

# **Suring Area Public Library By-Laws**

## **9/25/07**

### **Article I**

#### *Identification*

This organization is the Suring Area Public Library Board of Trustees, located in Suring, Wisconsin. The Board of Trustees represent the members of this joint library, which includes the Towns of Bagley, Breed, How, Maple Valley, and the Village of Suring, and exists by virtue of the provisions of Chapter 43 of the Wisconsin Statutes, and exercises the powers and authority and assumes the duties delegated to it under said statute.

### **Article II**

#### *Board of Trustees, Membership and Officers*

Section 1. *Number, Terms, Remuneration and Qualifications.* Appointments and terms of office are as provided by the relevant subsections of Wisconsin Statutes Sections 43.54 [for municipal and joint libraries]. The governing body of the library is composed of eleven members as appointed by the participating municipalities. Each municipality shall appoint two members. One member must be a school district administrator or his/her designee. Members shall be appointed for three year terms, and may be eligible for reappointment. Remuneration for serving on the Board of Trustees shall consist only of a mileage reimbursement for travel for special meetings, based on published state reimbursement rates, and submitted on official claim sheets.

Section 2. The Board of Trustees shall conduct the general business of the library.

Section 3. When a vacancy on the Board occurs during mid-term, the replacement Board member shall serve for the remainder of the term of the vacating Board member. Full terms for a replacement Board member shall be counted from the scheduled end of the term of the vacating Board member.

Section 4. Officers of the Board of Trustees shall be President, Vice-president, Secretary and Treasurer. Officers shall be nominated from the floor and elected for one-year terms by the Board of Trustees during the annual meeting, which shall be the first regular monthly meeting of the Board at the start of the year. No member shall serve in more than one Board of Trustees office at a time.

Section 5. In case of a vacancy on the Board of Trustees the President shall contact the municipality whose position the vacancy represents, to request that a new appointment be made. If the vacancy is the person representing the school superintendent, the superintendent is responsible for recommending the replacement member. If the vacancy is that of an office holder, the Board of Trustees will fill the office by a nomination and vote at the next regular meeting.

Section 6. Members of the Board of Trustees shall be expected to attend all meetings unless they have been excused.

Section 7. The fiscal year of the library shall coincide with the calendar year, beginning January 1, and ending December 31.

### **Article III**

#### *Duties of Officers*

##### Section 1. President

The president shall preside at all meetings of the Board of Trustees and conduct the same according to the rules adopted, enforce due observance of the constitution and by-laws, decide all questions of order, and perform all customary duties pertaining to the office of president. The president shall appoint all committees and be an ex-officio member of all committees. The president shall execute all documents authorized by the Board, and authorize calls for special meetings.

##### Section 2. Vice President

The vice-president shall assist the president and conduct meetings in the absence of the president.

### Section 3. Secretary

The secretary shall be responsible for keeping a correct record of the proceedings of meetings of the Board and shall be responsible for all legally required notices and publications. For reasons of expediency and practicality, the secretary may delegate any of the aforementioned duties to the Library Director. If delegated, the secretary maintains all responsibility and authority for staff action, unless otherwise assumed by the Board of Trustees.

### Section 4. Treasurer

The treasurer shall be responsible for collecting and depositing all funds received directly by the library, and shall maintain an accounting of these funds. The treasurer shall coordinate the duties of the treasurer with a representative of the Village of Suring, which is the municipality designated as the fiscal agent. The fiscal agent shall be responsible for the distribution of library funds to maintain the library and its operations.

## **Article IV** *Meetings*

Section 1. The Board of Trustees shall meet at the minimum, every other month, and additionally as needed. The meeting dates will be set by the Board of Trustees at the annual meeting.

Section 2. The annual meeting, which shall be for the purpose of the election of officers, shall occur at the time of the first regularly scheduled meeting each year.

Section 3. The president or any three members of the Board may call special meetings of the Board of Trustees. Notice in writing shall be mailed by the secretary to the members of the Board at least seven days before the meeting and such notice shall

state the purpose and agenda; subject to Wisconsin statutes.

