



Dwight Foster Public Library Board of Trustees 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 June.

Section 2. The Board can accept nominations of officers at the regularly scheduled meeting in May in consideration of a June vote. Nominations will also be accepted at the June meeting prior to a 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 officer 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 appointed by the City Manager 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\(1\)\(c\)](#). In addition, the membership can include up to two representatives who do not reside in the municipality of Fort Atkinson as authorized in [State Statute §43.54\(1\)\(a\)](#). 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 Board 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.

Section 2. Each trustee shall serve for a regular term of three years staggered pursuant to [State Statute §43.54\(1\)\(b\)](#) 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 until the start of the regularly scheduled meeting in June.

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 members, shall be filled in the same manner. Upon prior notice, any member of the Board may be removed for cause including non-attendance upon an affirmative vote of the Board.

Section 4. Jefferson County may choose to appoint additional Trustees to the Dwight Foster Public Library Board of Trustees in accordance with the annual sum appropriated by Jefferson County to the Dwight Foster Public Library as outlined in

[State Statute §43.60\(3\)\(a\)](#). These County appointments to the Dwight Foster Public Library Board of Trustees will begin their terms on May 1.

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 should include, but is not limited to, the following items:

- 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 a majority of the Board membership. 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.

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 or closed 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. 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 and in-person at the meeting for quorum purposes. Virtual participation by Board members must comply with the provisions of Wisconsin's Open Meetings law ([State Statute §19.83\(1\)](#)).

Section 5. Conduct of meetings: Proceedings of all meetings 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 Library property, for an adequate and proper selection of materials 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 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 bylaws may be amended by the majority vote of all members of the Board provided written notice of the proposed amendment shall have been provided to all members at least ten days prior to the meeting at which such action is proposed to be taken.

Revised: July 13, 2020

Revised: May 8, 2023

Revised: June 10, 2024

Revised: May 12, 2025