Bylaws for the Board of Trustees of the Kimberly-Little Chute Public Library

ARTICLE I - NAME

This organization shall be called "The Board of Trustees of the Kimberly-Little Chute 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 the said statute.

ARTICLE II - MEMBERSHIP

- Section 1 The board shall additionally exist by virtue of a signed Joint Library Agreement between the Villages of Kimberly and Little Chute signed by the Village presidents and administrators of the Villages of Kimberly and Little Chute and shall remain in force until such time as disbanded by the provisions of that contract.
- Section 2 The board shall be comprised of eight (8) members according to the method dictated by the Joint Library Agreement and shall consist of citizen members from each Village, one (1) representative from each school district, and one (1) representative from each of the Village boards.
- Section 3 The term of office for each board member shall be for three (3) years, with the exception of the representatives from the Village boards who shall be appointed annually by the appropriate Village board. Terms of office shall expire May 31 in any given calendar year and new terms of office shall begin June 1.

ARTICLE III - OFFICERS

- Section 1 The officers shall be president, vice-president, and secretary. The officers will be elected from among the appointed trustees at the yearly organizational meeting of the board.
- Section 2 Nominations for officers shall be made from the floor at the yearly organizational meeting of the board.
- Section 3 Officers shall serve a term of one year from the yearly organizational meeting 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, 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 5 The secretary shall keep a true and accurate record of all meetings of the board, and shall perform such other duties as are generally associated with that office. The

secretary may delegate the record of the meetings to the library's director with the consensus of the board.

ARTICLE IV - MEETINGS

- Section 1 The regular meetings shall be held during the months of June through May, the date and hour to be set by the board at its yearly organizational meeting.
- Section 2 The yearly organizational meeting, which shall be for the purpose of the election of officers, shall be held at the time of the regular meeting in June of each year.
- Section 3 The order of business for regular meetings shall include, but not be limited to, the following items which shall be covered in sequence shown so far as circumstances will permit:
 - a. Roll call of members
 - b. Disposition of minutes of previous regular meeting and any intervening special meetings
 - c. Financial report of the library and action on bills
 - d. Monthly statistics report
 - e. Monthly report of the director
 - f. Monthly report of the youth services librarian
 - g. Committee reports
 - h. Adjournment
- Section 4 Special meetings may be called at the direction of the President, or at the request of five (5) members or upon request of the library's director, for the transaction of business as stated in the call for the meeting.
- Section 5 A majority of the members of the library board shall constitute a quorum for the transaction of any business at a meeting of the board.
- Section 6 Conduct of meetings: Proceedings of all meetings shall be handled in an efficient manner or in case of questions will be governed by <u>Robert's Rules of Order</u>.

ARTICLE V - LIBRARY DIRECTOR AND STAFF

The board shall appoint a qualified library director who shall be the executive and administration officer of the library on behalf of the board and under its review and direction. The director shall recommend to the board the appointment and specify the duties of other employees and shall be held responsible for the proper direction and supervision of the staff, for the care and maintenance of the library property, for an adequate and proper selection of 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. In the case of part-time or temporary employees, the director

shall have interim authority to appoint without prior approval of the board provided that any such appointment shall be reported to the board at its next regular meeting.

ARTICLE VI – COMMITTEES

Section 1 The president shall appoint committees of one or more members each for such specific purposes as the business of the board may require from time to time. 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 2 All committees shall make a progress report to the library board at each of its meetings.

Section 3 No committee will have other than advisory powers unless, by suitable action of the board, it is granted specific power to act.

ARTICLE VII - GENERAL

Section 1 A majority of the members of the library board shall constitute a quorum for the transaction of any business at a meeting of the board. The president may vote upon and may move or second a proposal before the board.

Section 2 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 mailed to all members at least three (3) days prior to the meeting at which such action is proposed to be taken.

Section 3 Any rule or resolution of the board, except monetary, 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 five-eighths (5) of the members of the board shall be present and two-thirds of those present shall also approve.

Adopted: 3/15/1995 Revised: 11/15/1995 Revised: 4/19/2011