

BYLAWS OF THE E.D. LOCKE PUBLIC LIBRARY BOARD OF TRUSTEES

ARTICLE I: MEMBERSHIP

Section 1.

Pursuant to the requirements of the WISCONSIN STATUTES 43.54, the Library Board of E.D. Locke Public Library (formerly known as McFarland Public Library) shall consist of seven appointed members who shall be citizens of the municipality except that not more than two appointive members thereof may be citizens of towns adjacent to such municipality.

Members shall be appointed by the Village President with the approval of the Village Board. Appointment shall be for a term of three years. Vacancies shall be filled for unexpired terms in the same manner as regular appointments are made. Term expirations should be staggered over three different years.

One of the above appointed members shall be the public school administrator, or his/her representative. Not more than one member of the Village Board shall at any time be a member of the Library Board.

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

Section 2.

Pursuant to the WISCONSIN STATUTES 43.60 (3), whenever the annual sum appropriated by a municipality or county under contract for library service equals or exceeds one-sixth of the annual sum appropriated to this public library, during the preceding fiscal year, the president or chairman of such other municipality or county, with the approval of the governing body thereof, shall appoint from among the citizens of such municipality or county an additional member to the McFarland Library Board, and when such sum equals or exceeds one-third of such annual income, two additional members, for a term of three years from the first day of May next succeeding such appointment, and thereafter for successive terms of three years each; but whenever such appropriation made is less than the one-third herein specified, the office of one such additional member, and if less than one-sixth, the office of both, shall be vacant from and after the first day of May next thereafter.

Section 3.

No member of the McFarland Library Board, except in the case of the public school administrator, shall succeed him- or herself on the Library Board more than three times (a total of twelve years).

Section 4.

The Secretary shall report to the Village President absenteeism of a member for three consecutive meetings or an excess of 50% during any twelve month period without such bona fide excuses as illness, death in the family, or being out of town.

ARTICLE II: OFFICERS

Section 1.

Officers of the Library Board shall be a President, Vice President and Secretary-Treasurer.

Section 2.

The officers shall be elected at the May meeting for a term of one year. Vacancies in office shall be filled at the next regular meeting of the Library Board after the vacancy occurs. No officer shall succeed him- or herself more than three times (a total of four years).

Section 3.

The **President** of the Library Board shall:

- Preside at all meetings.
- Appoint all committees.
- Together with the Secretary-Treasurer, certify all bills approved by the Library Board.
- Authorize calls for any special meetings.
- In conjunction with the Village Administrator, conduct an annual review of the Library Director.
 - The annual review is to be completed for a report to the Library Board at their July board meeting.
 - The review must be discussed with and signed by the Library Director, with an opportunity to attach a written statement before submitting to the Library Board for approval.
 - The review is to be based upon the job description, goals and objectives agreed upon for the year in review, and the success of the service programs.
 - The job description is to be reviewed every three years and revised as appropriate.
 - The annual goals and objectives should include continued growth of the Library Director and Library, containing both project-oriented and personal goals.
 - The library service programs should reflect the long-range goals of the library.
- Generally perform the duties of a presiding officer.

The **Vice President** of the Library Board shall:

- Assist the President and serve in his or her absence when necessary.

The **Secretary-Treasurer** of the Library Board shall:

- Keep a true and accurate account of all proceedings of the Library Board meetings.
- Have custody of the minutes and other records of the Library Board.
- Together with the President shall certify all bills approved by the Library Board.
- Notify the Village Board of any vacancies on the Library Board.
- Have charge of the special funds and income outside the appropriations in charge of the Village Treasurer.
- Handle all correspondence for the Library Board.

ARTICLE III: MEETINGS

Section 1.

The Library Board shall meet on the first Monday of each month at 5:15 p.m. in E.D. Locke Public Library's Meeting Room.

Section 2.

Special meetings may be called by the President, or upon the written request of two members, for the transaction of business as stated in the call. Written notice stating the time and place of any special meeting and the purpose for which called shall be given each member of the Board at least twenty-four hours in advance of the special meeting.

Section 3.

A quorum for transaction of business shall consist of [at least three] four members. 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 Library Board. The President may vote upon and may move or second a proposal before the Library Board.

Section 4.

The order of business at the regular meetings shall be as follows:

- Call to order
- Approval of minutes
- Approval of general and trust fund bills
- Other action items
- Committee reports
- Library systems report
- Director's report
- Monthly report
- Discussion items
- Public communication to the Library Board
- Adjournment

Section 5.

Robert's Rules of Order, last revised edition, shall govern the parliamentary procedure of the Library Board.

ARTICLE IV: COMMITTEES

Section 1.

There shall be no standing committees. Routine business will be addressed by the full Library Board.

Section 2.

Ad Hoc committees for the consideration of special circumstances will be appointed by the President, with the approval of the Library Board, to serve until the final report of the work for which they were appointed has been filed. Many of these committees may also include staff representatives. (Examples of ad hoc committees are Long-Range Planning and Library Building Committees.)

Section 3.

All committees shall make a progress report to the Library Board at each of its meetings.

Section 4.

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

ARTICLE V: LIBRARY DIRECTOR

Section 1.

The Library Director shall have sole charge of the administration of the Library under the direction and review of the Library Board.

Section 2.

The Library Director shall be held responsible for:

- Care of the buildings and equipment.
- Employment and direction of the staff.
- Efficiency of the library's service to the public.
- Library operations under the financial conditions set forth in the annual budget.
- Submission to this Board of monthly and annual reports.

Section 3.

The Library Director shall make recommendations to the Library Board of such policies and procedures as in the opinion of said Library Director will promote the efficiency of the Library.

Section 4.

The Library Director shall attend all Library Board meetings except those at which his or her appointment or salary is to be discussed or decided.

ARTICLE VI: DUTIES OF THE BOARD OF TRUSTEES

Section 1.

The Board of Trustees shall determine the policies of the Library and develop the highest possible degree of operating efficiency in the Library.

Section 2.

The Board of Trustees shall select and appoint a competent Library Director.

Section 3.

The Board of Trustees shall advise in the preparation of the budget, approve it, and make sure that adequate funds are provided to finance the approved budget.

Section 4.

Through the Library Director, the Board of Trustees 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 5.

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

Section 6.

The Board of Trustees shall cooperate with other public officials and boards and maintain vital public relations.

ARTICLE VII: CONTRACTS

The Library Board may, by contract with any other municipality, extend library service to non-residents of the Village of McFarland, or exchange materials either permanently or with any other library as stipulated in WISCONSIN STATUTES 43.60.

ARTICLE VIII: AMENDMENTS

Amendments to these bylaws may be proposed at any regular meeting, but may become effective only after a favorable vote at a subsequent meeting. The vote to be favorable must have the affirmative vote of five members of the Board. Any of the foregoing bylaws may be temporarily suspended by a unanimous vote of all the Trustees present at the meeting, and the vote on such suspension shall be taken and entered in the official record.