TO: IHLS Board of Directors  
FROM: Leslie Bednar  
DATE: January 18, 2024  
RE: IHLS Draft Bylaws Update

Following the Executive Committee meetings in November and January, and the board meeting in November, I forwarded the questions/comments below to Phil Lenzini. My questions are in black, and Mr. Lenzini’s replies are in blue. The attached version of the bylaws with recommended changes is the same as that shared with the board for the November 28, 2023, board meeting.

I look forward to our discussion at the January board meeting. Thank you!

General
To allow current members of the Executive Committee to meet as is in FY2024, can we delay approval until July 1, 2024? New officers are elected in July each year, and those elected would be aware of expectations for the committee.

The revised Bylaws may have a stated effective date. If unstated, it would be implied at the time of approval. If the board desires a delayed effective date, either the revision itself needs to express the effective date or at least the motion, second, and vote approving the revisions needs to include the date they are to become effective.

Article IV (Board of Directors), Section 8—Officers.
Can the Member-at-Large be voted on as all the other officer positions instead of it being the president’s recommendation?

The bylaws could provide for any manner of selection of the member at large.

Article IV (Board of Directors), Section 9—Attendance of Board Members.
In the draft proposal to the board, we added the statement, “It is expected that board members attend meetings at a public location for regularly scheduled meetings of the full board." Comments included: Why not make this if at all possible? Getting people to be on the board is difficult if they have to attend at a set location. Do we need to parenthetically qualify those locations by adding (i.e., the Illinois State Library, a public library, a library system office)?

The word expected implies that it would be “if at all possible” without expressing that element. Some level of commitment to attend at a public location strikes a balance. Service on the board or committees and attendance at meetings would be minimal since expenses could be reimbursed.
The present language could be improved with some detail. The suggested language change (below in red) is consistent and in compliance with the Open Meetings Act requirement as it uses identical language:

It is expected that board members attend meetings at a public building location (as defined in 5 ILCS 120/2.01) for regularly scheduled meetings of the full board.

Article IV (Board of Directors) Section 10—Committees.

In this section, we added, "Closed session minutes will be reviewed by the President or Vice-President at the January and July meetings each year." Is it legal that all board members cannot access executive session minutes? Why can't the minutes be shared with the entire board via the board intranet?

All members of the board (public body) are allowed access to executive session minutes in general. The question is the security and confidentiality of those minutes. These minutes are stored in a locked drawer at the Edwardsville office. When board members review those minutes, they are accompanied by a member of our executive staff.

How many board members does it take to make a committee? Can the Executive Committee be only the President and Vice President? In other boards, the President only meets with the superintendent or director to create board meeting agendas.

The Bylaws determine how many should serve on a committee. Under the current language, the duties of the officers and the executive committee may put too much responsibility on the President and Vice President to take on. Meeting agendas, approval of bills between board meetings, and evaluation of the executive director all benefit from the input of a committee as opposed to one or two individuals.

Can the Executive Committee be advisory some months and non-advisory in others if designated so in the bylaws?

The Open Meetings Act does not offer that flexibility regarding committees. A committee is either advisory or non-advisory and cannot fluctuate.
Bylaws

Article I Name

The name of the organization shall be Illinois Heartland Library System, hereinafter referred to as the System.

Article II Authority


Article III Purpose/Objectives/Vision & Mission

Section 1. The System is a cooperative multi-type library system serving academic, public, school, and special libraries of central and southern Illinois in the counties of Alexander, Bond, Calhoun, Champaign, Christian, Clark, Clay, Clinton, Coles, Crawford, Cumberland, Douglas, Edgar, Edwards, Effingham, Fayette, Ford, Franklin, Gallatin, Greene, Hamilton, Hardin, Iroquois, Jackson, Jasper, Jefferson, Jersey, Johnson, Lawrence, Macon, Macoupin, Madison, Marion, Massac, Menard, Monroe, Montgomery, Moultrie, Perry, Piatt, Pope, Pulaski, Randolph, Richland, Sangamon, Saline, St. Clair, Shelby, Union, Vermilion, Wabash, Washington, Wayne, Williamson, White, and parts of DeWitt, Logan and Mason and other counties that may be associated with the System in the future.

Section 2. The System envisions a future where all libraries and information partners collaborate to provide accessible and innovative services. (Vision) The System is a community of multi-type libraries developing partnerships and sharing resources in pursuit of excellent service. (Mission)

Section 3. In accordance with its Strategic Plan and its Annual Operational Plan of Service, the System provides services and facilitates cooperation among its member libraries in order to implement the objectives stated in the Statutes and Administrative Rules.

