

# East Troy Lions Public Library Library Board Bylaws

Original Bylaws Approved: 06-19-1980
Bylaws Updated and Reviewed: 09-16-1982, 09-12-1991, 05-09-1995, 01-13-1998, 05-14-2002, 01-11-2005, 08-21-2009, 01-09-2018, 02-13-2018, 03-13-2018
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## Article I – Identification

This organization is the Board of Trustees of the East Troy Lions Public Library, located in East Troy, Wisconsin, established by the Wisconsin municipality of East Troy, Wisconsin and Walworth County, according to the provisions of Chapter 43 of the Wisconsin Statutes and exercising the powers and duties granted to it under said statute.

## Article II – Membership

**Section 1. Appointments and Terms of Office.** The governing body of the library is composed of seven members, one of whom is a resident of the Town of East Troy, one of whom is a resident of the Town of Troy, one who is a representative of the East Troy School District, three of whom are residents of the Village of East Troy, and a Village of East Troy Trustee who is assigned by the Village President. Appointments and terms of office are as provided in Sec. 43.54(1) of the Wisconsin Statutes.

**Section 2. Meeting Attendance.** Members shall be expected to attend all meetings, and shall notify the Library Director in advance if unable to attend any meeting. If a Board member has three consecutive absences from regularly scheduled Board meetings, the Library Board president will contact the member to determine if they wish to continue service on the Board.

## Article III – Officers

**Section 1.** The officers shall be a President, Vice-president, Secretary and Treasurer, elected from among the appointed trustees at the July meeting of the Board. No member shall hold more than one office at a time. 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.** Officers shall serve a term of one year from the July meeting in which they are elected and until their successors are duly elected.

**Section 3.** 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 4.** 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 Vice-president shall progress to the office of President at the end of one year.

**Section 5.** The secretary shall keep a true and accurate record of all meetings of the Board and shall perform other duties as generally associated with that office.

**Section 6.** The Village of East Troy shall maintain the financial records for Library Board use.

## **Article IV – Meetings**

**Section 1. Regular Meetings.** Regular meetings shall be held once-a-month on the second Tuesday of the month unless otherwise determined by the Board.

**Section 2. Special Meetings.** Special meetings may be held if the need arises. These shall be called by the President or at the request of two Board 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 3. Agendas and Notices.** Meeting agendas and notices shall indicate the time, date, and place of the meeting and should indicate all subject matter intended for consideration at the meeting. Meeting agendas and notices will be posted at the Village of East Troy, the East Troy Post Office, and at the Library.

**Section 4. 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 votes taken.

**Section 5. Quorum.** A quorum for the transaction of any business at any meeting shall consist of three members of the Board present in person.

**Section 6. 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 7: Conduct of Meetings.** The rules contained in *Robert's Rules of Order* (latest revised edition) will be used to conduct meetings.

## **Article V – Library Board Committees**

**Section 1. Special Committees.** Special committees may be appointed on a need basis. These committees shall be appointed by the president with the approval of the Board.

**Section 2. Advisory Power.** No committee will have other than advisory powers unless, by suitable action of the Board, it is granted specific power to act.

**Section 3. Ex-officio Member.** The Library Director shall be an ex-officio member of all committees in an advisory capacity.

## **Article VI – Duties of the Board of Trustees**

**Section 1.** Legal responsibility for the operation of the East Troy Lions 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 funding is provided to finance the approved budget.

**Section 4.** The Board shall supervise the buildings and grounds, as well as regularly review various physical and building needs to see that they meet the requirements of the overall library program. All building and grounds maintenance is handled by the Village of East Troy Department of Public Works.

**Section 5.** The Board shall have exclusive control of the expenditure of monies collected, donated or appropriated for the library and shall audit and approve all library expenditures:

- All bills, claims, vouchers, etc, submitted to the Board shall be reviewed and approved by voting members of the Board for payment or formal action.
- The Treasurer shall sign approval for payment of bills. In event of their absence, the President shall take over these duties.
- If impossible to obtain a quorum to officially approve bills, action can be taken, providing such action is confirmed at the next regular meeting.

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

**Section 7.** The Board shall approve and submit the required Annual Report to the Wisconsin Division for Libraries, Technology and Community Learning.

**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 and shall be invited to attend all Board meetings, but shall have no vote.

- The director shall be responsible for the implementation of all library policies.
- The director shall be responsible for the employment and supervision of Staff.
- The director shall be responsible for the care and maintenance of library facilities and equipment.
- The director shall be responsible for the adequate and proper selection of library materials (books, audio-books, databases, magazine subscriptions, and DVDs).
- The director shall be responsible for the operation of the library under the financial conditions established in the annual budget.
- The director (or designee) shall attend all regular and special meetings of the Board.

## **Article VIII – General**

**Section 1.** Regular appointments to the Board shall be for a period of three years, with staggered terms for continuity. Members who wish to continue to serve on the Board may be re-appointed.

**Section 2.** 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 3.** Pre-approval of expenses for Board sanctioned activities is required for reimbursement.

**Section 4.** These bylaws may be amended at any regular meeting of the Board by majority vote of all members of the Board, provided all members have received a written notice of the change at least one week prior to the meeting.