

# FARNSWORTH PUBLIC LIBRARY

## BY-LAWS of the BOARD OF TRUSTEES

### I. MEMBERSHIP

**Section 1. Appointments and Terms of Office.** The Board of Trustees shall consist of nine members, with eight of the members to be appointed by the Mayor of the City of Oconto, for such term as may be provided by the relevant subsections of Wisconsin Statutes Sections 43.54.

- One of these members shall be a public school administrator or his/her representative for the local school district.
- One member appointed by the Mayor of the City of Oconto shall represent a town in the library's service area that is adjacent to the city.
- The ninth member of the Board of Trustees shall be a resident of the City of Oconto appointed by the Chairman of the County Board of Supervisors.

**Section 2. Duties of the Board of Trustees.** Legal responsibility for the operation of Farnsworth 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 approve the budget and make sure that adequate funds are provided to finance the approved budget. The Board shall select, appoint and supervise a properly certified and competent library director and determine the duties and compensation of all library employees.

### II. MEETINGS

**Section 1. Regular Meetings.** Regular Meetings of the Board of Trustees shall be held at the Library at 7:00 pm on the fourth Tuesday of the month. Changes to the meeting schedule may be made by motion of the board. The monthly meeting may be cancelled with the mutual agreement of the Library Director and the President of the Board of Trustees as they may deem necessary.

**Section 2. Meeting Attendance.** When a member of the Board has been absent without notice or reasonable cause from four Regular Meetings within a calendar year, the President shall notify the appointing authority of such absences, suggesting that consideration be given for a replacement to the Board.

**Section 3. Special Meetings.** Special Meetings may be called by the President of the Board or by Standing Committee members. Only such business as is specified in the call can be transacted at a Special Meeting.

**Section 4. Quorum.** Three members of the Board shall constitute a quorum at any Regular or Special Meeting. Two members of any Standing Committee shall constitute a quorum of that committee. [Wis. Stat. 43.54(1)(e)]

**Section 5. Open Meeting Law.** All Board and Committee Meetings shall be held in compliance with Wisconsin's open meeting law. [Wis. Stats. Sections 19.81 to 19.98]

### **III. OFFICERS**

The officers shall be a President, Vice President, and Secretary, elected from among the appointed trustees at the annual June meeting.

**Section 1. Election.** Officers shall be elected annually at the Regular Meeting in June for one-year terms of office. In case of a vacancy in any office, the Board shall, at its next meeting, elect a member to fill the remainder of that term.

**Section 2. Duties.** The **President** shall preside at meetings of the Board, appoint all Standing Committees, execute all documents authorized by the Board, and perform other duties associated with that office. The **Vice President** shall assume and perform the duties and functions of the President in the event of the absence or disability of that officer. The **Secretary** shall keep an accurate record of all meetings and other records as directed by the Board.

### **IV. COMMITTEES**

The following Standing Committees shall be appointed by the president after the annual meeting in June and shall oversee, study, and make recommendations as pertains to meeting agenda items.

**Section 1. Finance Committee** shall supervise the library expenditures. They shall assist the Library Director in the preparation of an annual budget and in its presentation to the County Board and the City Council. The Finance Committee shall also make recommendations on the library's hours of service and staff needed to provide good library service to city and county residents.

**Section 2. Building and Grounds Committee** shall supervise the maintenance, upkeep, and repair of the library to ensure it meets the requirements of the community. They shall initiate and present matters to the Board, making reports on repairs and purchases.

**Section 3. Administration Committee** shall be involved in matters of personnel, public relations, personnel, and relations with state and local agencies. They shall render assistance to the Library Director in any emergency that may arise and attend to all matters not specifically assigned to other committees.

### **V. 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 attend all Board Meetings, but shall have no vote. A monthly administrative report shall be presented to the board. It is the director's responsibility to prepare the Public Library Annual Report to the state and to present it to the Board at their February meeting.

### **VI. AMENDMENTS**

The Board may make necessary amendments to these bylaws by presenting them at any regular meeting of the Board. The amendments shall be laid over for action at the next month's regular meeting to be passed only by a two-thirds majority vote.

Amended: June 28, 2001 Re-affirmed: September 27, 2007 Amended: **May 24, 2011**