Section 4. To achieve its purpose, the System responsibly utilizes the Area & Per Capita Grant appropriation from the Illinois General Revenue Fund and Live and Learn Fund Library Services and Technology Act funding as disbursed and administered by the Illinois State Library as a department of the Secretary of State’s Office. Additionally, the System actively pursues alternative revenue streams and earned income opportunities to fulfill its mission.

Article IV Fiscal Year

The fiscal year of the System shall begin with July 1 and end with June 30.
Article V Membership

Section 1. The Statutes and Administrative Rules of the State of Illinois and the Membership Criteria of the System govern Membership in the System. All academic, public, school and special libraries whose governing authority headquarters are within the geographic boundaries of the System are eligible to apply for membership. Participating libraries will hereinafter be known as Members. Acceptance is subject to the approval of the Board of Directors of the System and the State Librarian and implies agreement by the applying library to applicable State statutes and rules and to the System’s Bylaws, policies and Annual Operational Plan of Service. Members agree to comply with policies, rules and regulations required for maintaining Membership.

Section 2. Any Member library may be suspended from Membership if not in compliance with State statutes or System requirements. Members will remain in good standing as long as they meet System and State Membership criteria in compliance with statute 75 ILCS 10/9. Specific information about Suspension can be found in the Administrative Rules (3030.100 et seq).

Section 3. Transfer of a Member library to another System shall be governed by the administrative rules of the Illinois State Library.

Section 4. Upon written notice on or before April 1 of any year, a member library governing authority may voluntarily terminate System membership on or before June 30 of the same year (the end of the System’s fiscal year) and upon fulfillment of all outstanding obligations to the System.

Article VI Board of Directors

Section 1. The System shall be governed by a Board of Directors of fifteen (15) members. No library shall be represented by more than one Board member. All Board members must be eligible electors in the geographical area of the System. Eligible electors are individuals who are eligible to register to vote within the territory of the System.

Section 2. Duties of Board
The Board of Directors of the System shall have the authority to make such policy to carry out the spirit and intent of The Illinois Library System Act, and shall have the powers conferred by the Act. The Board of Directors as a whole has the responsibility to review and approve the overall budget as submitted by the Executive Director.

Section 3. The Board of Directors shall be composed of elected members according to the following manner:

a. Eight (8) members from the governing boards of public library members.
b. Two (2) members representing public libraries
c. Three (3) members representing school libraries
d. One (1) member representing special libraries
e. One (1) member representing academic libraries
Section 4. Nominating Committee for the Board of Directors.
A Nominating Committee of five (5) members, who shall be eligible electors within the geographic area of the System, shall be appointed by the President of the System Board, with Board approval, in November-October of each year. It is the preference of the Board that a minimum of two members from the current Nominating Committee will serve the following year in order to ensure continuity of the process. No currently sitting System Board member may serve on the Nominating Committee and no Nominating Committee Member may be slated for that election to the System Board.

a. The Nominating Committee shall select and confirm candidates for election to the System Board representing all geographic areas. Nominees must be members of a governing board of a member library, professional staff or the administration of the type of library to be represented as set out in these Bylaws. The call for nominations will be appropriately publicized to the Members of the System and any member may propose names for the Nominating Committee’s consideration. Additional nominations may be sent to the Nominating Committee upon written petitions of ten (10) member libraries represented by the type of seat on the System Board to be filled. Such petitions, accompanied by written acceptance of the nominee, must be filed with the System Board Secretary Executive Assistant who will forward them to the Chair of the Nominating Committee for inclusion on the list of nominees. Criteria for the inclusion or any elimination of names to appear on the ballot will be developed by the Nominating Committee, and this information will be included with the certification results presented to the Board at its May meeting. The determination of the final slate of candidates is the responsibility of the Nominating Committee, with the goal of creating a balanced ballot representative of all System members.

b. The Nominating Committee shall prepare a ballot and certify that all candidates are eligible electors in the geographic area of the System. The ballot will include no more than six (6) eligible candidates for each open seat. Any incumbent board member running for a second term will automatically be awarded a slot on the ballot. In the event that there are no eligible candidates for an open position on the IHLS board, there will be a write-in vote. Any viable write-in candidate will be required to meet all eligibility criteria for the specific board position and must receive a minimum of five (5) affirmative votes in order to win election. The nominating committee must verify the winning candidate. If there is no clear winner from the write-in vote, the president will appoint a new board member.

