

**Chilton Public Library
Board of Trustee Bylaws**
-Adopted December 10, 2003.
-Revised February 8, 2012.

Article I. Identification

This organization is the Board of Trustees of the Chilton Public Library, located in Chilton, Wisconsin, established by the Wisconsin municipality of City of Chilton, 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

Section 1. Appointments and Terms of Office.

Appointments and terms of office are as provided by the relevant subsections of Wisconsin Statutes Section 43.54 and 43.60.

Section 2. Meeting Attendance.

Members shall be expected to attend all meetings except as they are prevented by a valid reason.

Article III. Officers

Section 1. The officers shall be a President, a 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 shall be appointed by the president two months prior to the annual meeting and 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 principal duties of the President shall be to preside at all meetings of the Board, authorize calls for special meetings, make appointments, and execute all documents as authorized. The President appoints Board members to committees and such other

special duties as may occur, and may be an ex-officio voting member of all committees except the Nominating Committee.

Section 5. The Vice President shall discharge the duties of the President in the event of the absence or disability thereof, or of a vacancy in that office, and, in addition, any other duties as designated by the Board.

Section 6. The Secretary shall maintain true and accurate minutes 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 the office of secretary. The library director or a member of the staff may be designated by the Board to perform any or all of the above duties.

Article IV. Meetings

Section 1. Regular meetings shall be held each month, the date and hour to be set by the Board at its annual meeting. Meeting times and dates may be changed as need arises by a majority vote of the Board.

Section 2. The annual meeting, which shall be for the purpose of electing officers, shall be held at the time of the regular meeting in September of each year.

Section 3. 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 of all meetings shall, at a minimum, indicate Board members present, all items of business, all motions, 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 at the direction of the president, and shall be called at the written request of three 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 6. A quorum for transaction of business at any meeting shall consist of seven members.

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

Section 8. The rules contained in Robert's Rule 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. Committees

Section 1. Standing Committees.

The following committees: Finance, Nominating, Personnel, Planning, and Policy committees, shall be appointed by the president promptly after the annual meeting and shall make recommendations to the Board as pertinent to Board meeting agenda items.

Section 2. The President shall appoint special committees for such specific purpose as the business of the Board may require. The committee shall be considered to be discharged upon the completion of the purpose for which it was appointed and after the final report is made to the Board.

Section 3. The Finance Committee shall make recommendations to the Board on the annual budget and other financial concerns.

Section 4. The Personnel Committee shall make recommendations to the Board on personnel matters. The Personnel Committee shall annually review any proposed salary adjustments for excellence and present their recommendations to the Board. The Personnel Committee shall annually review the performance of the Library Director and work with the President to communicate this review to the Director.

Section 5. The Planning Committee shall make recommendations to the Board on goals and future Library development.

Section 6. The Policy Committee shall make recommendations to the Board on proposed revisions in bylaws, policies, rules, and regulations.

Section 7. The Nominating Committee shall present the slate of officers for election at the annual meeting.

Section 8. No committee shall have other than advisory powers.

Article VI. Duties of the Board of Trustees

Section 1. Legal responsibility for the operation of the Chilton 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 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 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.

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

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 will be responsible for the training and supervision of the staff and act as technical advisor to the Board.

Article VIII. Conflict Of Interest

Section 1. 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 2. 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 suspensions, to be valid, may be taken only at a meeting at which two-thirds 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 mailed to all members at least ten days prior to the meeting at which such action is proposed to be taken.