

<b>Monroe Public Library</b>	
<b>Policy:</b> Board of Trustees Bylaws	
<b>Adopted:</b> July 1988	<b>Revised:</b> February 2011

**Article I Identification**

This organization is the Board of Trustees of the Monroe Public Library, located in Monroe, Wisconsin, established by the School District of Monroe 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**

Appointments and terms of office are as provided by the relevant subsections of Wisconsin Statute Sections 43.54.

The Board shall be composed of nine members. One member must be the Superintendent of the Monroe School District or his/her designee. Appointments are made by the School Board President subject to confirmation of the School Board.

Appointments shall be made for three year terms. The terms shall be staggered 3-3-2. Members begin their terms in September. No board member shall be eligible to serve more than three full consecutive terms. When a resignation occurs, a new member is appointed to fill the unexpired term. He/she will be eligible for reappointment to three additional consecutive terms.

Members shall be expected to attend all meetings except as they are prevented by a valid reason. Any Board member with three consecutive unexcused absences may be removed from office by the School Board upon recommendation of the Library Board.

No current or former library employee of the Monroe Public Library shall be appointed to the Board.

**Article III Officers**

The officers shall be a president, a vice president, and a 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. Vacancies in office shall be filled by vote at the next regular meeting of the Board after the vacancy occurs.

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.

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

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, co-sign all checks drawn on funds held in custody of the library (independently of the school district), and generally perform all duties associated with the office of 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.

The financial secretary shall keep true and accurate minutes of all meetings of the Board, shall issue notice of all regular and special meetings, co-sign all checks drawn on funds held in custody of the library (independently of the School District of Monroe), sign all vouchers for disbursements from the library fund and shall perform such other duties as are generally associated with the office of financial secretary. The financial secretary 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. The financial secretary must be bonded under Wisconsin law.

#### **Article IV                      Meetings**

Regular meetings shall be held each month, the date and hour to be set by the Board at its annual meeting.

An annual meeting, which shall be for the purpose of the election of officers, shall be held at the time of the regular meeting in September of each year.

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.

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.

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.

A quorum for the transaction of business at any meeting shall consist of five members of the Board present in person.

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).

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                      Committees**

The president shall appoint committees of one or more members for such specific purposes as the business of the Board may require from time to time. The committee shall be considered discharged upon completion of the purpose for which it was appointed and after final report is made to the Board.

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

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**

Legal responsibility for the operation of the Monroe 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.

The Board shall select, appoint and supervise a properly certified and competent library director, and determine the duties and compensation of all library employees.

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.

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.

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

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

The Board shall approve and submit the required annual report to the Division for Libraries, Technology, and Community Learning, and the School District of Monroe.

## **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 be invited to attend all Board meetings (but may be excused from closed sessions) and shall have no vote.

**Article VIII                      Conflict of Interest**

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

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.

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**

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.

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.

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 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 Monroe Public Library on the \_\_\_\_\_ day  
of \_\_\_\_\_, \_\_\_\_\_.