

EDITH EVANS PUBLIC LIBRARY

LIBRARY BOARD BY-LAWS

Article 1. Name.

Section 1. This organization shall be called "The Board Of Trustees Of The Edith Evans Public Library" existing by Chapter 43 of The Statutes of The State Of Wisconsin, and exercising the powers and authority and assuming the responsibilities delegated to it under the said statute(s).

Article 2. Officers.

Section 1. The officers shall be a president, a vice-president, and a secretary.

Section 2. The librarian shall serve as the secretary of the board.

Section 3. The officers shall serve a term of one --(1)-- year from the annual 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 an ex-officio voting member of all committees, 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 a vacancy in that office, shall assume and perform the duties and functions of the president.

Section 6. The secretary shall keep a true and accurate record 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.

Article 3. Membership.

Section 1. The board shall be notified in writing by The Town Of Laona Board when new members are appointed in July of each year. This notification shall include the name, and address, of the appointed person(s).

Article 4. Meetings.

Section 1. The regular meetings shall be held in The Edith Evans Community Library in compliance with The Open Meetings Law on the second Tuesday in the months of March, June, September and December.

Section 2. The annual meeting, which shall be for the purpose of the election of officers and the adoption of an annual budget, shall be held at the time of the regular meeting in September 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 so far as circumstances will permit:

1. Roll call of members.
2. Disposition of minutes of previous regular meeting(s) and any intervening special meeting(s).
3. Public presentation to, or discussion with, the board.
4. Librarian's financial report of the library.
5. Progress and service report of the library.
6. Committee reports.
7. Communication(s).
8. Unfinished business.
9. New Business.
10. Adjournment.

Section 4. Special meetings may be called by the secretary at the direction of the president, or at the request of two -- (2) -- members, for the transaction of business as stated in the call for the meeting.

Section 5. A quorum for the transaction of business at any meeting shall consist of three --(3)-- members of the board present in person.

Section 6. Conduct of meetings: Proceedings of all meetings shall be governed by the latest edition of Roberts' Rules Of Order.

Section 7. Board members must attend all board meetings. Absence at any two --(2)-- meetings in each calendar year will subject the member to board censure and/or appropriate disciplinary action.

Article 5. Library Director And Staff.

Section 1. The board shall appoint a qualified library director who shall be the executive and administrative officer of the library on behalf of the board and under its review and direction. The director shall appoint all other library-staff members to perform the tasks that are approved by the board at the compensation approved by the board. The director shall be held responsible for the proper maintenance of the library property, for an adequate and proper selection of books in keeping with the stated policy of the board, and for the efficiency of library service to the limitations of the budgeted appropriation. The director shall have the 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 6. Committees.

Section 1. The president shall appoint committees of one or more members for such specific purposes as the business of the board may require from time to time. The committee shall be in compliance with The Open Meetings Law, and will be considered to be discharged upon the completion of the purpose for which it was appointed after the final report is made to the board.

Article 7. 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. The by-laws may be amended by a majority vote of the members of the board who are present provided written notice of the proposed amendment(s) shall have been mailed to all members at least ten --(10)-- days prior to the meeting at which such action is proposed to be taken.

Section 3. Any rule or resolution of the board, whether contained in these by-laws 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 --(2/3)-- of the members of the board shall be present and two-thirds --(2/3)-- of those present shall so approve.

Approved: 24 April 1984.

Amended: 8 September 1987.

Approved: 28 January 1988.

Amended: 12 June 2001.
Approved: 28 August 2001

Amended: 14 June 2006
Approved: 12 December 2006

Reviewed: 7 December 2010

Reviewed: 29 May 2012