

Baraboo Public Library Board of Trustees Bylaws

Article I Identification & Governance

This organization is the Board of Trustees of the Baraboo Public Library, located in Baraboo, Wisconsin, established and governed 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.

The operation of the library is guided by Wisconsin Public Library Standards and the City of Baraboo Municipal Code. The library complies with all applicable local, state, and federal laws.

Article II Membership

Section 1. Appointments and Terms of Office.

The Board of Trustees of the Baraboo Public Library shall consist of nine (9) members, including the superintendent of schools or his/her representative, appointed according to law.

Terms of office shall be three years, including the superintendent of schools or his/her representative. While respecting the statutory authority of the City to make appointments, trustees are to serve no more than three consecutive terms and, if interested, seek reappointment after a lapse of time equal to one term. For trustees who joined the Board prior to July 1, 2018, their next appointment shall count as their first term.

If a member is appointed to serve an unexpired term of office and serves more than 50% of the remaining term, it shall be considered a full term of office.

Section 2. Meeting Attendance and Residency.

Trustees shall be expected to attend all meetings unless excused for a valid reason. When any member fails to attend at least three consecutive meetings of the Board without valid reason, the Board shall request the City appoint a new trustee to that position.

When any member of the Board moves out of the library's service area as defined by the Wisconsin Department of Public Instruction, the Board shall request the City appoint a new trustee to that position.

Section 3. Method of Selection

At its discretion, the Board may recommend candidate(s) to the City for appointment as trustee(s).

Article III

Duties of the Board of Trustees

Section 1. Legal responsibility for the operation of the Baraboo 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.

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.

2

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 essential public relations.

Section 8. The Board shall approve and submit the required annual reports to the Division for Libraries, Technology, and Community Learning; the Baraboo City Council; and the Sauk County Board of Supervisors.

Article IV Officers and Duties

Section 1. Officers

The officers shall be president, vice president, recording secretary, and financial secretary, elected from among the appointed trustees at the annual meeting of the Board. No member shall hold more than one office at a time.

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

Vacancies in office shall be filled by vote at the next regular meeting of the Board after the vacancy occurs.

Section 2. Nominations

A nominating committee shall be appointed by the president three months prior to the annual meeting and shall present a slate of officers at the annual meeting. Additional nominations may be made from the floor at that time.

Section 3. 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, serve as an ex-officio voting member of all committees except the nominating committee, and generally perform all duties associated with the office of president.

Section 4. Duties of the Vice President

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 5. Duties of the Recording Secretary

The Recording Secretary shall keep a true and accurate record of all meetings of the Board, submit a copy of the minutes of each Board meeting to the City Clerk of Baraboo, preside over meetings in the absence of the Chair and Vice-Chair, and perform other duties generally associated with that office.

Section 6. Duties of the Financial Secretary

The financial secretary shall coordinate the management of the library's financial assets and execute all transactions in accordance with the policies of the Board, or at the direction of the Finance Committee or full Board.

Section 7. Custody and Payment of Library Funds

The city treasurer shall be the custodian of the funds of the library and pay out the same upon the written order of the library director (or the director's designee) countersigned by a member of the library board.

Section 8. Notices

The library director or a member of the library staff will issue notice of all regular and special meetings.

Article V 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 include the election of officers, shall be held at the time of the regular meeting in July 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 posted on a bulletin board in the library and on the library's web site.

Section 5. Special Meetings

Special meetings may be called at the direction of the president, and shall be called at the written request of three 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 five members of the Board present in person, but a lesser number may set the next meeting date and time.

Section 7. Open Meetings Law Compliance

All board meetings and all committee meetings shall be held in compliance with Wisconsin's open meetings law (Wisconsin Statutes Sections 19.81 to 19.98).

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.

Section 9. Public Appearances at Board Meetings

Persons who desire to appear and speak at a meeting of the Board of Trustees of the Baraboo Public Library shall, not later than 48 hours prior to any such meeting, communicate the request to the library director. The request should include his or her name, address, and subject matter so that the appearance is properly noted on the Board's meeting agenda. Any statements, comments, presentations, or otherwise by such persons shall be limited to five minutes in length. At the discretion of the president, the requirement for advance notice and the time limit may be waived.

Article VI Committees

Section 1. Standing Committees.

The following committees shall be appointed by the president annually and shall make recommendations to the Board as pertinent to board meeting agenda items: Personnel, Finance, Building and Grounds, Policy.

Section 2. Nominating Committee. (See Article IV, Section 2.)**Section 3. Ad Hoc Committees.**

Ad hoc committees for the study of special issues shall be appointed by the president, with the approval of the Board, to serve until the final report of the work for which they were appointed has been filed. These committees may also include staff and public representatives, as well as outside experts.

Section 4. No committee shall have other than advisory powers.

**Article VII
Trustee Emeritus**

In 1968 the library board created the office of Trustee Emeritus to be filled by such person or persons and at such time as the Board shall determine, by unanimous action of its appointed members. Such Trustee Emeritus shall be entitled to attend all board meetings and to participate fully therein but shall not be entitled to vote or to hold office.

**Article VIII
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 library director shall be held responsible for the care of the buildings and equipment, for the employment and direction of the staff, for the efficiency of the library's service to the public, for the operation of the library under financial conditions set forth in the annual budget, and shall act as technical advisor to the Board. The library director shall attend all board meetings, may be excused from closed sessions, and shall have no vote.

**Article IX
Conflict of Interest**

Section 1.

Board members may not in their private capacity negotiate, bid for, or enter into a contract with the Baraboo 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 X 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

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 (6) 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 or emailed to all members at least ten days prior to the meeting at which such action is proposed to be taken.

August 21, 2018

January 17, 2012

November 11, 2008

Adopted by the Board of Trustees of the Baraboo Public Library