c. The ballot will be distributed to each member library agency electronically by March 15. A library agency is defined as a library or libraries with a single governing body or corporate authority. For example, a public library with branches would be counted as a single agency as would a school district with libraries in several buildings. Each library will be entitled to return only one ballot for its choice of candidates for the System Board of Directors. Before the vote is cast, each library agency should determine who will be responsible for casting the vote for its agency. The Nominating Committee will accept only the first completed ballot, if multiple votes are cast by the same library agency.

d. Ballots must be completed and submitted by April 15th to be counted. In the event of a tie, a subsequent election to break the tie will be announced no later than April 25th. This ballot will be available electronically for one full week. The Nominating Committee will certify the election results to the System Board of Directors at its May meeting each year.

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Section 5. Terms of Office

a. Except for those Board members who are elected to the Initial System Board in 2011 and who draw either one or two year terms as provided in Section 4d above, and for those board members whose term might be limited by Section 5b below, all Board members will be elected for a term of three (3) years.

b. No Board member shall be permitted to serve for more than a total of six (6) consecutive years unless two (2) years have elapsed since his/her sixth year of service.

c. All terms of office shall be staggered, with one-third of the board seats ending each year.

d. Terms of office begin on July 1 and end on June 30, the System’s fiscal year.

e. Any appointment to the System Board for a partial term is counted as a full year of service at the conclusion of the most current fiscal year.

f. Prior service in office on the board of directors of any Illinois Library System, shall count toward the statutory maximum of serving a total of no more than six (6) years as a director, unless two years has elapsed since their sixth year of service.

Section 6. Economic Interest

a. No member of the System Board may profit personally, either directly or indirectly, from any business connected with the System.

b. Each member of the System Board shall file a Statement of Economic Interest pursuant to the Illinois Governmental Ethics Act.

c. All records and accounts of the System shall be kept in the System headquarters office and in the custody of the Executive Director. All such records and accounts shall be open to the inspection and use of all members of the System Board at all reasonable times.

d. The members of the System Board shall serve without compensation, but their actual and necessary expenses shall be paid by the System.

Section 7.

Should a board member no longer be an eligible elector within the geographic area of the System, or leave the local position by virtue of which he/she was eligible, nominated and elected, the seat shall be declared vacant. Vacancies may be filled by appointment by the remaining members of the Board. The appointee shall serve for the unexpired term of the Director replaced. Persons appointed must have the same qualifications as those elected, and represent the constituency of the vacant seat.

Section 8. Officers

a. The Officers of the Board of Directors shall be a President, Vice-President, Secretary, and Treasurer.

b. The Board Nominating Committee shall present a slate of candidates to the Board at the first meeting of the fiscal year. Additional nominations may be made from the floor. The Directors shall then vote on the slate of candidates.
c. The Officers shall be elected for one year, and no Officer shall serve more than two consecutive terms. A term of six months or more shall be considered a full term.

d. The duties of the Officers shall be:
   
i. The President shall preside at all meetings of the Board, appoint any necessary committees, be an ex officio member of all committees, and be entitled to vote on such committees.
   
ii. The Vice-President shall preside at meetings in the absence of the President, and shall in case of the resignation of the President assume the President’s responsibilities until the election of a new President.
   
iii. The Secretary shall have responsibility for the records of the Board of Directors.
   
iv. The Treasurer shall be chairperson of the Finance Committee. Before entering the duties, the Treasurer shall be required to give a bond in an amount equal to at least 50% of the average amount of the system’s operating fund from the prior 3 fiscal years. Cost of the bond is paid by IHLS, to be approved by the Board, but in no case less than the minimum amount specified in the Library System Act.
   
v. Should an office become vacant prior to the expiration of the term of that office, the Directors shall elect from their members an Officer to fill the unexpired term.

Section 9. Attendance of Board members

Board members are expected to fulfill the duties imposed on them by the nature of their office. It is expected that Board members attend meetings at a public location for regularly scheduled meetings of the full board. Board members must notify the System Executive Director if they are unable to attend a board meeting. When a Board member is absent from a meeting, the following actions will be taken. The President shall notify in writing any member missing his or her second meeting. Upon a member’s third absence the topic will be included on the agenda for discussion at the next meeting. The System Board, by a majority vote may, with a quorum present, declare a Board position vacant if a Director fails to attend three (3) meetings during the fiscal year.

Section 10. Committees

The President of the Board of Directors shall appoint committees. Membership on standing committees is limited to members of the Board of Directors; excluding the Nominating Committee which is made up of members only. Membership on committees shall be not less than three. Members of the Board of Directors are limited to membership on two standing committees, excluding the Executive Committee. Terms on committees are for one year, or until such time as new appointments are made.

