

Bylaws of the Board of Trustees of the Lodi Woman's Club Public Library

Article I

Identification

The name of this organization is the Lodi Woman's Club 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.

Article II

Board of Trustees

Section 1: The governing body of the library is composed of seven members as appointed by the Mayor of the City of Lodi with the approval of the Lodi City Council:

- Not more than one board member may be a Lodi City Council member.
- The superintendent of the School District of Lodi (or their designee) shall be appointed to represent the school district. Residency is not relevant for this specific appointment.
- Not more than two board members shall be residents of towns adjacent to the municipality.

Based upon the annual sum appropriated by Columbia County for the library's services to non-residents of the municipality, the Columbia County Board of Supervisors with the approval of the municipal governing body may appoint additional library board members.

Section 2: The term of office of trustees shall be three years. The board shall recommend to the appointing official that a trustee serve no more than two full consecutive terms, that a former board member may be reappointed after a lapse of one year, and that if a trustee is appointed to serve an unexpired term of office exceeding 18 months it shall not be considered a full term and he/she may be reappointed to two full terms.

Section 3: Any member who moves out of their represented area shall be responsible for notifying the president of the board of trustees. Upon receipt of such notification, the position shall be declared vacant. 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 names of persons who may qualify to fill the position. When any trustee fails to attend three consecutive meetings of the board the president shall notify the appointing authority, request the disqualification of the trustee, and suggest names of people qualified to fill the position.

Article III

Officers

Section 1: The officers shall be a president, a vice-president, a secretary, and a treasurer, elected from among the appointed trustees at the annual meeting of the board. An officer may succeed him/herself. Vacancies in office shall be filled by vote at the next regular meeting of the board after the vacancy occurs.

Section 2: 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. Additional nominations for officers may be made from the floor at the annual meeting.

Section 3: Officers shall serve a term of one year from the annual meeting at which they are elected and until their successors are duly elected. It is recommended elected officers serve not more than three consecutive terms in their respective office.

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 an ex-officio voting member of all committees, and generally perform all duties associated with that office.

Section 5: 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.

Section 6: The secretary shall keep a true and accurate record of all meetings of the board, shall ensure notice of all regular and special meetings, and shall perform such other duties as are generally associated with that office. In the absence of the secretary another board member shall be designated to record minutes. Other duties may be relegated to library staff. Copies of agendas and minutes of the library board shall be filed at Lodi City Hall and the library.

Section 7: The treasurer shall be the disbursing officer of the board, and upon authorization by the library board shall invest funds and shall sign all checks drawn on these funds. He/she shall present an annual report after the close of the fiscal year, monthly reports at meetings of the library board, and shall perform such duties as generally associated with the office. The treasurer shall be bonded. In the absence or inability of the treasurer, the duties shall be performed by such other member of the board as the board may designate.

Article IV

Duties of the Board of Trustees

Section 1: The library board shall determine the policies of the library and participate in and approve the strategic plans/long-range plans.

Section 2: The library board shall have exclusive control of all monies collected, donated, or appropriated for the library. The library board shall approve all expenditure vouchers and forward bills for appropriate payment.

Section 3: The library board shall advise in the preparation of the budget, approve it, and make sure adequate funds are provided to finance the approved budget.

Section 4: The library board shall select and hire a qualified library directorship (eligible for Wisconsin certification), approve the job description, and set the compensation for all staff.

Section 5: Through the library directorship, the library board 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.

Section 6: The library board shall study and support legislation that benefits library users.

Article V

Meetings

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

Section 2: The annual meeting, for the purpose of the election of officers, shall be held as part of the board's regular May meeting each year.

Section 3: The order of business for regular meetings shall include, but not be limited to, the following items:

- Call to order
- Introduction of visitors
- Correspondence
- Minutes from previous meeting(s)
- Treasurer's report
- Library bills
- Monthly library statistics
- Adjournment

Section 4: 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 5: A quorum for the transaction of business at any meeting shall consist of one more than half of the total board members.

Section 6: Robert's Rules of Order shall govern parliamentary procedure of the meetings.

Section 7: Legal notice of meetings must be given. Locations for posting public notices include:

- Lodi City Hall
- Lodi Woman's Club Public Library
- Local financial institutions
- The City of Lodi's newspaper of record

Article VI

Committees

Section 1: The president shall appoint temporary committees of two or more members for a specific purpose as required by the business of the board. The committee is responsible for

electing a chair. A committee shall be discharged upon the completion of its appointed purpose and final report to the board.

Section 2: All committees shall make a progress report to the library board when appropriate.

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

Library Directorship and Staff

The board shall hire library directorship to manage on behalf of the board and under its review and direction. Directorship shall hire and fire other employees, specify the duties of other employees, oversee the care and maintenance of library property, select materials in keeping with the stated policy of the board, maintain efficient library service to the public, and operate within the budget.

Article VIII

Mileage and Expenses

Board members will be reimbursed at the current municipal rate for actual mileage to attend library meetings outside of Lodi. Board members will be reimbursed for expenses incurred while performing duties on behalf of the library as approved by the board. No compensation shall be paid to any members of the library board for their service.

Article IX

General

Section 1: 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.

Section 2: Any rule or resolution of the board, whether contained in these bylaws or otherwise, may be suspended temporarily in connection with business at hand, but such suspension, to be valid, may be taken only at a meeting at which two-thirds of the members of the board are present and two-thirds of those present so approve.

Section 3: These bylaws may be amended at any regular meeting of the board by majority vote of all members of the board, provided written notice of the proposed amendment is distributed to all members at least ten days prior to the meeting.

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 Woman's Club Public Library as of October 8, 2012.