

AMERY AREA PUBLIC LIBRARY BOARD OF TRUSTEES BYLAWS

Article I Identification

This organization is the Board of Trustees of the Amery Area Public Library, located in Amery, Wisconsin, established by the Wisconsin municipality of Amery, according to the provisions of Chapter 43 of the Wisconsin Statutes, and exercising the powers and assuming the duties granted to it under said statute.

Article II Membership

Section 1. According to 43.54 (1) (a), the Board of Trustees shall consist of seven (7) members except as provided in 43.60 (3) (a). Members shall be residents of the municipality, except that not more than two (2) members of the total number of members of The Board of Trustees may be residents of other municipalities. Members shall be appointed with the approval of the Amery City Council.

According to 43.54 (1) (c), the Amery City Council shall appoint as one of the members a school district administrator, or the administrator's representative, to represent the public school district or districts in which the public library is located. Not more than one member of the municipal governing body shall at any one time be a member of the library board.

Section 2. The regular term of office shall be three years from May of the year of appointment, except that the Superintendent of Schools' representative and the City Council representative serve at the pleasure of the Superintendent and the City Council, respectively. The City Council representative is appointed or reappointed annually on the third Tuesday in April.

Section 3. Any Trustee who moves his/her primary place of residence out of the city limits, or whose move causes that person to be ineligible for membership, shall be responsible for notifying the Board President or the Library Director, who will then inform the City Council of the change so that a replacement may be appointed.

Section 4. When any Trustee fails to attend at least three (3) consecutive regular meetings of the Board, the Board may recommend to the City Council that the Trustee be replaced.

Article III Officers

Section 1. The officers shall be a President, a Secretary, a Treasurer, and a co-Treasurer. They are elected from among the appointed Trustees at the annual meeting of the Board in May and take office at the close of that meeting. Vacancies in office shall be filled by vote at the next regular meeting after the vacancy occurs.

Section 2. Nominations for officers may be presented by a nominating committee or by members from the floor, by either or by both as the Board may determine, at the May meeting.

Section 3. Officers shall serve a term of one year from the annual meeting at which they are elected and until their successors are duly elected.

Section 4. The President shall preside at all meetings of the Board of Trustees, authorize calls for any special meetings and, with the approval of the Board, appoint the members of all committees. The President shall execute all documents authorized by the Board, serve as an ex-officio voting member of all committees except the nominating committee and generally perform all duties associated with that office.

Section 5. In the event of the absence or inability of the President to perform his/her duties, or of a vacancy in that office, those duties shall be performed by such other member of the Board as the Board may designate. In case of a vacancy in the office of the President or any other office, the Board shall fill the position at its next meeting by a majority vote.

Section 6. The Secretary shall have the responsibility for the keeping of a true and accurate record of all meetings of the Board, for issuing notices of all regular and special meetings, and for performing such other duties as are generally associated with that office. The Secretary may delegate all or some of these duties to the Library Director or his/her designee. In the absence of the Secretary at any meeting, the President may appoint another Board member to act as temporary Secretary.

Section 7. The Treasurer and co-Treasurer shall co-sign all checks drawn on funds held by the library, sign all vouchers for disbursements from the library fund, and perform such duties as generally devolve upon the office.

Article IV Meetings

Section 1. The regular meetings shall be held each month, the date and hour to be set by the Board. Meeting times and dates may be changed as need arises by a majority vote of the Board. Members shall be expected to attend all meetings if possible. If prevented from attending, the Trustee should notify the Library Director or the Board President.

Section 2. The annual meeting, which shall be for the purpose of the election of officers, shall be held at the time of the regular meeting in May of each year.

Section 3. The order of business for regular meetings shall include, but not be limited to the following items that shall be covered in the sequence shown, insofar as circumstances will permit:

- a) Roll call of members
- b) Citizens' comments (limited to five minutes per citizen)
- c) Approval of the minutes of previous regular meeting and any intervening special meetings
- d) Review of financial report
- e) Action on bills and claims
- f) Report of the Library Director
- g) Review of monthly statistics
- h) Consideration of unfinished business
- i) Consideration of new business
- j) Directives from the Library Board to the Library Director
- k) Motion to adjourn

Particular items of business under consideration by the Board must be specifically listed on the agenda prior to meetings. Items for consideration should be sent to the Library Director and Library Board President three (3) days before the Board meeting to be considered.

Section 4. Special meetings may be called by the Library Director or his/her designee at the direction of the President, or at the request of three members, for the transaction of business as stated in the call for the meeting. Notice thereof must be given to all Trustees at least twenty-four hours in advance.

Section 5. A quorum for the transaction of business at any meeting shall consist of four (4) members of the Board.

Section 6. The Library Director or his/her designee shall send written notice and the agenda of each regular Board meeting to all Trustees in advance of the regular monthly meeting and in accordance with state law.

Section 7. Proceedings of all meetings shall be governed by the most recent edition of Robert's Rules of Order.

Section 8. The Board and its committees shall comply with the Wisconsin Open Meetings Law and the Wisconsin Open Records Law. In the event of any conflict, local, state or federal law shall supersede the bylaws.

Article V

Committees

Section 1. The Board may create, and the President appoint, the members of ad hoc committees of one or more members each for such specific purposes as the business of the Board may require. The committee shall be considered to be discharged upon the completion of the purpose for which it was appointed and after a final written report is made to the Board.

Section 2. No committee shall have other than advisory powers unless, by suitable action of the Board, it is granted specific power to act.

Article VI

Duties of the Board of Trustees

Section 1. The Board shall determine the policies, plans and services of the library. This includes mission statement, bylaws, strategic plan, service policies and significant changes in levels or types of service and changes in library hours.

Section 2. The Board shall select, appoint, direct and evaluate the Library Director.

Section 3. The Board shall advise in the preparation of the operating and capital budgets; approve them; and approve all expenditures.

Section 4. The Board represents the Library to the community and the community to the Library. Trustees will engage in development and promotion efforts and foster the maintenance of good public relations.

Section 5. The Board shall study and support legislation that will benefit libraries and library users.

Section 6. With the assistance of the Library Director, Trustees shall stay informed about current trends and issues in public libraries.

Article VII

Library Director

The Library Director shall be appointed by the Board of Trustees and shall be responsible to the Board. The Library Director shall be considered the executive officer of the library under the direction and review of the Board, and subject to the policies established by the Board. The Director shall act as technical advisor to the Board. The Director shall be invited to attend all Board meetings (but may be excused from closed sessions) and shall have no vote.

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 Amery 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 Trustees present at a fully constituted meeting shall be necessary to approve any action before the Board, with the exception of situations described in Article IX, Section 2, and Article IX, Section 3 (below). The President may vote upon and may move or second a proposal before the Board.

Section 2. The Bylaws may be amended by an affirmative vote of at least four (4) Trustees, provided written notice of the proposed amendment shall have been delivered to all Trustees at least ten days prior to the meeting at which such action is proposed to be taken.

Section 3. Any rule or resolution of the Board whether contained in these bylaws or otherwise, may be suspended temporarily in connection with business at hand. To be valid, such suspension requires the affirmative vote of at least four (4) Trustees.

*Adopted by the Board of Trustees of the Amery Area Public Library on the 6th day of May, 2013.
Revised: March 12, 2018*