All IHLS Board committees are advisory only except the Executive Committee and the Nominating Committee. Advisory committees do not have the authority to make binding recommendations or determinations or to take any other substantive action.

Executive Committee:

The elected officers of the Board of Directors plus one other Board member shall constitute the Executive Committee. A majority of the Executive Committee may authorize payment of bills in the event a meeting cannot be held. The duties of the committee shall be:

a. To conduct business between regularly scheduled meetings of the Board of Directors
b. To provide for the annual evaluation of the Executive Director
c. To review the By-Laws of the System annually

Standing Committees (other than Nominating Committee for the Board of Directors):
a. **Budget and Finance**
   
i. The Treasurer shall be the chairperson of this committee.
   
   ii. The committee assumes that the Board of Directors as a whole has the responsibility to review and approve the overall budget as submitted by the
iii. To establish the budget tracking and reporting standards provided by the Chief Fiscal Officer as are appropriate to the needs of the committee

iv. To monitor System revenue and expenditures and income and report significant variances to the Board of Directors*

v. To review expenses over $2,500.00 that are not included in the currently approved budget

vi. To review quarterly/monthly projections of cash balances that are provided by the Chief Fiscal Officer/Finance Director

vii. To review and provide guidance to the Board of Directors on policies or recommendations having potential financial implications

viii. To review annual audit findings

ix. To expect the Chief Fiscal Officer/Finance Director to brief the committee on upcoming known issues that will skew the financials in some significant manner

x. To establish criteria for insurance (board, property, fleet) carriers, review and approve specifications for bids

xi. To update review and recommend the salary schedule/Pay Grade Assignments appropriately based upon information from the Executive Director.

*The committee would not generally expect to be involved in financial matters that are within the parameters of an established budget, other than as a monitor function. Certainly, establishment of policies that impact finances, anything that would suggest the need to expend contingency funds or move funds, is within the realm of Committee purview. It would be our desire to review planned changes before taking them to the Board when changes from the budget are proposed (even if the overall budget for the line will remain unaffected). For example, when creating a new position not initially funded or deciding to add/eliminate a capital project, the Committee would expect to review and comment on such a change to the Board.

b. Facilities and Operations/Delivery and Facilities
   i. To review the property needs of the System
   ii. To review that system property fits into the System strategic plan
   iii. To review property leases and purchases
   iv. To review delivery policies

c. Personnel
   i. To review position descriptions and staffing requirements of the System
   ii. To review and make recommendations to the board regarding update the Personnel code/Handbook of the System

d. Policy and Membership
   i. To review and make recommendations to the board regarding update the service policies of the System
   ii. To review and evaluate progress in fulfilling the System strategic Operational Plan
   iii. To review continued membership eligibility of libraries that are members of the System

e. Nominating Committee for Officers of the Board
i. To develop a slate of officer candidates from the Directors serving on the board at the beginning of the fiscal year

ii. Each candidate shall be contacted about their willingness to serve as an officer
iii. The Slate of Officers shall be voted on at the July meeting of the Board

Ad Hoc Committees

The President may appoint Ad Hoc committees as needed. Members of Ad Hoc committees may also include other personnel associated with the System, but who are not members of the Board of Directors. Ad Hoc committees must include members of the Board, and no library associated with the System can have more than one member on an Ad Hoc committee.

Section 11. Meetings

a. The Board shall hold a minimum of nine (9) regular monthly meetings per year to conduct the business of the System. The dates, times and locations of the meetings shall be determined at the July meeting. Board agendas shall be posted in accordance with the Illinois Open Meetings Act.

b. All Board and Committee meetings will be conducted in full compliance with the Open Meetings Act (5 ILCS 120/1 et seq.). All Board, Committee, and sub-committee meetings will be conducted in full compliance with the Open Meetings Act (5 ILCS 120/1 et seq.) and the IHLS Policy on Meetings via Electronics Means.

c. The President may call special meetings on his/her initiative; the President must call a special board meeting when requested by at least five (5) board members. Notice shall be given 48 hours prior to the date of the meeting and shall state the business to be transacted. The meeting will be limited to the business stated.

d. A quorum shall be a simple majority of the members of the System Board. With fifteen (15) members, the quorum is eight (8).

e. Should both the President and Vice-President be absent from any meeting, the Directors present shall choose, from among their number, a temporary, presiding Officer who shall be designated President Pro Tem for that meeting.

f. A roll call vote shall be taken for the expenditure of funds, execution of a contract, and upon the request of any board member.

