussion was held on public participation during Board meetings. Suggestion was made that public participation be held at the end of the meeting in addition to the beginning of the meeting. Director Kennedy will flesh out the Agenda a bit more so it is clearer what the individual items are about.

Other areas changed include filling vacancies on the Board by a majority vote of the Board and Treasurer duties.

4. Adjournment

There being no further business to come before the Bylaws Committee, the Meeting was adjourned at 8:37 p.m.

Approved (date)

Ann Kennedy, Library Director
for the Bylaws Committee