

Geraldine E. Anderson Village Library Board of Trustee Bylaws Revised & Amended Effective: November 15, 2022

Article I Identification

This organization is the Board of Trustees of the Geraldine E. Anderson Village Library located in Village of Dresser, Wisconsin, established by the Wisconsin municipality of Polk, according to the provisions of Chapter 43 of the Wisconsin Statutes and exercising the powers and assuming the duties granted to it under said statute.

Article II Membership

Appointments and Terms of Office. Appointments and rotating 3-year terms of office are as provided by the relevant subsections of Wisconsin § 43.54 [for municipal and joint libraries], and 43.60 [for additional appointments by the county, based on the level of county funding].

The Board is comprised of 5 persons; 1 member shall represent the school district(s), 1 member may be a member of the municipal board, remaining members shall be members of the municipality.

Meeting Attendance. Members shall be expected to attend all meetings except as they are prevented by a valid reason. Board Members shall not receive a salary or compensation for their services as a trustee.

Article III Officers

[**Note:** Wisconsin § 43.54(2), requires the Board only to elect a president “and such other officers as they deem necessary.”]

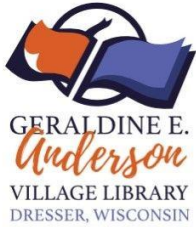
Section 1. The officers shall be a president, vice-president and a secretary elected from among the appointed trustees at the annual meeting of the Board. No member shall hold more than one office at a time. Vacancies in office shall be filled by vote at the next regular meeting of the Board after the vacancy occurs.

Section 2. A nominating committee may be appointed by the president three months prior to the annual meeting and, if appointed, shall present a slate of officers at the annual meeting. Additional nominations may be made from the floor at that time.

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

Section 4. The president shall preside at meetings of the Board, authorize calls for special meetings, appoint all committees, execute all documents authorized by the Board, and generally perform all duties associated with the office of president. Regarding preparation of the agenda, the president provides direction to the library director.

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.



Geraldine E. Anderson Village Library
Board of Trustee Bylaws
Revised & Amended Effective: November 15, 2022

Section 6. The secretary shall keep true and accurate minutes of all meetings of the Board and shall perform such other duties as are generally associated with the office of secretary.

Section 7. The vice-president or secretary shall sign all vouchers for disbursements from the library fund, and perform such duties as generally devolve upon the office.

Article IV Meetings

Section 1. Regular Meetings. The regular meetings shall be held each month, the date and hour to be set by the Board no later than its annual meeting.

Section 2. Annual Meeting. 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 May 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.

- Call to Order
- Approval of Agenda
- Approval of Minutes
- Finance report
- Review/approval of bills
- Old Business
- New Business
- Closed Session (if needed)
- Adjournment

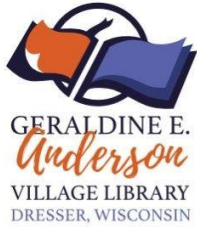
Section 4. Minutes. Minutes of all meetings shall, at a minimum, indicate board members present, all items of business, all motions (except those that were withdrawn), and the result of all votes taken. Current board minutes shall be posted on a bulletin board in the library.

Section 5. Special Meetings. Special meetings may be called at the direction of the president, for the transaction of business as stated in the call for the meeting. Except in cases of emergency, at least a 48-hour notice shall be given. In no case may less than two-hour notice be given.

Section 6. Quorum. A quorum for the transaction of business at any meeting shall consist of three members of the Board present in person. [For municipal and joint libraries, see the requirements of Wisconsin § 43.54(1)(e).]

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 §§ 19.81 to 19.98).

Section 8. Parliamentary Authority. The rules contained in *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.



**Geraldine E. Anderson Village Library
Board of Trustee Bylaws
Revised & Amended Effective: November 15, 2022**

Article V Committees

Section 1. Standing Committees. Due to the small size of five members, Board members waived the appointment of committees.

Article VI Duties of the Board of Trustees

Section 1. Legal responsibility for the operation of the Geraldine E. Anderson Village 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. See the Wisconsin § 43.58.

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 funds are provided to finance the approved budget.

Section 4. The Board shall have exclusive control of the expenditure of all moneys collected, donated or appropriated for the library fund and shall audit and approve all library expenditures.

Section 5. The Board shall 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 service needs.

Section 6. The Board shall study and support legislation that will bring about the greatest good to the greatest number of library users.

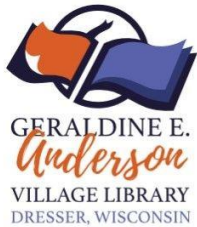
Section 7. The Board shall cooperate with other public officials and boards and maintain vital public relations.

- a. Board members shall advocate for the library to the community.
- b. Board members shall advocate for the community to the library.

Section 8. The Board shall approve and submit the required annual report to the Division for Libraries, Technology, and Community Learning, and the village board.

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. The director shall be invited to attend all Board meetings (but may be excused from closed sessions) and shall have no vote.



Geraldine E. Anderson Village Library
Board of Trustee Bylaws
Revised & Amended Effective: November 15, 2022

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 Geraldine E. Anderson Village 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 his or her 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 and may 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 (four) of the members of the Board are present and two-thirds of those present so approve.

Section 3. These bylaws may be amended at any regular meeting of the Board by majority vote of all members of the Board, provided written notice of the proposed amendment shall have been submitted to all members at least ten days prior to the meeting at which such action is proposed to be taken.