

# XVII. Board of Trustees

## XVII-A: Meetings

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Meetings of the Board of Trustees are held on the second Monday of the month at a time determined annually by the board and posted on the library's website. Meetings are open to the public and are held in compliance with the Open Meetings Act [5 ILCS 120]. An agenda is posted in the library at least 48 hours prior to the meetings and the press is notified. The library Board conducts its meetings following the latest edition of Robert's Rules of Order.

It may become necessary at times to cancel a board meeting due to conditions such as weather or absence of a quorum. In such cases the cancellation will be posted in the library, on the library's website, and by any other means the library uses regularly to inform the public. Notice of cancellation will be posted at least 48 hours in advance whenever possible.

The following applies to persons wishing to make comments at the Board meetings:

- Comments are to be made during the time specified for audience comments on the agenda unless, as business proceeds, the Board requests further audience comments.
- Audience members who address the Board will state their names for the Board secretary to record.
- It is requested that audience members limit their comments to five minutes. The Board of Trustees will appoint an Open Meetings Act Designee.

## XVII-B: Electronic Conferencing

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The Board of Trustees believes it is in the best interest of the taxpayers to achieve the fullest participation and attendance possible at Board meetings. To achieve this, the Board will use, when needed, electronic conferencing for its regular, special, and committee meetings. Board members who are unable to attend a meeting due to circumstances beyond their control will be able to, if they so desire, attend meetings through audio-conference, video-conference, or other electronic conferencing. The following policies apply:

- Any meeting using electronic conferencing will comply with all pertinent provisions of the Open Meetings Act [5 ILCS 120], including the proper notice of any regular or special meeting, the proper record keeping or minutes, and the appropriate agenda preparation. In addition, the agenda shall be posted along with the notice of the meeting. Any use of closed sessions shall be in compliance with the provisions of the Act.
- Sufficient security and identification procedures will be employed, either at the outset of any meeting or at any time during the meeting as appropriate, to ensure that any and all Board members attending for discussion or voting purposes are in fact authorized Board members with the right to speak and vote.
- Pursuant to the Open Meetings Act, a quorum of members of the Board must be physically present at the location of the meeting. Only additional members, i.e., those members not part of the required physically present quorum, may attend by electronic conferencing.
- All Board members attending meetings by electronic conferencing shall be entitled to vote as if they were personally and physically present at the meeting site so long as a physical quorum is present, but their votes shall be recorded by the Secretary as done by electronic means.

- A Board member who attends a meeting by electronic conferencing must provide notice to the Secretary at least 24 hours prior to the meeting unless such advanced notice is impracticable.
- A Board member may attend a meeting through electronic conferencing if his or her physical presence at the meeting is prevented due to i) personal illness or disability; ii) employment purposes or the business of the Board; unexpected childcare obligations; or (iii) a family or other emergency.
- As soon as it becomes apparent to the Board that a meeting will include electronic conferencing, all subsequent notices of the meeting shall indicate that one or more Board members will or may be attending by electronic means. In the event that the notice of the meeting has already been disseminated and posted, a follow-up notice indicating the above shall be placed as soon as possible. In the event any news media have filed the annual request for notice of meetings, they shall receive an updated notice in the same manner as given to all members of the Board.
- The meeting minutes shall indicate the members of the Board who attended by electronic conferencing, and in the event the entire meeting was not so attended, shall indicate those portions of the meeting which were attended by telephone conference.
- This policy shall not be construed to mean that conferencing by electronic means shall be regularly used or used at every meeting of the Board but shall be used only as necessary to allow the participation of Board members who are unable to attend in person.
- The location of the meeting included on the notice shall be equipped with a suitable transmission system (e.g., a speakerphone) in order that the public audience, the Board members in attendance and any staff will be able to hear any input, vote or discussion of the conference and that the member attending by electronic means shall have a similar capability of hearing such input, vote or discussion.
- In the event of exceptional circumstances (such as those experienced during the COVID-19 pandemic), the Board may follow the more flexible guidelines laid out in 7 (e) of the Illinois Open Meetings Act, as long as all conditions described therein are met.

## Policy XVII-C: Trustee Communications

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### Communications among Trustees

Any discussion of library business among a majority of a quorum of the Board of Trustees or any Standing Committee constitutes a meeting and must comply with the Open Meetings Act [5 ILCS 120].

- The Board of Trustees consists of seven (7) members. A quorum of the full board is 4 members. A majority of a quorum of the full board is 3 members.
- Standing Committees consist of three (3) or four (4) members, depending on the committee. Committee members must comply with the Open Meetings Act if discussing committee business.

Discussions of library business that fall under this policy include:

- In-person conversations
- Conversations over the telephone
- Conversations via electronic means, including, but not limited to, email, text messages, or social media messaging

## Electronic Communications

Library staff may use email for routine communications with Trustees. Examples include:

- Requests for available dates and times for meetings
- Meeting reminders
- Transmittal of agenda items in advance of a meeting
- Transmittal of documents for personal review or editing
- Dissemination of information

When trustees respond to electronic communications from library staff, they must avoid the use of “reply to all,” “forward,” or “cc” responses or else risk communicating accidentally among a majority of the quorum and thereby violating the Open Meetings Act.

Electronic communications related to library business are part of the public record and must be maintained in accordance with the Local Records Act [50 ILCS 205].

Each trustee will be assigned an official library email address to use for library business. It is the responsibility of each trustee to save all electronic communication related to library business as required by the Local Records Act. Text messages will not be used to discuss library business, due to the difficulty of archiving such messages to maintain compliance with this Act.