

## **Bylaws of the Board of Trustees of the Dodgeville Public Library**

### **ARTICLE I: IDENTIFICATION**

The organization is the Board of Trustees of the Dodgeville Public Library, located in Dodgeville, Wisconsin, established by the Wisconsin municipality of Dodgeville, according to the provisions of Chapter 43 of the Wisconsin Statutes, and exercising the powers and assuming the duties granted to it under said statute.

### **ARTICLE II: BOARD MEMBERSHIP**

**Section 1. Appointments and Terms of Office.** Appointments and terms of office are as provided by the relevant subsections of Wisconsin Statutes Sections 43.54.

**Section 2. Meeting Attendance.** Members shall be expected to attend all meetings except as they are prevented by a valid reason.

**Section 3. Number of Members.** In accordance with Wisconsin Statute 43.54, the Board shall consist of seven (7) members appointed by the Mayor with the approval of the City Council. One (1) member must represent the Dodgeville City Council and one (1) must be the Superintendent of the School District serving the City of Dodgeville or their representative. The number of members may be adjusted by Iowa County per Wisconsin Statute 43.60.

**Section 4. County Appointments.** In accordance with Wisconsin Statute 43.60, the Iowa County Board of Supervisors may appoint additional members to the Board. The number of additional seats the County can appoint is determined annually based on the percentage of financial support received through County reimbursement.

**Section 5. Board Vacancies.** In the event of a Board vacancy, the Library Board will work with the Mayor to determine the process of identifying quality candidates for open seats. Additionally, the Board will work with the Iowa County Clerk to determine the best process for filling open County seats.

### **ARTICLE III: OFFICERS**

**Section 1. Officers.** The officers shall be President, Vice President, and Secretary, elected from the appointed Trustees at the annual meeting of the Board. No member shall hold more than one office at a time. Vacancies in officers shall be filled by vote at the next regular meeting of the Board after a vacancy occurs.

**Section 2. Term Lengths.** Officers shall serve a term of one year from the annual meeting at which they are elected and until their successors are duly elected.

**Section 3. Role of President.** The President shall preside at meetings of the Board, authorize calls for special meetings, appoint all committees, execute all documents

authorized by the Board, serve as an ex-officio voting member of all committees, prepare meeting agendas in consultation with the Library Director, and generally perform all duties associated with the office of President in an orderly and expedient manner.

**Section 4. Role of 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. They shall be responsible for assisting the Library Director when necessary, in such library activities as publicity, community programs, and special programs.

**Section 5. Role of Secretary.** The Secretary shall keep true and accurate minutes of all meetings of the Board, and shall perform such other duties as are generally associated with the office of Secretary. The Secretary shall take care of necessary correspondence and shall notify the Mayor of any vacancy occurring on the Board. The Secretary shall work with the Library Director to give public notice of each Board meeting in compliance with open meeting law. The Library Director or a member of the staff may be designated by the Board to perform any or all of the above duties.

**Section 6. Other Powers and Duties.** The Board shall further have all powers and execute all duties as stated in the Wisconsin Statutes Section 43.58.

## **ARTICLE IV: MEETINGS**

**Section 1. Regular Meetings.** 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, shall be held at the time of the regular meeting in May of each year.

**Section 3. Budget Meeting.** The regular meeting in August or September will act as the initial budget meeting, based on the budget timeline provided by the Dodgeville City Clerk.

**Section 4. 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 5. Minutes.** Minutes of all meetings shall, at a minimum, indicate Trustees present, all items of business, all motions (except those that were withdrawn), and the result of all votes taken.

**Section 6. Special Meetings.** Special meetings may be called at the direction of the President, or at the request of three members, for the transaction of business as stated in the call for the meeting. Except in cases of emergency, at least 24 hours notice shall be given. In no case may less than two hours notice be given.

**Section 7. Quorum.** A quorum for the transaction of business at any meeting shall consist of a simple majority of members of the Board present.

**Section 8. Open Meeting Law Compliance.** All Board meetings and all committee meetings shall be held in compliance with Wisconsin's open meetings law.

