

Ellsworth Public Library Board Bylaws

Article I Identification

This organization is the Board of Trustees of the Ellsworth Public Library, located in Ellsworth, Wisconsin, established by the Village of Ellsworth, 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. Appointments. Pursuant to the requirements of the Wisconsin Statutes 43.54, the Board of Trustees of the Ellsworth Public Library shall consist of seven members, appointed by the Village President of Ellsworth with the approval of the Village Board. 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 the library's immediate service area. One member may be a representative of the Village Board and one shall represent the Ellsworth Public Library School District. Additional appointments may be made by the county in accordance with Wisconsin Statutes Section 43.60 [for additional appointments by the county, based on the level of county funding].

Section 2. Terms of Office. The term of office shall be three years from May of the year of appointment, and thereafter each regular appointment shall be for a term of three (3) years.

Section 3. Residence. Any Trustee who moves his/her primary place of residence out of the village 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 Village Board of the change so that a replacement may be appointed.

Section 4. Meeting Attendance. Members shall be expected to attend all meetings except as they are prevented by a valid reason. Members are expected to notify the Director when he/she must miss a meeting. When any Trustee fails to attend at least three (3) consecutive regular meetings of the Board, the Board may recommend to the Village Board that the Trustee be replaced.

Article III Officers

Section 1. The officers shall be a president, a vice president, a secretary, and a treasurer, elected from among the appointed trustees at the annual meeting of the Board. No member shall hold more than one office at a time. Vacancies in office shall be filled by vote at the next regular meeting of the Board after the vacancy occurs.

Section 2. 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 3. Any Trustee may resign at any time by giving written notice to the President or Secretary. Such resignation shall be effective when the notice is delivered unless the notice specifies a future date, and unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective. The Library President will notify the Village President of the vacancy.

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

Section 5. The vice president, in the event of the absence or disability of the president, or of a vacancy in that office, shall assume and perform the duties and functions of the president.

Section 6. The secretary shall keep true and accurate minutes of all meetings of the Board, shall issue notice of all regular and special meetings, and shall perform such other duties as are generally associated with the office of secretary. The library director or a member of the staff may be designated by the Board to perform any or all of the above duties.

Section 7. The treasurer shall co-sign all checks drawn on funds held by the library in the amount of \$1,000 or more, sign all vouchers for disbursements from the library fund, and perform such duties as generally devolve upon the office. The treasurer shall be bonded in an amount as may be required by a resolution of the Board, and not less than the value of any property held by him or her. The treasurer shall make monthly reports to the Board showing in detail the amount and investment of, and income and disbursements from, the funds in his or her charge. The Library Director may be designated by the Board to make monthly financial reports.

Article IV Meetings

Section 1. Regular Meetings. The regular meetings shall be held each month, the date and hour to be set by the Board at its annual meeting.

Section 2. Annual Meeting. 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. Agendas and Notices. Meeting agendas and notices shall indicate the time, date, and place of the meeting and indicate all subject matters intended for consideration at the meeting.

Section 4. Minutes. Minutes of all meetings shall, at a minimum, indicate board members present, all items of business, all motions (except those that were withdrawn), and the result of all votes taken. Current board minutes shall be made available upon request.

Section 5. Special Meetings. Special meetings may be called by the Library Director or his/her designee at the direction of the president, or at the written request to the President of two (2) board members, for the transaction of business as stated in the call for the meeting. Except in cases of emergency, at least 48 hours notice shall be given. In no case may less than two hours notice be given.

Section 6. Quorum. A quorum for the transaction of business at any meeting shall consist of four members of the Board present in person. [For municipal and joint libraries, see the requirements of Wisconsin Statutes Section 43.54(1)(e).]

Section 7. Open Meetings Law Compliance. All Board meetings and all committee meetings shall be held in compliance with Wisconsin Open Meetings Law (Wisconsin Statutes Sections 19.81 to 19.98), and Wisconsin Open Records Law (Wisconsin Statutes Section 19.21). In the event of any conflict, local, state or federal law shall supersede the bylaws.

Section 8. Parliamentary Authority. The rules contained in *Robert's Rules of Order*, latest revised edition, shall govern the parliamentary procedure of the meetings, in all cases in which they are not inconsistent with these bylaws and any statutes applicable to this Board.

Article V Committees

Section 1. The President shall appoint special committees for such specific purpose 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 the final 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. Legal responsibility for the operation of the Ellsworth Public Library is vested in the Board of Trustees. Subject to state and federal law, the Board has the power and duty to determine 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 library employees.

Section 3. The Board shall approve the budget and make sure that adequate funds are provided to finance the approved budget.

Section 4. The Board shall have exclusive control of the expenditure of all moneys collected, donated or appropriated for the library fund and shall audit and approve all library expenditures.

Section 5. The Board shall supervise and maintain buildings and grounds, as well as regularly review various physical and building needs to see that they meet the requirements of the total library program.

Section 6. The Board shall study and support legislation that will bring about the greatest good to the greatest number of library users.

Section 7. The Board shall cooperate with other public officials and boards and maintain vital public relations.

Section 8. The Board shall approve and Library Director will submit the required annual report to the Division for Libraries, Technology, and Community Learning, and the village board, county board, and/or any other governing body.

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 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 Ellsworth 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 (five) 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 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 Ellsworth Public Library on the 25th day of June 2019.