



## **Dwight Foster Public Library – Bylaws**

### ***Article I – Name:***

The organization shall be called the “The Board of Trustees of the Dwight Foster 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 – Officers:***

Section 1. The officers shall be a president, vice-president, and secretary elected from among the appointed trustees at the regularly scheduled meeting of the board in May, effective with the regularly scheduled meeting in June.

Section 2. The board will accept nominations of officers at the regularly scheduled meeting in April in consideration of a May vote.

2a. In the event of the resignation or termination of an officer during a term the Board shall be notified of the vacancy at the next regularly scheduled Board meeting. At that meeting interested parties will be sought, and a vote of the Board regarding a replacement shall take place no later than the next regularly scheduled Board meeting.

Section 3. Officers shall serve a term of one year from the 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 a 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 of a vacancy in that office, shall assume and perform the duties and functions of the president. The vice-president shall monitor the library's strategic plan and present semi-annual reports, at the December and June meetings, to the board.

Section 6. The secretary shall keep a true and accurate record of all meetings of the board and shall perform all other duties as are generally associated with that office.

Section 7. The financial officer shall be appointed by the Board of Trustees and is not a member of the Board. The financial officer shall be responsible and accountable for the Library Trust Fund or any other fund established by the Board and assist in preparing the budget and performing any other tasks assigned by the Board.

Section 8. The board may appoint other officers as it deems fit.

### ***Article III – Membership***

Section 1. There shall be nine members on the Board of Trustees including the school district administrator or the administrator's representative and not more than one member of the municipal governing body pursuant to State Statute 43.54©. In addition, the membership will include up to two rural representatives as authorized in State Statute 43.54(1). All members of the Board shall be residents of the Fort Atkinson area, Jefferson County, Wisconsin, and shall be at least eighteen years of age.

In late March the city manager will contact the library director to see if members eligible for reappointment are willing to accept another term on the Board. In addition, if there are any members with unexpired terms who will be leaving the Board that member should also notify the director and president, so the information can also be conveyed to the city manager. To adhere to this timeline this should be an agenda item for the March Board meeting.

In an effort to recruit a diverse board, Board Personnel Committee members, with the assistance of the Library director, will perform recruitment activities with the goal of having new board member applications presented to the municipal government by May 1 for inclusion on the first available city council agenda.

By March Board meeting

1. Review Fort Atkinson Boards and Commissions website for any necessary revisions and send revision suggestions to City Manager.
2. Create flyers and social media posts to be distributed appropriately within the library (lobby and near ESL materials), community (e.g. grocery stores, etc.), online, and in public notices ensuring that materials are translated into Spanish. Include relevant links, physical address, and/or email address for application submission with an April 30 deadline.
3. Make copies of the flyer for Board members to distribute; hand them out to the board at the March meeting.

By April 1

1. Distribute notice/flyer to community organizations and employers (e.g. Fort HealthCare, Spacesaver, Chamber of Commerce, Hoard, Ball Corporation).
2. Display notification/flyer on the library website and relevant social media accounts.
3. Submit notice/press release to local media.

#### May Board Meeting

The Personnel Committee will report to the Board on the efficacy of the recruitment efforts. If necessary, revisions will be proposed, voted on, and in place for the following year.

Section 2. Each trustee shall serve for a regular term of three years staggered pursuant to 43.54 Wisconsin Statutes so that the term of no more than one-third (1/3) of the Board ends in any one year. It is recommended to the City Council that no trustee shall serve more than three successive terms. Each new term shall begin with the regularly scheduled meeting in June. Members ending their appointed term will serve through the regularly scheduled meeting in May. Should an exigency, only, require the attention of the board in the intervening time a quorum of the board will be considered four voting members, of the five retaining appointments between the May and June meetings, to be called and chaired by the highest officer retaining their position after the May meeting. If no officer retains a position from May to June, the highest elected officer that will be serving in June will serve.

Section 3. Prospective members of the Board are reviewed by the City Manager in consultation with the City Council President, and recommendations are presented to the full City Council for approval according to state statute. Any vacancy occurring in the Board, including a vacancy created by an increase in the number of directors, shall be filled in the same manner. Upon prior notice, and member of the Board may be removed for cause including non-attendance upon an affirmative vote of the Board.

### ***Article IV – Meetings***

Section 1. regular meetings shall be held each month unless otherwise determined by the Board. The date, time and place of such meetings shall be determined by the Board.

Section 2. 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:

- A. Roll call of members
- B. Disposition of minutes of previous regular meeting and any intervening special meetings
- C. Director's financial report of the library

- D. Action on bills
- E. Public Input
- F. Progress and service report of director
- G. Committee reports
- H. Communications
- I. Unfinished business
- J. New business
- K. Adjournment

Section 3. Special meetings may be called by the president, or at the request of two members, for the transaction of business as stated in the call for the meeting.

Section 4. A quorum for the transaction of business at any meeting shall consist of five members of the Board present. If unable to attend notice must be given no later than 8:00 a.m. the day of the meeting to the Board President and Library Director that the Board member is unable to attend the meeting in-person or the member intends to participate via digital means.

While it is recognized that in-person attendance is not always possible, because of the nature of matters on the Board's annual calendar, in-person attendance is emphasized for the January, February, June and September meetings.

Further, for the Board of Trustees to achieve the benefit of maximum member input and participation in meetings, Board members may participate in open sessions of regular meetings, committee meetings, and special Board meetings or presentations via digital means if circumstances prevent the Board member from being physically present. Virtual attendance shall not be allowed for closed sessions. The Board President shall note absent members for the secretary and all members at the beginning of the meeting.

Virtual participation of Board members shall only take place where there is appropriate, secure equipment to allow Board members attending virtually and in person to hear the discussion, participate fully and vote.

A member participating in a meeting by any means described above is considered to be present in person at the meeting for quorum purposes. Virtual participation by Board members must comply with the provisions of Wisconsin's Open Meetings law.

Section 5. Conduct of meetings: Proceedings of all meeting shall be governed by Robert's Rules of Order.

## ***Article V – 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. The director shall recommend to the Board the appointment and specify the duties of other employees and shall be responsible for the proper direction and supervision of the 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 efficiency of library service to the public and for its financial operation within the limitations of the budgeted appropriation.

## ***Article VI – Committees***

Section 1. The board shall appoint committees of one or more members for each specific purpose 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.

Section 2. All committees shall make a progress report to the library board as necessary.

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

## ***Article VII – General***

Section 1. An affirmative vote of the majority of a quorum of the Board 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 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.

Revised last: May 8, 2023