

Horicon Public Library

Bylaws of the Board of Trustees of the Horicon Public Library

Article I. Identification

This organization is the Board of Trustees of the Horicon Public Library, located in Horicon, Wisconsin, established by the Wisconsin municipality of Horicon, 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

Pursuant to the requirements of the Statutes of the State of Wisconsin, Chapter 43, the Horicon Public Library shall be governed by a Board of Trustees consisting of seven members appointed by the mayor and confirmed by the City Council. Regular terms shall be for three years. The city Superintendent of Schools, or school official designated by him/her, shall be one of the seven members of this Board. One member of the municipal governing body shall be an advisory and voting member of the Library Board.

Vacancies, due to inability to fill board requirements, shall be filled for an unexpired term in the same manner as regular appointments are made.

No compensation shall be paid to members of the Library Board for their services. However, board members may be reimbursed for their actual and necessary expenses incurred in performing duties *outside* the municipality if so authorized by the library board.

Members shall be expected to attend all meetings except as they are prevented by a valid reason. After three consecutive unexcused absences, a member's standing on the board may be reevaluated by the board.

Article III. Officers

Section 1. The officers of this Board shall be a President, Vice President, Secretary and a Treasurer.

Section 2. Their term of office shall be for one year, and they may succeed themselves.

Section 3. The officers shall be elected at the annual meeting of the Board, and shall remain in office until their successors are elected and assume their duties at the next regular meeting.

Section 4. a. The duties of the President shall include: presiding at all meetings of the Board; appointing all committees; being ex-officio member of all committees; having general

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supervision of all matters pertaining to the library except as otherwise provided by law or by these bylaws or by Library Board policy or by action of the Board.

b. The duties of the Vice-President shall include: presiding at meetings in the absence of the President; performing such other duties as may belong to the office or be delegated to said person by the President or by action of the Board or as stated in Library Board policy.

c. The duties of the Secretary shall include: keeping a faithful record of the proceedings of the Board.

d. The duties of the Treasurer shall include: the presentation of a monthly financial statement at each Board meeting; handling the financial obligations of the Horicon Public Library not included in the budget, to be approved by the Board of Trustees.

Article IV. Meetings

Section 1. The regular meetings shall be held on the second Monday of each month at 6:30 p.m. in the City Hall (The Library is housed in City Hall), unless another time and place are designated. The Board does not meet in July.

Section 2. The regular meeting in May shall be known as the annual meeting. Election of officers shall be held, and any other business which may arise shall be transacted.

Section 3. Special meetings may be called when all Board members are made aware of the need and reason for a meeting and at least three members of the Board including the President, or Vice President are able to attend. The meeting must be posted at least 24 hours ahead of time.

Section 4. A quorum at any meeting shall consist of three Board members.

Section 5. 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 6. All Board meetings and all committee meetings shall be held in compliance with Wisconsin's open meetings law (Wisconsin Statutes Section 19.81 to 19.98).

Section 7. Tele/Videoconferencing. Members of the board may attend meetings via electronic communication media as long as all members simultaneously hear each other, have all necessary documentation and can participate in the meeting. Conferencing members attending will be counted toward a quorum. If communication is lost, the meeting will continue unless there is a loss of a quorum.

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Section 8. The rules contained in Robert's Rules of Order, latest edition (or *The Standard Code of Parliamentary Procedure* by Alice F. Sturgis), shall govern the parliamentary procedures of the meetings, in all cases in which they are not inconsistent with these bylaws and any statutes applicable to this Board.

Article V. Order of Business (Guidelines)

1. Call to order
2. Roll Call
3. Guests
4. Approval of minutes
5. Report of the Treasurer
6. Report of the Librarian
7. Committee reports
8. Communications
9. Unfinished business
10. New Business
11. Adjournment

Article VI. Duties of the Board of Trustees

Section 1. The Library Board shall have exclusive control of the expenditure of all moneys collected, donated, or appropriated for the library fund, and of the purchase of a site and the erection of the library building whenever authorized.

Section 2. The Board shall approve the budget and make sure that adequate funds are provided to finance the approved budget.

Section 3. Any person having a claim or demand against the municipality growing out of any act or omission of the Library Board shall file with the Library Board a written statement thereof. An appeal of the decision can be made to the City Council.

Section 4. 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 Library Director shall recommend to the Board, the appointment and specific duties of other employees and shall be held responsible for the direction and supervision of the staff, and act as a technical advisor to the Board.

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Section 5. The Library Director shall attend all meetings of the Board, except when his/her appointment or salary are being discussed or decided, and give a report of library use and activities. Prior to all board meetings, the Library Director shall provide minutes of the previous meeting, an agenda, and all other pertinent information to board members.

Section 6. The Board shall cooperate with other public officials and boards and maintain vital public relations.

Section 7. The Director shall submit the required Annual Report to the Board for approval.

Article VII. Conflict of Interest

Section 1. Board members may not in their private capacity negotiate, bid for, or enter into a contract with the Horicon 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 VIII. 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. These bylaws may be amended at any regular meeting of the Board by quorum 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 Horicon Public Library on the 11th day of May, 2015.