

# BYLAWS OF THE COLUMBUS PUBLIC LIBRARY

## **ARTICLE I- IDENTIFICATION**

The name of this organization is the Columbus Public Library, located in Columbus, Wisconsin, existing by virtue of the provisions of Chapter 43 of the Wisconsin statutes, and exercising the powers and authority and assuming the responsibilities delegated to it under said statute.

## **ARTICLE II- BOARD OF TRUSTEES**

### Section 1. Number and Term of Office

The Library board shall consist of seven members; six of these shall be appointed by the mayor subject to confirmation by the City Council. Each board member will be appointed for three years and the terms of two members will expire each year; the seventh member will be the superintendent of the public school district, or their representative, whose term, by virtue of his/her position, will continue as long as he/she is the school district superintendent.

Additionally, whenever the annual sum appropriated by the county equals or exceeds one-sixth of the annual sum appropriated to the public library by the municipality during the preceding fiscal year, the county chairperson, with the approval of the governing body thereof, may appoint from among the residents of the county an additional member of the library board. The appointee shall have a term of three years from the July 1 next succeeding such appointment, and thereafter for terms of three years. Whenever the appropriation made is less than the one-sixth specified, the office of one such additional member of the board shall be vacant from July 1 thereafter.

### Section 2. Disqualifications, Resignations, and Vacancies

Any member who moves out of the political subdivision he/she represents, or who resigns, shall be responsible for notifying the president of the Library Board. On receipt of such notification, the position shall be declared vacant. Also, if a trustee should miss two consecutive regular board meetings without notifying the board president, or if the trustee does not wish to attend the meetings, he/she will be asked to resign. If the trustee fails to resign, the president shall notify the appointing authority, requesting the disqualification of said trustee, and the position shall be declared vacant. Upon any vacancy, it shall be the duty of the president to notify the appointing official of the vacancy, and by direction of the board, suggest to the appointing official three to five names of persons who may qualify to fill the position.

## **ARTICLE III -OFFICERS AND DUTIES**

### Section 1. Officers

The officers shall be a president, vice president, secretary and financial secretary, elected from among the appointed trustees at the annual meeting of the board. An officer may succeed him/herself. Officers shall serve a term of one year from the annual meeting at which they are elected and until their

successors are duly elected. Vacancies in office shall be filled by vote at the next meeting of the board after the vacancy occurs.

#### Section 2. President

The president shall preside at all meetings of the board, authorize calls for any special meetings, appoint all committees, see that proper meeting notices are posted, 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 3. 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 4. Secretary

The secretary shall keep a true and accurate record of all the meetings of the board and shall perform such other duties as are generally associated with that office. Another board member may be designated, by the president, to perform any or all of the above duties.

#### Section 5. Financial Secretary

The financial secretary shall, upon authorization of the trustees, invest endowment and other memorial funds and shall sign all checks drawn on these funds. All checks for more than \$1,000 shall be countersigned by the president. He/she shall present regular reports and an annual report after the close of the fiscal year. The financial secretary shall be bonded in an amount as may be required by a resolution of the board. In the absence or disability of the financial secretary, the duties shall be performed by such other member of the board as the board may designate.

### **ARTICLE IV -MEETINGS**

#### Section 1. 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 presentation of the director's goals, shall be held at the time of the regular meeting in June 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.

#### Section 4. 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 5. Order of Business

The order of business for regular meetings shall include, but not be limited to, the following items:

- a) Call to order
- b) Roll call of members, introduction of visitors, public input
- c) Adoption of agenda
- d) Disposition of minutes of previous regular meeting and any intervening special or closed meeting
- e) Financial report
- f) Action on bills
- g) Library director's report
- h) Committee reports
- i) Communications
- j) Unfinished business
- k) New business
- l) Adjournment

#### Section 6 . Quorum

A quorum for the transaction of business at any meeting shall consist of a majority of the board members present in person.

#### Section 7. Parliamentary Authority

Robert's Rules of Order, latest revised edition, shall govern the parliamentary procedure of the meetings.

### **ARTICLE V-COMMITTEES**

#### Section 1. Standing Committees

The following committees shall be appointed by the president and approved by the board:

A. Personnel The Personnel Committee shall be comprised of three members of the Columbus Public Library Board of Trustees. The Personnel Committee's responsibilities include but are not limited to:

- 1) evaluate/Review the Library Directors performance on an annual basis;
- 2) assist the Library Director in preparation of his or her annual statement of goals and objectives for the coming year;

- 3) advise the Library Director and Board of Trustees of objectives and policies relating to personnel practices, standards and problems;
- 4) coordinate the process of hirings and firings of the Library Director;
- 5) review with the Library Director staff job descriptions on an annual basis.

#### Section 2. Ad Hoc Committees

Ad Hoc committees for the study of special issues will 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. Many of these committees may also include staff representatives.

#### Section 3. Progress Reports

All committees shall make a progress report to the library board at its regular meetings.

#### Section 4. Powers

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

### **ARTICLE VI-DUTIES OF THE BOARD OF TRUSTEES**

#### Section 1. Policies

Determine the policies of the library and develop the highest possible degree of operating efficiency in the library.

Act as the policy making body of the Columbus Public Library, in compliance with all statutes of the State of Wisconsin relating to the operation of public libraries.

#### Section 2. Library Director

Select and appoint a properly certified library director in accordance with state statutes and determine the duties and compensation of all library employees.

#### Section 3. Budget

Approve an annual budget sufficient to carry on the library's program of services to pay library salaries and to maintain the library building and shall initiate action to obtain the necessary funds from the pertinent municipality, county, library system or state. Review the status of the budget on a regular basis.

#### Section 4. Buildings and Grounds

Through the library director, 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 5. Legislation

Work cooperatively with other public officials and boards and support legislation that benefits library users.

### Section 6. Public Relations

Cooperate with public officials to maintain positive public relations. Seek to maintain positive public relations, and provide information to the public.

### Section 7. Hiring Staff

The board itself cannot engage in the hiring process or direct the director whom to employ. The board shall act upon all hiring recommendations made by the library director.

Section 8 Bills and grants. Control and direct the investment, and expenditure and audit of all moneys donated or appropriated for library funds and approve all library expenditures. Approve all bills and grant applications.

## **ARTICLES VII-LIBRARY DIRECTOR**

The library director shall:

- be considered the executive officer of the Library;
- have sole charge of the administration of the library under the direction and review of the board;
- be responsible for the care of the buildings, collections, and equipment;
- for the employment and supervision of the staff;
- be responsible for the efficiency and promotions of the library's service to the public and carry out a variety of public relation functions to inform the community of library services;
- for the operation of the library under financial conditions set forth in the annual budget;
- attend and may participate in board meetings but shall have no vote;
- perform any other duties generally associated with that position or as designated by the board.

## **ARTICLES VIII-COMPENSATION**

Board members shall not be compensated except for expenses incurred on the behalf of the library as approved by the board.

## **ARTICLES IX--Conflict of Interest**

Section 1. Board members may not in their private capacity negotiate, bid for, or enter into a contract with the Columbus 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.

## **ARTICLES X GENERAL**

### Section 1. Voting

An affirmative vote of the majority of the board 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. Amendment of Bylaws

These bylaws may be amended at the next regular meeting of the board by majority vote of all members of the board after being notified of the proposed amendment thirty days prior to taking action.

These bylaws are in force after adoption by the board of trustees of the Columbus Public Library on the September 20, 2011.

These bylaws were amended by the board of trustees of the Columbus Public Library on April 22, 2014.

These bylaws were amended by the board of trustees of the Columbus Public Library on April 16, 2019.