

## BY- LAWS FOR THE CRANDON PUBLIC LIBRARY BOARD OF TRUSTEES

### ARTICLE I – MEMBERSHIP

**Section 1** – Members: The Library Board of the Crandon Public Library shall consist of six (6) appointive members who shall be citizens of the municipality, except that not more than two (2) members may be residents of towns adjacent to the municipality. All appointments shall be by the Mayor of the City, with the approval of the Council. The Mayor shall also appoint as an additional member one (1) school administrator, or his representative, to represent the public school district, or districts, in which the Crandon Public Library is located. Not more than one (1) member of the City Council shall at any time be a member of the Library Board.

Based upon the annual sum appropriated by Forest County for the library's services to nonresidents of the City of Crandon, the Forest County Board of Supervisors may appoint additional library board members in accordance with Wisconsin Statute 43.60 County appointments to municipal and joint public library boards.

No compensation shall be paid to the members of the Library Board for their service as such, but they may be reimbursed for their actual and necessary expenses incurred in performing their duties outside the municipality, if so authorized by the Library Board.

**Section 2** - Members shall serve from May 1 in the year of their appointment, and each regular appointment shall be for a term of three (3) years. Vacancies shall be filled for unexpired terms in the same manner as regular appointments are made.

### ARTICLE II – MEETINGS

Section 1 - Regular meetings shall be held each month, the date and hour to be set by the board at its annual meeting . Notice of the time and place of each regular meeting shall be given to each member at least five (5) days in advance.

Section 2 - Annual Meeting: The annual meeting shall be held at the time and place of the meetings for the month of September.

Section 3 - Special Meeting: Special meetings may be called by the president, or upon the request of three (3) members of the Board for the transaction of business stated in the call of the meeting. A

meeting may also be requested by the Library Director after discussing with three (3) members of the board. Notice stating the time and place of any special meeting and the purpose for which called shall be given each member of the Board.

Section 4 - Quorum: A majority of the members of the Board shall constitute a quorum. However, if a quorum is not present as a meeting, and there are bills that must be approved so they can be paid in a timely manner, the bills may be approved for payment upon a written statement signed by at least two trustees approving the payment, after which they may be approved by the full board at the next regular meeting.

Section 5 - Agenda: The Library Director shall provide the following to each member at least five days prior to each monthly meeting:

Agenda of meeting;

Copy of the minutes of the previous meeting;

Such other materials as may assist the Board members in the performance of their duties.

Section 6 - Business: The order of business may be:

Call to order

Reading and approval of minutes

Approval of bills

Library Director's Report

Committee reports

Communications

Unfinished business

New business

Adjournment

Section 7 - Rules of Order: "Roberts Rules of Order", the last revised edition, shall govern the parliamentary procedure of the Board.

Section 8 - Legal notice of meetings must be given. Locations for posting public notices include:

Crandon City Hall

Crandon Public Library

Local financial institutions

The City of Crandon's newspaper of record

## ARTICLE III – OFFICERS

Section 1 - Offices: The officers of the Board shall be as follows:

President

Vice-President

Secretary

All to be elected.

Section 2 - Election: The President of the Board shall appoint a Nominating Committee at the May meeting of the Board, which committee officers, (President, vice-president, secretary) for presentation to the Board at the annual meeting in September. These members named shall automatically be placed on the ballot for election. In addition to the names submitted by the Nominating Committee, any of the other members of the Board may, at the annual meeting, nominate other members for the respective offices, provided that prior consent of the nominee has been obtained. The officers shall be chosen by majority vote of the members of the Board at the annual meeting.

Section 3 - Term: The officers shall be elected for one year terms commencing on the date of their election. No member of the Board shall serve for more than two consecutive years in the same office. Vacancies in office shall be filled by ballot at the next regular meeting of the Board after the vacancy occurs.

Section 4 - President: The President shall preside at all meetings, appoint all committees, call special meetings, decide all points of order and generally perform the duties of a presiding officer.

Section 5 - Vice-President: The Vice President shall preside in the absence of the President, and perform the duties of the President during such absence.

Section 6 - The Library Director while not a member of the Board for purpose of voting, shall have sole responsibility for administration of the Library under the direction and review of the Board. He/She shall participate in all meetings of the Board, except when his/her appointment or salary are being

discussed or decided.

#### ARTICLE IV – COMMITTEES

Section 1 \_ Special Committees: The President may from time to time as he deems necessary, appoint special committees to serve until the next annual meeting, or until the duties with which they have been charged are completed.

#### ARTICLE V - POWERS AND DUTIES

The Library Board shall have such powers as are provided for it and such duties as are imposed upon it by the statutes of the State of Wisconsin and the ordinances of the city of Crandon.

An affirmative vote of the majority of board members present 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.

#### ARTICLES VI - AMENDMENTS

These by-laws may be amended at any regular meeting of the board or at any special meeting, provided the proposed amendment was stated in the call for the meeting. An amendment requires four (4) affirmative votes.