

BYLAWS FOR THE ABBOTSFORD PUBLIC LIBRARY BOARD OF TRUSTEES

Article I Identification

This organization is the Board of Trustees of the Abbotsford Public Library as referred to as the library board, existing by virtue of the provisions of Chapter 43 of Wisconsin Statutes, and exercising the powers and assuming the duties granted to it under said statute. The Abbotsford City Council accepts the provisions of Chapter 43, Wisconsin Statutes, and any future amendments to said Chapter as they apply to the work of the Abbotsford Public Library Board.

Article II Membership

Section 1. Appointments.

The Library Board of the Abbotsford Public Library shall consist of six (6) members appointed by the mayor who shall be residents of the municipality except two (2) who may be residents of adjacent towns. The mayor shall also appoint as an additional member, one 910 school administrator, or their representative, to represent the Public School District, or Districts, in which the Abbotsford Public Library is located. The mayor shall also appoint one (1) member of the Abbotsford City Council to function as liaison to the Library Board. No compensation shall be paid to the members of the Library Board.

Section 2. Terms of Office.

Regular appointments are for three (3) years with staggered terms for continuity.

Section 3. Meeting Attendance.

Each member of the Abbotsford Public Library Board shall be required to attend at least eight (8) of twelve (12) Library Board meetings per calendar year. Failure to comply may result in dismissal from the Board.

Article III Officers

Section 1. Officers.

The officers shall be a president, a vice president, and a treasurer, elected from among the appointed trustees at the annual meeting of the Board. The office of Secretary shall be held by the Library Director. No member shall hold more than one office at a time.

Section 2. Election.

The President of the Board shall appoint a nomination committee at the November meeting of the Board, which committee shall meet and prepare a list of members who are to be nominated as officers, for presentation to the Board at the annual meeting in January. These members named shall automatically be placed on the ballot for election. In addition to the names submitted by the nominating committee, any of the other members of the Board may, at the annual meeting, nominate other members as officers for the respective offices, provided that prior consent of the nominee has been obtained. The offices shall be chosen by majority vote of the members of the board at the annual meeting by secret ballot. 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. Term 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. Vacancies in office shall be filled by vote at the next regular meeting of the Board after the vacancy occurs, except for the President, which shall be filled by the vice-president of the balance of the term.

Section 4. 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, decide all points of order, serve as an ex-officio voting member of all committees except the nominating committee, review all checks drawn on funds held in custody of the library (independently of the municipality), and generally perform all duties associated with the office of president.

Section 5. 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 6. Secretary.

The library director shall execute the office of secretary and 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.

Section 7. Treasurer.

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.

Article IV Meetings

Section 1. Regular Meetings.

The Abbotsford Public Library Board shall meet monthly at the Library headquarters, or at such other time and place as the majority of the Board members may from time to time determine. Public notice of each meeting shall be given by the secretary through posted bulletins. One shall be published in the newspaper and one at the place where the meeting shall be held.

Section 2. Annual Meeting.

The annual meeting, which shall be for the purpose of the election of officers and the presentation of the annual report by the library director, shall be held at the time and place of the regular meeting for the month of January.

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. Business:

The order of business shall include but not be limited to the following:

- Call to Order
- Reading and Approval of Minutes
- Treasurer's Report
- Directors Report
- Committee Reports
- Unfinished Business
- New Business
- Adjournment

Section 5. 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 the library's website.

Section 6. Special Meetings.

Special meetings may be called at the direction of the president, or upon request of three (3) members of the Board, for the transaction of business as stated in the call for the meeting. Notice stating the time and place of any special meeting and the purpose for which called shall be given to each member of the Board and to the press and to the public at least two(2) days in advance of such meeting, unless such notice is waived by the members. In no case may less than two hours notice be given.

Section 7. Quorum.

A majority of the members of the Board shall constitute a quorum. 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 8. 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 9. Parliamentary Authority.

The rules contained in *Robert's Rules of Order*, latest revised edition [or *The Standard Code of Parliamentary Procedure* by Alice F. Sturgis], 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. Special Committees. The President may appoint special committees of one or more members each for such specific purposes as the business of the Board may require. The committee shall be considered to be dissolved upon completion of the purpose for which it was formed and after the final report is made to the Board. The President shall be a member of all committees.

Section 2. Nominating Committee. (See Article III, Section 2.)

Section 3. All committees shall make a progress report to the Library Board at each of its meetings.

Section 4. 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

The Library Board of Trustees shall have such powers as are provided for it and such duties as are imposed upon it by Statute 43 of the State of Wisconsin and the ordinances of the Counties of Clark and Marathon and the City of Abbotsford.

Section 1. Legal responsibility for the operation of the Abbotsford 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 study and support legislation that will bring about the greatest good to the greatest number of library users.

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

Section 7. The Board shall approve and submit the required annual report to the Division for Libraries, Technology, and Community Learning, and the city of Abbotsford.

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 recommend to the Board the appointment and specify the duties of other employees and shall be held responsible for the proper direction and supervision of the staff. The director shall be responsible for the care and maintenance of the library property, for an adequate and proper selection of books in keeping with the stated policy of the Board, for the efficiency of library service to the public, and for its financial operation within the limitations of the budget. The library director, while not a voting member of the Board, shall participate in all meetings of the Board, except when their appointment or salary are being discussed or decided.

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 Abbotsford 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 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 e-mailed to all members at least ten days prior to the meeting at which such action is proposed to be taken.

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