Standard Order of Business will comply with the Open Meetings Act.

g. Closed session minutes will be reviewed by the President or Vice President at the January and July board meetings each year.

Article VII Executive Director

The Executive Director shall be the System’s Chief Executive Officer and be responsible for the administration of the System. The qualifications of the Executive Director shall include a Master’s degree from an American Library Association accredited library education program and who has a minimum of five years postgraduate employment that includes a minimum of two that were in library administrative experience. The Executive Director shall have the authority to hire such other employees as may be necessary, to fix their compensation, and remove such appointees, subject to the approval of the Board. The acts of the Executive Director are subject to the approval of the Board. Applicable hiring.
compensation and termination procedures may differentiate based on business needs. A new employee may begin the onboarding process and the recommendation for hire will be included in the next Board meeting packet. The Executive Director reports to and is responsible directly to the Board. Performance is evaluated by the Board of
Directors based upon the agency’s ability to serve the needs of its membership and achieve the goals of the Board.

**Article VIII Advisory Councils**

**Membership Input**

The Executive Director shall hold regularly scheduled meetings for system members at rotating sites throughout the system. The purpose of these meetings is to:

1. Gather input and feedback from members regarding current System services and initiatives.
2. Offer an additional opportunity for communication and networking with and among membership.
3. Provide a forum in which suggestions can be made for the consideration of the Board of Directors and the Executive Director.

These meetings will be held on a bi-monthly schedule at geographically diverse locations throughout the system. Videoconference sites will be open to enable members from throughout the system to attend in several locations. As they become available and effective, other electronic methods of connectivity will be implemented to offer other meeting options for members.

The Executive Director shall form Advisory Councils to serve as an effective liaison between the librarians of the System and the Executive Director. The purpose of the committee is to:

1. Promote System development
2. Provide input and review of changes to System policy and membership criteria
3. Initiate suggestions to the Executive Director and the Board

Members of the Advisory Councils shall serve three-year terms.

**Article IX LLSAP Governance Group**

The LLSAP membership shall form a governance group that will act as an effective liaison between the LLSAP membership and the IHLS Board of Directors. The purpose of this group is to:

1. Promote membership excellence and involvement.
2. Provide input and review of changes to LLSAP governance documents.
3. Initiate suggestions regarding the LLSAP to the Executive Director and the IHLS Board of Directors.

Members of the LLSAP governance group shall serve according to the guidelines set by the LLSAP governance and its membership.

**Article X Parliamentary Authority**

All meetings shall be conducted in accordance with Robert’s Rules of Order, latest edition, and shall be open to the public in compliance with the “Illinois Open Meetings Act,” as amended (ILCS 120/1 et.seq.)

**Article XI Amendments and Revisions**
Section 1. These By-Laws may be amended by a vote of two-thirds (2/3) of all Board members at a regular Meeting of the Board of Directors of the System provided a written draft of the proposed amendments has been given to each Director at the preceding regular meeting with notice to all member libraries.

Section 2. By-Laws changes can originate from the System Board or from the membership of the System submitted to the System Board.

Section 3. By-Laws changes must be submitted for approval by the State Librarian through the Illinois State Library before they shall become effective.
Approved by Planning Panel on February 26, 2011
Approved by the Illinois Heartland Library System Transition Board on March 29, 2011
Approved by the Illinois Heartland Library System Board of Directors on July 5, 2011
Amended by the Illinois Heartland Library System Board of Directors on August 23, 2011
Amended by the Illinois Heartland Library System Board of Directors on August 28, 2012
Amended by the Illinois Heartland Library System Board of Directors on February 26, 2013
Amended by the Illinois Heartland Library System Board of Directors on July 23, 2013
Amended by the Illinois Heartland Library System Board of Directors on October 22, 2013
Amended by the Illinois Heartland Library System Board of Directors on May 27, 2014
Amended by the Illinois Heartland Library System Board of Directors on October 28, 2014
Amended by the Illinois Heartland Library System Board of Directors on November 25, 2014
Amended by the Illinois Heartland Library System Board of Directors on March 5, 2015
Amended by the Illinois Heartland Library System Board of Directors on July 28, 2015
Amended by the Illinois Heartland Library System Board of Directors on April 26, 2016
Amended by the Illinois Heartland Library System Board of Directors on February 26, 2019
Amended by the Illinois Heartland Library System Board of Directors on January 23, 2024.