

# Bylaws

## ARTICLE I Identification

This organization is the Board of Trustees of the Lester Public Library of Arpin, Located at 8091 Co. Rd E, Arpin, Wisconsin established by a donation of books from Arpin Lumber Co. in 1951 according to the provision of Chapter 43 of the Wisconsin Statutes, and exercising the powers and authority and assuming the responsibilities delegated to it under said statute.

## ARTICLE II Board of Trustees

**Section 1: Number and qualifications:** The governing body of the library is composed of seven members as appointed by the Town and Village Boards and Administrator or the public school district, or the administrator's representative and representing Town and Village of Arpin and Auburndale School District. The majority of board members will be from Arpin Township, one member from the Auburndale School District and the remaining board members shall be from the Village of Arpin or municipalities outside the Arpin Township area.

**Section 2: Term of office:** The term of office of trustees shall be three years. The board shall recommend to the appointing official that a trustee serve no more than two full consecutive terms, that a former board member may be reappointed after a lapse of one year, and that if a trustee is appointed to serve an unexpired term of office exceeding 18 months it shall be considered a full term.

**Section 3: Disqualifications, Vacancies, Attendance:** 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 appointing official of the vacancy, and by direction of the board, suggest the appointing official three to five names of persons who may qualify to fill the position. When any trustee has three consecutive unexcused absences missing the meetings of the board, the president shall notify the appointing authority, request the disqualification of the trustee. Upon disqualification the appointing body shall name a replacement from the appropriate jurisdiction.

## ARTICLE III Officers

Note: Section 43.54(2), Wisconsin statutes requires the board members only to elect a president "and such other officers as they deem necessary."

**Section 1: The officers shall be** a president, vice president and a secretary elected from among the appointed trustees at the annual meeting of the board. Treasure shall be the Town of Arpin Treasure and shall have not vote. 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

**Section 2: Officers** shall serve a **term** of one year from the annual meeting at which they are elected and until their successors are duly elected, not to exceed two consecutive terms in the same office.

**Section3: 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 of functions of the president. The vice president shall present a slate of officers at the annual meeting and act as the appointing official in the case of recruiting new board members when board members terms expire.

**Section 5: 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 of the above duties.

#### **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 meetings.

**Section 2: The annual meeting**, which shall be for the purpose of the election of officers and the adoption of the annual report, shall be held at the time of the regular meeting in February of each year.

**Section 3: Agendas and Notices.** 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 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 all votes taken. Current board minutes shall be posted on a bulletin board in the library.

**Section 5: Special meetings** may be called by the secretary at the direction of the president, or at the request of 2/3 (4) members, for the transaction of business as started in the call for the meeting. Except in cases of emergency, at least 48 hours notice shall be give. In no case may less than two hours notice be given.

**Section 6: Quorum.** A quorum for the transactions of business at any meeting shall consist of 2/3 members of the board present in person. With a board of seven members this number is four.

**Section 7: Open Meeting Law Compliance.** All Board meetings and all committee meetings shall be held in compliance with Wisconsin's open meeting law (WI Statutes Sections 19.81 to 19.98).

**Section 8: The order of business** for regular meetings shall include, but not be limited to, the following items:

- a) Call to order
- b) Roll call of member, introduction of visitors
- c) Adoption/amendment of agenda
- d) Disposition of minutes of previous regular meeting and any intervening special of closed meeting.
- e) Financial report
- f) Action on bills
- g) Library director's report
- h) Committee reports
- i) Communications, unfinished business, new business
- j) Adjournment

**Section 9: 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 Duties of the Board of Trustees

**Section 1:** Legal responsibility for the operation of the Lester Public Library of Arpin 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 advise in the preparation of the budget, approve and make sure that adequate funds are provided to finance the approved budget

**Section 4:** The Board shall review and approve the expenditure of all moneys collected, donated and appropriated for the library fund and shall audit and approve all library expenditures.

**Section 5:** The Board shall, through the library director, 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 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.

## **ARTICLE VI 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 office 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 VII Conflict of Interest**

**Section 1:** Board members may not in their private capacity negotiate, bid for or enter into a contract with the Lester Public Library of Arpin in which they have a direct or indirect financial interest.

**Section 2:** 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.

**Section 3:** A board member may not receive anything of the value that could reasonably be expected to influence his or her vote or other official action.

## **ARTICLE VIII General**

**Section 1:** An affirmation 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, weather 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 the meeting at which 2/3 (4) of the members of the board shall be present and the majority 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 member of the board provided written notice of the proposed amendment shall have been mailed to all members at least 10 days prior to the meeting at which such action is proposed to be taken.

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President Library Board of Trustees

Library Director

These bylaws were updated by the Board of Trustees of the Lester Public Library of Arpin on May 2, 2011.

Updated: \_\_\_\_\_ 2015