



## **Muskego Public Library Board of Trustees Bylaws**

### **Article I Identification**

This organization is the Board of Trustees of the Muskego Public Library, located in Muskego Wisconsin, established by the Wisconsin municipality of Muskego, 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. Number and Qualifications.** The library board shall consist of nine members. A minimum of seven members must be residents of the municipality. One member shall be a member of the Common Council. In addition, one member must be a school district administrator or his or her representative [Municipal Code Chapter 12, Section 12-7., Wisconsin Statutes Section 43.54(1)].

**Section 2. Appointments and Terms of Office.** Appointments shall be made by the Mayor subject to confirmation of the Common Council. The Mayor shall appoint the citizen members for staggered three- year terms. The appointed Alderperson and school district representative shall serve a three-year term [Municipal Code Chapter 12, Section 12-7., Wisconsin Statutes Section 43.54(1)].

**Section 3. Reimbursement for Expenses.** No compensation shall be paid to the members of a Library Board for their services, except as allowed by Wisconsin Statute 43.57(d).

**Section 4. Meeting Attendance.** Three consecutive absences by an appointed member from regularly scheduled meetings shall operate to vacate the member's office. An absence excused by the board president for good cause shall not be considered an absence here under (Municipal Code Chapter 12, Section 12-9).

### **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 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 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 president shall preside at meetings of the Board, authorize calls for special meetings, appoint all committees, execute all documents authorized by the Board, serve as an ex-officio voting member of all committees except the nominating committee and generally perform all duties associated with the office of president.

**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.

**Section 6.** The library director, or his or her designee, shall keep 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.

**Section 7.** The treasurer shall check over vouchers payable and report the amount of expenditures made during the previous month.

**Section 8.** In the absence of all officers at a board meeting, the Library Board members present shall elect a temporary President for that meeting.

## **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 at 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. The library director, in consultation with the President of the Library Board, shall prepare the agenda. Any board member wishing to



place an item on the agenda must notify either the Library Director or President at least three business days prior to the meeting.

**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 in the library.

**Section 5. Special Meetings.** Special meetings may be called at the direction of the president, and shall be called at the written request of three or more 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. Quorum.** A quorum for the transaction of business at any meeting shall consist of five or more members of the Board present in person.

**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 Statutes Sections 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.

## **Article V Committees**

**Section 1. Standing Committees.** Standing committees can be appointed based on the need of the Library and at the behest of the Board. Standing committees perform a continued function and remain in existence permanently. They are meant to consider particular subject areas, such as the Personnel Committee or Strategic Planning Committee. The Personnel Committee is charged with managing the Library Director annual evaluation process as well as helping build the Library Director annual goals. The Strategic Planning Committee is charged with helping build the Library's annual Action Plan as well as managing the strategic planning process. The President shall make committee appointments at the annual meeting. Committee vacancies shall be filled by the President at the next regular meeting of the Board after the vacancy occurs.

**Section 2. Nominating Committee.** The Nominating Committee is appointed by the President to present a slate of officers to serve at the annual meeting. Members of the nominating committee are not barred from becoming nominees for office themselves. The Nominating Committee will contact each person whom it



wishes to nominate in advance to obtain acceptance of the nomination. The President will accept nominations from the floor at the annual meeting.

**Section 3. Ad Hoc Committees.** Ad hoc committees for the study of special projects shall 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 and public representatives, as well as outside experts.

**Section 4.** 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 Muskego 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 positions.

**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.

## **Article VII**



## **Library Director**

The library director shall be appointed by the Board of Trustees and shall be accountable 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.

## **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 Muskego Public 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 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 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 delivered to all members at least ten days prior to the meeting at which such action is proposed to be taken.



Revision List

Originally adopted May 19, 2015

Revision adopted October 16, 2018 (Article V, Section 1)

Revision adopted November 17, 2020 (Article II, Sections 1,2,4)

Revision adopted April 20, 2021 (Article V, Sections 1,2)