

BYLAWS

I. Identification

- A. The name of this organization is the Lodi Woman’s Club Public Library (Lodi Public Library), located in Lodi, Wisconsin, existing by virtue of the provisions of Wisconsin Statute Chapter 43 and exercising the powers and authority and assuming the responsibilities delegated to it under said statute.

II. Board of Trustees

A. Board Composition

- 1. The governing body of the library (board of trustees) is composed of ten trustees: seven trustees appointed by the Mayor of the City of Lodi with the approval of the Lodi City Council and three trustees appointed by the Columbia County Board of Supervisors. The board of trustees shall be composed of city members, town members, a school district representative, and an optional City Council representative.
- 2. The board is composed as defined in LF1.

B. City Appointments

- 1. The Lodi City Council appointments are composed of the following:
 - a) Not more than one trustee may be a Lodi City Council member.
 - b) The superintendent of the School District of Lodi (or their designee) shall be appointed to represent the school district.
 - c) Not more than two trustees shall be residents of towns adjacent to the municipality. What qualifies as an adjacent town is at the discretion of the board. If the school district representative on the library board lives outside of the municipality, this person does count as one of the two trustees who can live outside the municipality.

C. County Appointments

- 1. Based upon the annual sum appropriated by Columbia County for the library’s services to nonresidents of the municipality, the Columbia County Board of Supervisors with the approval of the municipal governing body appoints library trustees.
- 2. The number of county-appointed trustees may be modified by the Columbia County Board of Supervisors at their discretion and is calculated in accordance with Wisconsin State Statutes 43.60(3)(a). If the number of county trustees is changed by the Columbia County Board of Supervisors, the Lodi Public Library bylaws shall be amended to reflect the change.

D. Trustee Terms

- 1. The term of office of trustees shall be three years. The board of trustees shall recommend the appointing official follow the guidelines outlined below:
 - a) A trustee shall serve no more than two full consecutive terms.

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- b) A former trustee may be reappointed for additional terms after a one year absence.
- c) A trustee may be appointed to replace an unexpired term of a prior trustee. If the remaining term is less than 18 months, the new trustee may be reappointed to two full additional terms.

E. Trustee Vacancy

- 1. Any trustee who moves out of their represented area or resigns from their position shall be responsible for notifying the president of the board of trustees. Upon receipt of such notification, the following process shall be followed:
 - a) The president declares the position vacant and notifies the board of trustees.
 - b) The president notifies the appointing official of the vacancy.
 - c) By the direction of the board of trustees, the president suggests names of persons who may qualify to fill the position to the appointing official.
- 2. If any trustee fails to attend three consecutive board meetings, the following process shall be followed:
 - a) The president may follow up with the trustee to determine cause.
 - b) If appropriate, the president notifies the appointing official and requests disqualification of the trustee.
 - c) The president notifies the board of trustees of the vacancy.
 - d) After discussion between the board of trustees, the president contacts the appointing official with suggestions of persons who may qualify to fill the position.

III. Officers

A. Officer Composition

- 1. The officers of the board of trustees are elected from among the appointed trustees at the annual meeting as scheduled per LF2. The following are the officer positions:
 - a) President
 - b) Vice President
 - c) Secretary
 - d) Treasurer
- 2. Vacancies in office shall be filled by vote at the next regular meeting of the board after the vacancy occurs.

B. Nominating Committee

- 1. A nominating committee shall be appointed by the president three months prior to the annual meeting and will present a slate of officers at the annual meeting using LF5. Additional nominations for officers may be made from the floor at the annual meeting.

2. The nominating committee is dissolved at the end of the annual meeting.

C. Officer Terms

1. Officers shall serve a term of one year from the annual meeting at which they are elected and until their successors are duly elected.
2. An officer may succeed him/herself. It is recommended elected officers serve not more than three consecutive terms in their respective office.

D. President

1. The president shall preside at all meetings of the board of trustees, authorize calls for any special meetings, appoint all committees, execute all documents authorized by the board of trustees, serve as an ex-officio voting member of all committees, and generally perform all duties associated with that office.
2. Specific instructions and helpful information for this position are found in LD1.

E. Vice President

1. The vice president shall assume and perform the duties and functions of the president in the event of the absence or disability of the president, or of a vacancy in that office.
2. Specific guidelines and helpful information for this position are found in LD2.

F. Secretary

1. The secretary shall keep a true and accurate record of all board meetings using LF4, shall work with the library director to ensure notice of all regular and special meetings as specified in Section V.G, shall keep attendance, and shall perform such other duties as are generally associated with that office. Other duties may be relegated to library staff.
2. Copies of agendas and minutes of the board of trustees shall be filed at Lodi City Hall and the library in a timely manner.
3. In the absence of the secretary, another trustee shall be designated to record minutes. That trustee is responsible for submitting the minutes to the library director and president for filing in a timely manner.
4. Specific guidelines and helpful information for this position are found in LD3.