**Section 9. Parliamentary Authority.** The rules contained in *Robert's Rules of Order*, latest revised edition, shall govern the parliamentary procedure of the meetings, in all cases in which they are not inconsistent with these bylaws and any statutes applicable to this Board.

## **ARTICLE V: BOARD COMMITTEES**

**Section 1. Finance Committee.** The Board shall have a Finance Committee consisting of no more than 3 members. Members of the Finance Committee will be appointed annually by the Board President. Roles of the Finance Committee include review and approval of bills for payment prior to Library Board meetings. The Finance Committee may also assist with the preparation, presentation, and defense of annual budgets.

**Section 2. Ad Hoc Committees.** Ad Hoc committees for the study of special problems shall be appointed by the Board President, with the approval of the Board, to serve until the final report of the work for which they were appointed has been filed. These committees may also include staff and public representatives, as well as outside experts.

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

**Section 1. Legal Responsibility.** Legal responsibility for the operation of the Dodgeville Public Library is vested in the Board of Trustees. Subject to state and federal law, the Board has the power and duty to determine rules and regulations governing library operations and services.

**Section 2. Appointment of Library Director.** The Board shall select, appoint, and supervise a properly certified and competent Library Director, and determine the duties and compensation of all library employees.

**Section 3. Budget.** The Board shall approve the budget and make sure that adequate funds are provided to finance the approved budget.

**Section 4. Expenditures.** The Board shall have exclusive control of the expenditure of all moneys collected, donated, or appropriated for the library fund and shall audit and approve all library expenditures.

**Section 5. Buildings and Grounds.** The Board shall 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 6. Legislative Role.** The Board shall study and support legislation that will bring about the greatest good to the greatest number of library users.

**Section 7. Inter-agency Cooperation.** The Board shall cooperate with other public officials and boards and maintain vital public relations.

**Section 8. Annual Report.** The Board shall approve and submit the required annual report to the Division for Libraries, Technology, and Community Learning and the Dodgeville City Council.

## **ARTICLE VII: LIBRARY DIRECTOR**

- The Library Director shall be appointed by the Board of Trustees and shall be responsible to the Board.
- The Library Director shall be considered the executive officer of the library under the direction and review of the Board, and subject to the policies established by the Board.
- The Library Director shall act as technical advisor to the Board. The Director shall be invited to attend all Board meeting (but may be excused from closed sessions) and shall have no vote.
- The Library Director shall be responsible for the care of the building(s) and contents, for the employment and direction of staff, for the efficiency of the Library's service to the public, and the operation of the Library under the financial conditions set forth by the Board in the annual budget.
- The Library Director shall prepare an annual report including statistical information on resources and services regarding the operation of the library, and a statement of all receipts and expenditures of library funds. Such reports and statements shall be submitted to the Board for approval.

## **ARTICLE VIII: CONFLICT OF INTEREST**

**Section 1. Direct or Indirect Financial Interests.** Trustees may not in their private capacity negotiate, bid for, or enter into a contract with the Dodgeville Public Library in which they have a direct or indirect financial interest.

**Section 2. Abstaining from Discussion That Could Result in Financial Benefit.** Trustees shall withdraw from discussions, deliberations, and votes on any matter in which the member, an immediate family member, or an organization with which the member is associated has a substantial financial interest.

**Section 3. Gifts.** Trustees may not receive anything of value that could reasonably be expected to influence his or her vote or other official action.

## **ARTICLE IX: GENERAL**

**Section 1. Passing Motions.** An affirmative vote of the majority of all 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. Amending Bylaws.** These bylaws may be amended at any regular meeting of the Board by majority vote of all members of the Board. Proposed changes to the bylaws should be sent at least 48 hours prior to discussion. Bylaw changes will not be voted on until the meeting after they are discussed.

Adopted by the Board of Trustees of the Dodgeville Public Library on the 10th day of June, 2002.

Updated by the Board of Trustees of the Dodgeville Public Library on the 13th day of March, 2023.