

# V. Responsibilities and Authorities of the Library Board

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Refer to Chapter 43 of the Wisconsin Statutes (particularly section 43.58), the Wisconsin Public Library Trustee Manual, and individual library bylaws to provide basis and framework for the responsibilities and authority of the library board and individual trustees.

The Bloomer Public/G.E. Bleskacek Family Memorial Library encourages each library trustee to take advantage of training opportunities for trustees offered by the public library system or statewide agencies and organizations. Likewise, the Library encourages trustees to be active in the state library organization and its efforts to inform the governor and legislature of the benefits and needs of public libraries.

Library Board Bylaws are inserted here:

## **Bylaws for Board of Trustees of the G. E. Bleskacek Family Memorial Library a/k/a Bloomer Public Library**

### **Article I – Identification**

This organization shall be called “The Board of Trustees of the G. E. Bleskacek Family Memorial Library,” a/k/a “Bloomer 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. Appointments and Terms of Office. Appointments and terms of office are as provided by the relevant subsections of Wisconsin Statutes Sections 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, a secretary, and a treasurer, elected from among the appointed trustees at the annual meeting of the Board.

Section 2. 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 3. President. The president shall preside at all meetings of the Board, authorize calls for any special meetings, appoint all committees except the Nominating

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Committee, 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 4. Vice-President. 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 5. Secretary. The secretary shall record all proceedings of the Board. S/he shall notify the proper appointing powers of vacancies in the membership of the Board, such notice to be given, when possible, two weeks before the vacancy occurs.

S/he shall keep a record of attendance at Board meetings, and if any member is absent without reasonable excuse from four consecutive meetings, or during one year is absent from a total of seven meetings, it shall be the duty of the secretary to inform the officer of the body that appointed said member that s/he (member) is not serving the best interest of the public library and should be replaced by someone who will take active part in the work. This rule may be suspended by unanimous consent of all members of the Board.

Section 6. Treasurer. The treasurer shall keep a detailed account of receipts and expenditures, present the bills to the Board for payment by the City of Bloomer, present the accounts received to the Board for disbursement to the City of Bloomer, sign all checks drawn on trust or endowment funds, help the librarian with the annual report of the receipts and expenditures, and shall perform such duties as generally devolve upon the office.

The treasurer shall be bonded in an amount as may be required by a resolution of the Board. In the absence or inability of the treasurer, the duties shall be performed by such other members of the Board as the Board may designate.

#### **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 and the adoption of an annual report, shall be held at the time of the regular meeting in January of each year, or as soon after as possible.

Section 3. Order of Business. The order of business for regular meetings shall include, but not be limited to, the following items that shall be covered in sequence shown so far as circumstances will permit:

- a. Roll call of members.
- b. Public presentation to, or discussion with, the Board (limit of five minutes).

- c. Disposition of minutes of previous regular meeting and any intervening special meeting.
- d. Friends of Bloomer Public Library report.
- e. Treasurer's financial report of the library.
- f. Action on bills.
- g. Library Director's progress and service report.
- h. President's report.
- i. Committee reports.
- j. Communications.
- k. Unfinished business.
- l. New business.
- m. Adjournment.

Section 4. Special Meetings. Special meetings may be called by the secretary at the discretion of the president, or at the request of three members, for the transaction of business as stated in the call for the meeting.

Section 5. Quorum. A quorum for the transaction of business at any meeting shall consist of four members of the Board. Members may be present in person or remotely via speaker phone or teleconference.

Section 6. Conduct of Meetings. Proceedings of all meetings shall be governed by *Robert's Rules of Order*.

#### **Article V – 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. These committees may also include staff and public representatives, as well as outside experts.

Section 2. All committees shall make a progress report to the Board at each of its meetings.

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

#### **Article VI – Duties of the Board of Trustees**

Section 1. Legal responsibility for the operation of the Bloomer 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 expenditures of all monies 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 Chippewa County Clerk.

#### **Article VII – Library Director and Staff**

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, and subject to the policies established by the Board.

The director shall recommend to the Board the appointment and specify the duties of other employees. The director shall be held responsible for the proper direction and supervision of staff, for the care and maintenance of the library property, for an adequate and proper selection of books in keeping with the stated policy of the Board for the efficiency of library service to the public, and for its financial operation with 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.

The library 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 Bloomer 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 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 (five) of the members of the Board shall be present and two-thirds of those present shall so approve.

Section 3. 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 ten days prior to the meeting at which such action is proposed to be taken.

*Adopted by the Board of Trustees of the Bloomer Public Library on the 3<sup>rd</sup> day of September in 2003. Amended July 2, 2014*