G. Treasurer

1. The treasurer shall be the disbursing officer of the board and, upon authorization by the board of trustees, shall manage funds and sign all checks drawn on these funds. They shall present monthly reports at board meetings, shall present an annual report after the close of the fiscal year (see LF2), and shall perform such duties as generally associated with the office.
2. In the absence or inability of the treasurer, the duties shall be performed by another trustee designated by the board of trustees.
3. Specific guidelines and helpful information for this position are found in LD4.

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IV. Duties of the Board of Trustees

A. Policies and Planning

1. The board of trustees shall determine the library policies (LP) and participate in and approve the strategic/long-term plans per LF3.

B. Money Management

1. The board of trustees shall have exclusive control of all monies collected, donated, or appropriated for the library. The board of trustees shall approve all expenses and bills. The library director shall send all bills as appropriate to the city for payment.

C. Budget

1. The board of trustees shall advise in the preparation of the budget, approve it, and make sure adequate funds are provided to finance the approved budget.

D. Library Director

1. The board of trustees shall select and hire a qualified library directorship (eligible for Wisconsin certification), approve the job description, and approve the compensation for all staff.

E. Library Building and Grounds

1. Through the library directorship, the board of trustees shall supervise and maintain buildings and grounds, as well as regularly review various physical and building needs to ensure they meet the requirements of the total library program.

F. Library Advocacy

1. The board of trustees shall study and support legislation that benefits library users.

V. Meetings

A. Meeting Schedule

1. The regular meetings shall be held each month, the date and hour to be set by the board of trustees at the annual meeting.

B. Annual Meeting

1. The annual meeting, for the purpose of the election of officers, shall be held annually as part of the regular May meeting of the board of trustees per LF2.

C. Meeting Agenda

1. The order of business for regular meetings shall include, but not be limited to, the following items:
 - a) Call to Order
 - b) Introduction of Visitors

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- c) Correspondence
- d) Minutes from Previous Meeting(s)
- e) Treasurer’s Report
- f) Library Bills
- g) Monthly Library Statistics and Director’s Report
- h) President’s Report
- i) Friend’s Report
- j) Committee Reports
- k) Adjournment

D. Special Meetings

- 1. Special meetings may be called by the president or at the request of two trustees for the transaction of business as stated in the call for the meeting.

E. Quorum

- 1. A quorum for the transaction of business at any meeting shall consist of one more than half of the total trustees.
- 2. If a quorum has not been met 15 minutes after the planned start time, the meeting shall be adjourned and rescheduled to take place on any date prior to the next month’s meeting.

F. Procedure

- 1. Robert’s Rules of Order shall govern parliamentary procedure of the meetings.

G. Open Meeting Law

- 1. Legal notice of meetings must be given. Locations for posting public notices include but not be limited to:
 - a) Lodi Public Library
 - b) The City of Lodi’s Newspaper of Record
 - c) Lodi City Hall
 - d) Lodi School System

VI. Committees

A. Committee Appointments

- 1. The president shall appoint temporary committees of two or more members for a specific purpose as required by the business of the board of trustees. A committee shall be discharged upon the completion of its appointed purpose and final report to the board of trustees.
- 2. The committee is responsible for electing a chair.

B. Committee Reports

- 1. All committees shall make a progress report to the board of trustees when appropriate.

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C. Committee Authority

- 1. Committees have only advisory powers unless granted specific power to act by suitable action of the board of trustees.

VII. Library Directorship and Staff

- A. The board of trustees shall hire library directorship to manage on behalf of the board of trustees and under its review and direction.
- B. Directorship shall:
 - 1. Hire and fire other library employees
 - 2. Specify the duties of other employees
 - 3. Oversee the care and maintenance of library property
 - 4. Select materials in keeping with the stated policy of the board of trustees
 - 5. Maintain efficient library service to the public
 - 6. Operate within the budget

VIII. Mileage and Expenses

- A. Trustees will be reimbursed at the current municipal rate for actual mileage to attend library meetings outside of Lodi. Trustees will be reimbursed for expenses incurred while performing duties on behalf of the library as approved by the board of trustees.
- B. To be reimbursed, trustees will submit reimbursement form LF6 to the treasurer for approval by the board of trustees.
- C. No compensation shall be paid to any members of the board of trustees for their service.

IX. General

A. Majority Vote

- 1. An affirmative vote of the majority of trustees present shall be necessary to approve any action brought before the board of trustees.
- 2. The president may vote upon and may move or second any motion or proposal during the course of the meeting.

B. Rule Suspension

- 1. Any rule or resolution of the board of trustees, whether contained in these bylaws or otherwise, may be suspended temporarily in connection with business at hand. For such suspension to be valid, two-thirds of trustees must be present and two-thirds of those present must approve.

C. Bylaw Amendments

- 1. These bylaws may be amended at any regular meeting of the board of trustees by majority vote of all trustees, provided written notice of the proposed amendment is distributed to all trustees at least ten days prior to the meeting.

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LPI | REVISION 2 | REVISED 4/19/2021

2. These bylaws (which are in compliance with current applicable Wisconsin Statutes) will be in force after adoption by the board of trustees of the Lodi Public Library as of October 8, 2012 (Revision 0).
3. Dates of Revision
 - a) December 8, 2020 (Revision 1)
 - b) April 19, 2021 (Revision 2)