

East Troy Lions Public Library Library Board Bylaws

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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, 3-14-2023
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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 the Village 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 a minimum of eight 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 Community School District, three of whom are residents of the Village of East Troy, a Village of East Troy Trustee who is assigned by the Village President, and at least one who is a representative of Walworth County. The number of Walworth County representatives may fluctuate as determined by the Walworth County Administrator’s annual circulation audit. 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 unless a vacancy would occur in that office. Vacancies in an 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 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. Annual Meeting. The Annual Meeting of the Library Board will be in July.

Section 3. 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 4. 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, and at the Library.

Section 5. 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 6. Quorum. A quorum for the transaction of any business at any meeting shall be determined in the following manner. One more than half when the Board contains an even number of members or half rounded up when the Board contains an odd number of members.

Section 7. 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 8. Citizen Participation. Citizen participation will be limited to 5 minutes per person and 25 minutes per meeting. Library Board Trustees should not engage in a discussion regarding comments as they were not part of the publicly noticed agenda. Upon conclusion of the Citizen Participation segment, members of the audience are not allowed further comment unless specifically allowed by a majority vote of the Trustees due to an involvement in an agenda item.

Section 9. Conduct of Meetings. The rules contained in *Robert's Rules of Order* (latest revised edition) will be used to conduct meetings.

Section 10. Order of Business. The order of business for regular meetings shall include, but not be limited to, the following items:

1. Call to Order
2. Roll call and introduction of visitors
3. Citizen Participation
4. Approval of minutes of previous regular meeting and any intervening special meeting(s).
5. Representative Reports
6. Director's Report
7. Unfinished Business
8. New Business
9. Closed Session (As needed)
10. Library Board Future Items
11. Adjournment

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. They shall be dissolved upon completion of their task or motion 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, supervise, and evaluate 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 approve 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.