

## **G.E. Bleskacek Family Memorial Library Board Bylaws**

### **Article I – Identification**

This organization shall be called “The Board of Trustees of the G. E. Bleskacek Family Memorial Library,” also known as “Bloomer Public Library,” existing by virtue of the provisions of Chapter 43 of the Laws of the State of Wisconsin, and exercising the powers and authority and assuming the responsibilities delegated to it under said statute.

### **Article II – Membership**

**Section 1: Appointments:** According to the requirements of Wisconsin Statute 43.54, the Board of Trustees shall consist of seven members, appointed by the Mayor of Bloomer with the confirmation of the City Council. Members shall be residents of the City of Bloomer, except that not more than two members of the total number of members may reside outside the City of Bloomer limits. One member must be the Bloomer School District Administrator or a representative of their choosing. No more than one member may be a representative of the City Council. Additional appointments may be made by the county in accordance with Wisconsin Statutes Section 43.60.

**Section 2: Terms of Office:** The regular term of office shall be three years with no limits to the number of consecutive terms.

**Section 3: Residence:** Any Trustee who moves their primary place of residence out of the city limits, or whose move causes that person to be ineligible for membership, shall be responsible for notifying the Library Director, who will then inform the City Council of the change so that a replacement may be appointed.

**Section 4: Meeting Attendance:** Trustees shall be expected to attend all meetings except as they are prevented by a valid reason. Trustees are expected to notify the Director when they must miss a meeting. When any Trustee fails to attend at least four consecutive regular meetings of the Board or during one year is absent from a total of 6 meetings, the Board may recommend to the City Council that the Trustee be replaced.

### **Article III – Officers**

**Section 1: Roles and Vacancies:** The officers shall be a president, a vice-president, a secretary, and a treasurer, elected from among the appointed trustees at the annual meeting of the Board. 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: Officer Terms:** Officers shall serve a term of one year from the annual meeting at which they are elected and until their successors are duly elected. There are no limits to the number of times a member may be annually elected to the same role.

**Section 3: President:** The President shall preside at all meetings of the Board, execute all documents authorized by the Board, authorize calls for any special meetings, appoint all committees, and serve as a voting member of all committees.

**Section 4: Vice President:** In the event of the absence or inability of the President to perform their duties, or of a vacancy in that office, the Vice President shall assume and perform the duties and functions of the President. If the absence of the President is permanent, then a vacancy thereby arises in the office of Vice President. In case of a vacancy in that or any other office, the Board shall fill the position at its next meeting by a majority vote.

**Section 5: Secretary:** The Secretary shall have the responsibility for the keeping of a true and accurate record of all meetings of the Board. In the absence of the Secretary at any meeting, the President may appoint another Board member to act as temporary Secretary.

**Section 6: Treasurer:** The Treasurer shall keep a detailed account of receipts and expenditures of all Library Board accounts, report to the Board each month on the current amounts in each of those accounts, sign all checks drawn on the accounts, and provide all records of the accounts to the City Auditor annually or as requested.

The treasurer shall be bonded in an amount as may be required by a resolution of the Board. In the absence or inability of the treasurer, the duties shall be performed by any other member of the Board as the Board may designate.

#### **Article IV – Meetings**

**Section 1: Regular Meetings:** The regular meetings shall be held each month. The date and hour shall be set by the Board at its annual meeting.

**Section 2: Annual Meetings:** 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 January of each year, or as soon after as possible.

**Section 3: Special Meetings:** Special meetings may be called by the Library Director or their designee at the direction or permission of the Board President, or at the written request to the Director and President 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 4: Order of Business:** The order of business for regular meetings shall include, but not be limited to, the following items that shall be covered in sequence shown so far as circumstances will permit:

1. Call to Order
2. Roll Call of Members
3. Public Comment Period
4. Friends of the Library Report
5. Approval of Previous Meeting Minutes
6. Approval of Treasure's Financial Report
7. Approval of Library's Monthly Expenses
8. Library Director's Report
9. Subjects for Consideration
10. Board Member Comments
11. Adjournment

**Section 5: Agendas:** The Library Director or their designee shall send the agenda of each regular Board meeting to all Trustees in advance of the regular monthly meeting and in accordance with state law. The agenda shall also be sent to the Bloomer Advance, the City Administrator, and be posted publicly at the library. Meeting agendas shall indicate the time, date, and place of the meeting and indicate all subject matters intended for consideration at the meeting.

Items for consideration should be sent to the Library Director and Library Board President at least 6 days before the Board meeting to be included on the agenda that goes to the Board in their monthly packets and no later than 26 hours before the Board meeting to be considered as an addition to the agenda.

**Section 6: 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.

**Section 7: Quorum:** A quorum for the transaction of business at any meeting shall consist of four members of the Board. Members may be present in person or remotely via speaker phone or teleconference.

**Section 8: Conduct of Meetings:** Proceedings of all meetings shall be governed by Robert's Rules of Order.

**Section 9: Open Meeting Law Compliance:** The Board shall comply with the Wisconsin Open Meetings Law and the Wisconsin Open Records Law. In the event of any conflict, the Board Bylaws will be superseded by any local, state, or federal law.

## **Article V – Committees**

**Section 1: Committee Appointments:** The Board may create and the President may appoint committees of one or more members for such specific purposes as the business of the Board may require from time to time. The committee shall be considered discharged upon the completion of the purpose for which it was appointed and after

the final report is made to the Board. These committees may also include staff, public representatives, and outside experts.

**Section 2: Committee Reports:** All committees shall make a progress report to the Board at each of its meetings.

**Section 3: Committee Powers:** No committee shall have other than advisory powers unless, by suitable action of the Board, it is granted specific power to act.

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

**Section 1:** The Board shall determine the policies, plans, and services of the library. This includes the mission statement, bylaws, service policies, strategic plan, and significant changes in levels or types of service and changes in library hours.

**Section 2:** The Board shall select, appoint, direct, and evaluate the Library Director and approve the job descriptions and compensations of all library employees.

**Section 3:** The Board shall advise the Library Director in the preparation of the annual budget, approve the budget, and approve all expenditures.

**Section 4:** The Board shall regularly review various physical space and building needs to see that they meet the requirements of the library.

**Section 5:** The Board shall advocate for the library and foster the maintenance of good public relations. The Board represents the library to the community and the community to the library.

**Section 6:** The Board shall study and support legislation that will benefit libraries and library users and, with the assistance of the Library Director, stay informed about current trends and issues in public libraries.

**Section 7:** The Board shall approve the required annual report for the Division for Libraries and Technology.

## **Article VII – Duties of the Library Director**

**Section 1:** The Board shall appoint the Library Director who shall be the executive and administrative officer of the library on behalf of the Board and under its review and direction.

**Section 2:** The Library Director shall be responsible for the hiring and supervision of library staff, for the care and maintenance of library property, for an adequate and proper selection of books and materials in keeping with the stated policy of the Board, for the efficiency of library service to the public, and for its financial operation within the limitations of the budgeted appropriation.

**Section 3:** The Library Director shall act as technical advisor to the Board. The Director shall attend all Board meetings, but shall have no vote and may be excused from closed sessions.

Approved 10.6.21

## **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 G.E. Bleskacek Family Memorial Library 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 value that could reasonably be expected to influence their 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, 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 (five) of the members of the Board shall be present and two-thirds of those present shall so approve.

**Section 3:** The Bylaws may be amended by the 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 days prior to the meeting at which such action is proposed to be taken.