Refer to *Chapter 43* of the *Wisconsin Statutes* (particularly section 43.58), the *Wisconsin Public Library Trustee Manual*, and individual library bylaws to provide basis and framework for the responsibilities and authority of the library board and individual trustees.

*[Bylaws are rules governing the internal affairs of an organization. Every library board needs to have a set of bylaws, but they may differ to fit local situations. Bylaws should be updated at least every five years. Included in the bylaws should not only be the composition of the board, officer's responsibilities, and information regarding meetings and committees, etc., but also terms of office, number of reappointments allowed, action taken for frequent absences, and procedures for securing, appointing, and orientating new board members.]*

The Glenwood City Public Library encourages each library trustee to take advantage of training opportunities for trustees offered by the public library system or statewide agencies and organizations. Likewise, the Library encourages trustees to be active in the state library organization and its efforts to inform the governor and legislature of the benefits and needs of public libraries.

**Article I**

**Identification**

This organization is the Board of Trustees of the Glenwood City Public Library, located

in Glenwood City, Wisconsin, established by the Wisconsin municipality of Glenwood

City, 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**

Section 1. Number and Qualifications. Appointments and terms of office are as provided by the relevant subsections of Wisconsin Statutes Sections 43.54. The governing body of the library is composed of 7 members representing Glenwood City as appointed by the city mayor and approved by the city’s governing council, with no more than 2 of the 7 members living outside of the city limits of Glenwood City.

Section 2. Disqualifications, Vacancies. Any member who moves out of the political

subdivision he/she represents shall be responsible for notifying the secretary of the board of trustees. Upon receipt of such notification, the position shall be declared vacant. It shall be the duty of the president to notify the mayor of the vacancy and, by direction of the board, suggest to the mayor the name(s) of persons who may qualify to fill the position.

Section 3. Regular Meeting Attendance. Regular attendance at board meetings by members is considered important to the ability of the library board to carry out its duties and responsibilities. Absence by any board member, either at three consecutive meetings, or at three meetings within any calendar year, without prior notification, may result in removal of such member from the library board. Such removal must be a result of a roll call vote with a quorum present.

**Article III**

**Officers**

Section 1. Wisconsin Statutes require that the library board elect a president and such

other officers as board members deem necessary. The officers shall normally be a

president, a vice-president, a secretary, and a treasurer, elected from among the appointed trustees at the annual meeting of the board. Officers other than the president may hold more than one position. No member shall be eligible to serve more than two consecutive terms in the same office. Vacancies in office shall be filled by vote at the next regular meeting of the board after the vacancy occurs.

Section 2. 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. Officers shall serve a term of one year from the annual meeting at which they are elected and until their successors are duly elected.

Section 4. The president shall preside at all meetings of the board, authorize calls for any special meetings, appoint all committees, execute all documents authorized by the board, serve as an ex-officio voting member of all committees, and generally perform all duties associated with that office.

Section 5. 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. The secretary shall keep a true and accurate record 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 that office. The library director, a member of the staff, or an outside agency may be designated to perform any or all of the above duties by the president of the Library Board.

Section 7. The treasurer shall be the disbursing officer of the board, and shall perform

such duties as generally devolve upon the office. The treasurer shall make reports to the board, no less than quarterly, showing in detail the amount and any investment of, and income and disbursements from, the funds in his or her charge. In the absence or

inability of the treasurer, the duties shall be performed by such other member of the board as the board may designate.

**Article IV**

**Meetings**

Section 1. The regular meetings shall be held each month, the date and hour to be set by the board at its annual meeting.

Section 2. The 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.

Section 3. 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.

Regular board meeting agendas will include an opportunity for public comments at or

near the beginning of a meeting, with no more than five individuals allowed to speak for

up to three minutes. Individuals who intend to speak during the public comments section

of an agenda must be present by the start of a regular board meeting and provide their

name and address to the board secretary. The library board reserves the right to modify

the time limit and/or the number of people speaking.

Section 4. 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.

Section 5. Special meetings may be called at the direction of the president, or at the

written request of any 3 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. A quorum for the transaction of business at any meeting shall consist of 3 or

more members of the board present in person.

Section 7. 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. 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**

Section 1. Ad Hoc Committees. Ad hoc committees for the study of special problems

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. (Examples of ad hoc committees are those formed to consider and revise library policies such as personnel or collection development, or to engage in long-range planning.)

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 will have other than advisory powers.

**Article VI**

**Duties of the Board of Trustees**

Section 1. Legal responsibility for the operation of the Glenwood City 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 their duties and compensation.

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 supervise the maintenance of buildings and grounds provided for library operations, in cooperation with the City Council, and will 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

vital public relations.

Section 8. The board shall approve and submit the required annual report to the Division for Libraries, Technology, and Community Learning, and the city council.

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

**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 Glenwood City Public Library in which they have a direct or

indirect financial interest.

Section 2. A board member shall withdraw from board discussion, deliberation, and note

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 shall be present and two-thirds of those present shall 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 amendment shall have been made available 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 Glenwood City Public Library on the 14th day of November, 2016; last amended April 27, 2009; last amended July 12, 2022.