

# **Germantown Community Library Board BYLAWS**

## **ARTICLE I Identification**

The name of this organization is the Germantown Community Library Board, located in Germantown, WI, existing by virtue of the provisions 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 nine members. These members are appointed as stipulated in WI SS 43.54 which states, *“Each public library established under s. 43.52 shall be administered by a library board composed in each city of the 2<sup>nd</sup> or 3<sup>rd</sup> class or school district of 9 members, ... Members shall be residents of the municipality, except that not more than 2 members may be residents of other municipalities. ...”*. Germantown Community Library is considered a 3<sup>rd</sup> class community with a population between 10,000 – 39,000.

### **Section 2: Term of Office.**

The term of office of trustees shall be three years. Any vacated position shall be filled for the remainder of that term.

### **Section 3: Disqualification's, Vacancies. (SS 43.54)**

Any member who moves out of the political boundaries of the village of Germantown or their serving municipality (excluding the School District representative) shall be responsible for notifying the President of the Library 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 Village Administrator of any vacancy, and, with the Library Board, forward upon request a list of qualified persons. The School District representative shall be responsible for notifying the President of the Library Board of trustees should he/she no longer officially work for the School District. When any trustee fails to attend two consecutive regularly scheduled monthly meetings, unless excused by the chairman of the Library Board or the Library Director, the President shall notify the Village Administrator, request the disqualification of the trustee, and suggest three to five persons qualified to fill the position.

## ARTICLE III Officers

**Section 1:** The officers shall be a President, a Vice-president, and a Treasurer elected from among the appointed trustees at the organizational meeting of the Board in July. An officer may succeed him/herself. Vacancies in office shall be filled by vote at the next regular meeting of the Board after the vacancy occurs.

**Section 2:** The library Assistant Director is hereby designated to perform the duties of Library Board secretary.

**Section 3:** Officers shall serve a term of one year from the organizational meeting in July at which they are elected and until their successors are duly elected.

**Section 4:** The President shall preside at all meetings of the Board, authorize calls for any special meetings, execute all documents authorized by the Board, initial all checks drawn on trust or endowment funds in excess of \$10,000 and generally perform all duties associated with that office.

**Section 5:** 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 also perform an audit on the financial records of the Board and report the results of said audit at a regular Board meeting as soon after the first of the calendar year as possible. In addition, the Vice-President shall be the second signatory on all Library Board accounts.

**Section 6:** The Treasurer shall be the disbursing officer of the Board, sign all checks drawn on trust or endowment funds, and perform such duties generally associated with the office. The Treasurer shall be bonded in an amount as may be required by a resolution of the Board. The Treasurer shall provide a written statement of account balances to the Secretary and the Village Clerk Treasurer each month.

**Section 7:** In the absence or inability of any Library Board officer to perform his/her duty, the duty shall be performed by such other member of the Board as the Board may designate.

## ARTICLE IV Meetings

**Section 1:** The regular meetings shall be held each month, on the 4th Wednesday unless otherwise ordered by the Board.

**Section 2:** The organizational meeting, which shall be for the purpose of the election of officers, shall be held at the time of the regular meeting in July of each year.

**Section 3:** The order of business for regular meetings shall include, but not be limited to, the following items:

- a) Call to order/Roll Call of members
- b) Notification of meeting
- c) Approval of Agenda
- d) Approval of minutes of previous regular meeting and any intervening special or closed meeting
- e) Public input
- f) Village Board/County Board reports
- g) Financial matters
- h) Library Director's report
- i) Unfinished Business
- j) New Business
- k) Other Matters/Announcements
- l) Adjournment

**Section 4:** Special meetings may be called by the President, or at the request of two members, for the transaction of business as stated in the call for the meeting. Such meetings must comply with the open meetings laws.

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

**Section 6:** For any matters pertaining to the evaluation, hiring, or dismissal of the library director, a quorum plus one member will be required.

**Section 7:** Robert's Rules of Order, latest revised edition, shall govern the parliamentary procedure of the meetings.

## ARTICLE V Committees

**Section 1: Executive Committee.**

This committee shall consist of the President, Vice-president, Treasurer, and ex-officio member, Library Director, have the authority to meet with legal counsel, make emergency decisions and/or address tasks assigned by the Library Board, meet as needed and function according to Wisconsin Open Meetings Law via a posted agenda, and report to the Library Board.

**Section 2: Ad Hoc Committees.**

Ad hoc committees for the study of special problems will be appointed by the President, with the approval of the Board, to serve until the final report of the work for which they were appointed has been filed. These committees may also include staff representatives.

- a) Ad Hoc Committees shall include less than a majority of Library Board members.
- b) Ad Hoc Committees can include non-Library Board members upon approval of the Library Board.
- c) Ad Hoc Committees shall function according to Wisconsin Open Meetings Law via a posted agenda.
- d) Ad Hoc Committees shall be given a specific charge and report to the Library Board in an advisory capacity.

**Section 3:** All Committees shall make a progress report to the Library Board at each of its meetings as needed.

**Section 4:** No Ad Hoc committee will 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:** Determine the policies of the library and develop the highest possible degree of efficiency in the library.

**Section 2:** Select and appoint a competent library director.

**Section 3:** Evaluate the library director on an annual basis.

**Section 4:** Prepare and approve the annual budget.

**Section 5:** Approve the monthly operating and capital expenditures.

**Section 6:** Through the library director, request satisfactory maintenance of building 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 7:** Study and support legislation that will bring about the greatest good to the greatest number of library users.

**Section 8:** Cooperate with other public officials and boards and maintain vital public relations.

**Section 9:** Foster involvement of Library Board trustees in seminars, conferences, and meetings relating to libraries.

## ARTICLE VII Library Director

The library director shall be considered the executive officer of the Board and shall have sole charge of the administration of the library under the direction and review of the Board. The library director is responsible for the planning, organizing, directing, and coordinating of all library staff, budgets, collections, activities, programs, and physical facilities. The director shall attend all Board meetings, but shall have no vote. The library director shall also provide copies of Library Board meeting minutes.

## ARTICLE VIII 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. Action involving approval of expenditures and/or reallocation of funds requires a roll call vote of all members of the Board present at the time. The President may vote upon a motion 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 of the members of the Board shall be present and two-thirds of those present shall so approve.

**Section 3:** These bylaws may be amended at any meeting of the Board by majority vote of all members of the Board provided that notice of an intent to amend is in compliance with open meeting laws, and written notice of the exact wording of the proposed amendment shall be read at two subsequent meetings, and then approved.

**Section 4:** These bylaws shall not exist in violation of any local, state, or federal law.

Approved by the Duerrwaechter Memorial Library Board of Trustees on May 22, 1991

Reviewed/Revised April 1994

Reviewed/Revised April 1997

Reviewed/Revised June 23, 1999

Reviewed/Revised Germantown Community Library Board April 28, 2004

Reviewed/Revised Germantown Community Library Board February 22, 2006

Reviewed/Revised Germantown Community Library Board August 25, 2021