



# Hortonville Public Library

## Board of Trustees Bylaws

### **Article I - Identification**

The name of this organization is the Board of Trustees of the Hortonville Public Library, located in Hortonville, Wisconsin, established by the Wisconsin municipality according to the provisions of Chapter 43 of the Wisconsin State Statute, and exercising the powers and assuming the duties granted to it under said statute.

### **Article II - Membership**

**Section 1. Appointments and Terms of Office.** Appointments and terms of office are as provided by the relevant subsections of Wisconsin State Statute 43.54. Terms shall be three years.

**Section 2. Meeting Attendance.** Members shall be expected to attend all meetings except as they are prevented by a valid reason. Members who have more than two unexcused absences in one year will be asked to resign from the board of trustees.

**Section 3. Membership.** The Board of Trustees will have seven members in accordance with Wisconsin State Statute 43.54. Of the seven members, one shall be a village board member and one shall be the school district administrator or his/her representative. Not more than one member of the Village Board may at any one time be a member of the library board. All members shall be appointed by the Village President with the approval of the Village Board, with the exception of the school district administrator, whose term shall be unlimited.

### **Article III - Officers**

**Section 1.** The officers shall be a President, Vice President, and Secretary elected from among the appointed trustees at the annual meeting of the Board in May. No member shall hold more than one office at a time. No member shall be eligible to serve more than two consecutive terms in the same office. Vacancies in office shall be filled by vote at the next regular meeting of the Board after the vacancy occurs.

**Section 2. Elections.** Nominations may be made from the floor at the time of elections. Elections shall be decided by a unanimous vote excepting the nominee(s).

**Section 3. Terms of Office.** 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. Duties of the President.** The President shall preside at meetings of the Board, authorize calls for special meetings, appoint all committees, execute all documents authorized by the Board, co-sign all checks drawn on funds held by the library, and generally perform all duties associated with that office.

**Section 5. Duties of the Vice President.** The Vice President shall discharge the duties of the President in the event of the absence or disability of the President, or of a vacancy in that office until the vacancy is filled.

**Section 6. Duties of the Secretary.** The Secretary shall keep a true and accurate record of all meetings of the Board, shall issue notice of all regular and special meetings a minimum of twenty-four hours in advance, and shall perform such other duties as are generally associated with that office. Minutes shall be distributed to the Board for review a minimum of forty-eight hours prior to the subsequent meeting. In the absence of the Secretary at any meeting, the President may appoint another Board member to act as temporary Secretary.

**Section 7. Committees.** The President shall appoint ad hoc committees and a chair of the ad hoc committees for such purpose as the business of the Library Board may require. These committees may include library staff, members of the public, and/or outside experts. Ad hoc committees shall be considered to be discharged upon the presentation of a final report to the Library Board showing the completion of the purpose for which it was appointed.

### **Article IV - Meetings**

**Section 1. Regular Meetings.** The regular meetings shall be held monthly, 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 May meeting of the Board of Trustees 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. The Library Director may be designated by the Board to prepare and distribute meeting agendas. Agendas shall be distributed to the Board and posted at least twenty-four hours in advance of the meeting.

**Section 4. Special Meetings.** Special meetings may be called at the direction of the president 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.

**Section 5. Quorum.** A quorum for the transaction of business at any meeting shall consist of 4 members of the Board present in person or via phone. In the event a quorum is not achieved at a regular meeting, the President may reschedule the meeting.

**Section 6. Open Meetings Law Compliance.** All Board meetings and all committee meetings will be held in compliance with Wisconsin's open meetings law (Wisconsin State Statute 19.81-19.98).

**Section 7. 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 - Duties of the Board of Trustees**

**Section 1. Operation.** Legal responsibility for the operation of the Hortonville Public Library is vested in the Board of Trustees. Subject to state and federal law, the Board has the power and duty to determine policies governing library operations and services.

**Section 2. Site Maintenance.** 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 3. Appointment of a Director.** The Board shall select, appoint and supervise a properly certified and competent Library Director. The Board of Trustees shall be solely responsible for determining employment and compensation of the Library Director. The Board shall conduct an annual evaluation of the Library Director. All Library Director time off requests will be approved by the President or by a Library Board Trustee.

**Section 4. Oversight of Budget and Expenses.** The Board shall approve the budget and make sure that adequate funds are provided to finance the approved budget. 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 in accordance to Wisconsin State Statute 43.54. A Board of Trustee Officer shall in writing approve the library expenditures to be paid by the Library Director.

**Section 5. Public Relations.** The Board shall cooperate with other public officials and boards and maintain vital public relations. The Board shall study and support legislation that will bring about the greatest good to the greatest number of library users.

**Section 6. Annual Report.** The Board shall approve the required annual report prepared by the Library Director to be submitted to the Department of Public Instruction Division for Libraries, Technology and Community Learning, and the Village Board.

## **Article VI – Duties of the Library Director**

**Section 1. Administration.** 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 and administrative officer of the library under the direction and review of the Board, and subject to the policies adopted by the Board. The Library Director shall appoint and specify duties and compensation of library staff and shall provide proper training, leadership, and supervision of library staff. The Library Director may recommend new or amended policies for the Board's consideration and shall determine procedures for the day-to-day functions of the library. The Library Director shall keep the Board updated on the activities of the library through monthly reports.

**Section 2. Collection Maintenance.** The Library Director shall be responsible for the proper development and maintenance of the library's materials as outlined in the library's policies.

**Section 3. Financial Management.** The Library Director shall oversee financial operations and management of library funds, including drafting and proposing the library's annual budget to the Library Board and operating the library under the financial conditions set forth in the annual budget.

**Section 4. Technical Advisement.** The Library Director shall act as technical advisor to the Board. If any Board of Trustees member should have a question about the operations of the library, the Trustee should forward the question to the Library Board President. The Library Board President will request the information from the Library Director, who will forward the information to the Board of Trustees in a timely manner. Budget information can be requested from the Village office at any time by the Village Board representative member of the Library Board or by the Library Director.

**Section 5. Meeting Attendance.** The Library Director shall attend all Board meetings but shall have no vote. The Library Director may be excused from closed sessions at the discretion of the Board. The Library Director may designate another library staff member to attend in the event of the Library Director's excused absence.

**Article VII - Conflict of Interest**

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

**Section 2. Recusal.** Board members 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. The Board member is not required to disclose the reasons for his/her withdrawal or the nature of the conflict of interest.

**Section 3. Influence.** Board members may not receive anything of value that could reasonably be expected to influence his or her vote or other official action.

**Article VIII - General**

**Section 1. Voting.** 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. Rule Suspension.** 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 (5) of the members of the Board shall be present and two-thirds of those present shall so approve.

**Section 3. Bylaws.** 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 emailed to all members at least ten days prior to the meeting at which such action is proposed to be taken.

Reviewed: June 04, 2019  
Approved: June 04, 2019

Trustee: M - M - 6/4/19

Trustee: Veronica M. Woodward 6/4/19

Trustee: Dennis 6/4/19

Trustee: Kayla Fortson 6-4-19

Trustee: Alexia Jandourik 6-4-19

Trustee: Patricia - Moore 6-4-19

Trustee: [Signature] 6/5/19