

ADMINISTRATIVE POLICY

Bylaws of the Clintonville Public Library Board of Trustees

Prior Date of Review and Approval: 22 October 1996, 15 August 2001, 16 August 2012

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ARTICLE I – IDENTIFICATION

This organization is the Board of Trustees of the Clintonville Public Library, located in Clintonville Wisconsin, established by the Wisconsin municipality of Clintonville, 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. The Clintonville Public Library is a member of the Outagamie Waupaca Library System.

ARTICLE II - MEMBERSHIP

Section I: The Board of Trustees of the Clintonville Public Library shall consist of seven members, six of whom are appointed by the Mayor with the approval of the City Council. The seventh member shall be the Superintendent of Schools or his or her representative. One member of the municipal governing body may serve on the Board at any one time and no more than two members may be residents from outside the municipality. (Wis. Stats. Section 43.54)

Section II: Two members are appointed each year in April for a term of three years.

Section III: A vacancy shall be deemed to occur at any time that the number of appointed Trustees is less than six (6). If there are vacancies on the Board, the Mayor shall select individuals to fill vacant positions with the approval of the City Council. Any Trustee selected to fill a vacancy shall be selected for the unexpired term of his/her predecessor.

ARTICLE III- OFFICERS

Section I: The officers of the Board shall be President, Vice President, and Secretary.

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

Section III: 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, and generally perform all the duties and functions of the President.

Section IV: 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 V: 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 or a member of the staff may be designated by the Board to perform any or all of the above duties.

Section VI: Vacancies in office shall be filled by vote at the next regular meeting of the Board after the vacancy occurs.

ARTICLE IV - MEETINGS

Section I: The Board of Trustees shall meet on the second Thursday of each month at 4:00 p.m. at the Library.

Section II: Trustees will be expected to notify the Library Director if they are unable to attend a scheduled Board meeting.

Section III: The order of business for regular meetings shall include, but not be limited to, the following items, which shall be covered in sequence shown so far as circumstances will permit:

- Call to order - roll call
- Reading and approval of minutes
- Approval of financial report
- Approval of bills
- Report of Librarian
- Committee reports
- Communications
- Unfinished business
- New business
- Adjournment

Section IV: Special meetings may be called by the President or by the request of any four (4) members and each trustee shall be notified of such meeting.

Section V: A quorum for transactions of business shall consist of a simple majority – four (4) members. If there is no quorum all necessary business shall be transacted and approved at the next meeting.

Section VI: All Board meetings and all committee meetings will be held in compliance with Wisconsin's open meetings law (Wis. Stats. Sections 19.81 to 19.98).

Section VII: 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 VIII: 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 the Board.

ARTICLE V - DUTIES OF THE BOARD OF TRUSTEES

Section I: Legal responsibility for the operation of the Clintonville 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 II: 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 III: The Board shall develop and approve library policies and review policies on a regular, systematic schedule.

Section IV: The Board shall approve the budget and make sure that adequate funds are provided to finance the approved budget.

Section V: The Board shall have exclusive control of the expenditure of all moneys collected, donated or appropriated for the library fund and shall approve all library expenditures.

Section VI: 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.

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

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

Section IX: The Board shall approve and submit the required annual report to the Division for Libraries, Technology and Community Learning, and the City Council.

ARTICLE VI - LIBRARY DIRECTOR

Section I: 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, subject to the policies established by the Board.

Section II: The Library Director shall be held responsible for the care of the building and equipment, for direction of the staff, for the efficiency of the Library's service to the public and for the operation of the Library under the financial conditions set forth in the annual budget.

Section III: The Library Director shall act as the technical advisor to the Board.

Section IV: The Library Director shall attend all Board meetings, except those at which his or her appointment and salary is to be discussed or decided, but shall have no vote.

ARTICLE VII - CONFLICT OF INTEREST

Section I: Trustees may not in their private capacity negotiate, bid for, or enter into a contract with the Clintonville Public Library in which they have a direct or indirect financial interest.

Section II: Trustees shall withdraw from Board discussion, deliberation and vote on any matter in which the Trustee, an immediate family member, or an organization with which the Trustee is associated has a substantial financial interest.

Section III: Trustees may not receive anything of value that could reasonably be expected to influence his or her vote or other official action.

Section IV: No Trustee, or immediate relative of a Trustee or any administrative member of the Library staff shall be considered for employment on a full-time basis on the Library staff. Immediate relative is defined as a son, daughter, brother, sister, wife, husband, mother, father or anyone else situated in a similar close relationship.

ARTICLE VIII – GENERAL

Section I: 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 to second a proposal before the Board.

Section II: 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 (5) of the members of the Board shall be present and two-thirds (4) of those present shall so approve.

Section III: 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 sent to all members at least ten (10) days prior to the meeting at which such action is proposed to be taken.