**OPEN**

## **MEETINGS??**

Section 4. Six Board members shall constitute a quorum. In the absence of a quorum the only legal act shall be adjournment.

Section 5. When a member of the Board of Trustees has been absent without notice or good cause from two regular meetings of the Board within a year, the president shall notify the appointing authority of such absences suggesting that consideration be given to a replacement on the Board of Trustees.

Section 6. All meetings of the Board and Committees will be held in compliance with Wisconsin's open meeting law. (Wis. Stats. Sections 19.81 to 19.98)

Section 7. Parliamentary procedure will be governed by Robert's Rules of Order, latest revised edition.

### **Article V** *Committees*

Section 1. All committees shall be authorized by action of the Board of Trustees. The President shall appoint members to serve on committees. The Board has no regular standing committees.

### **Article VI** *Duties of the Board of Trustees*

Section 1. Legal responsibility for the operation of the Suring Area Public Library is vested in the Board of Trustees. Subject to state and federal law, the Board has the power and duty to determine the rules and regulations governing library operations and services.

Section 2. The Board shall select, appoint and supervise a properly certified and competent library director, and determine the duties and compensation of all public library employees. (Wis. Stats 43.58 (4))

Section 3. The Board shall approve the budget and assure adequate funding, and have exclusive control of the expenditures of all moneys collected, donated or appropriated, and shall audit and approve all expenditures.

Section 4. The Board shall review any building and grounds needs with the Village of Suring.

Section 5. The Board shall cooperate with the Oconto County Board of Supervisors.

**SEE TEMPLATE FOR WORDING**

Section 6. The Board shall approve and submit the required annual report to the Division for Libraries, Technology, and Community Learning, and the Oconto County Library Services Board.

## **Article VII**

### *Library Director*

The Board of Trustees of the Suring Area Public Library shall appoint a library director who shall be accountable to the Board of Trustees. (Wis. Stats. 43.58 (4)). The library director shall administer the library in accordance with such state laws and administrative code requirements as applicable. The library director shall be

responsible for upholding the constitution, by-laws, policies and regulations of the library as determined by the Board of Trustees.

Section 1. All other employees and volunteers of the library shall be directly responsible to the library director for proper performance of their duties.

Section 2. The library director shall attend all meetings of the Board of Trustees and such appointed committees, (but may be excused from closed sessions), and shall present reports of the activities of the library, bills for payment, and other such reports and recommendations as may be required by the Board.

Section 3. The director shall prepare an annual plan and budget for presentation to the Board of Trustees. The director is authorized to encumber budgeted funds for the operation of the library, with the exception of equipment when the cost of such equipment exceeds \$100. The director shall present all bills to the Board of Trustees for their approval, with the exception of payroll expenses.

## **Article VIII**

### *Conflict of Interest*

Section 1. Board members may not in their private capacity negotiate, bid for, or enter into a contract with the Suring Area Public Library in which they have a direct or indirect financial interest.

Section 2. A board member shall withdraw from Board discussion, deliberation, and vote on any matter in which the Board member, an immediate family member, or an organization with which the Board member is associated has a substantial financial interest.

Section 3. A board member may not receive anything of value that could reasonably be expected to influence his or her vote or other official action.

**Article IX**  
*General*

Section 1. An affirmative vote of the majority of all members of the Board present at the time shall be necessary to approve any action before the Board. The president may vote upon and may move or second a proposal before the Board.

Section 2. Any rule or resolution of the Board, whether contained in these bylaws or otherwise, may be suspended temporarily in connection with business at hand, but such suspension, to be valid, may be taken only at a meeting at which two-thirds (7) of the members of the Board are present and two-thirds of those present so approve.

Section 3. These bylaws may be amended at any regular meeting of the Board by a two thirds majority vote of all members of the Board, provided written notice of the proposed amendment shall have been mailed to all members at least ten days prior to the meeting, at which such action is proposed to be taken.

Adopted by the Board of Trustees of the Suring Area Public Library on the \_\_\_\_\_ day of \_\_\_\_\_, 2007