

FARNSWORTH PUBLIC LIBRARY BY-LAWS of the BOARD OF TRUSTEES

I. MEMBERSHIP

Section 1. Appointments and Terms of Office.

The Farnsworth Public Library Board is hereby established by the City of Oconto and the County of Oconto as a joint municipal library pursuant to Wis. Stats. § 43.53. The Library Board shall consist of nine (9) members. The City of Oconto shall appoint six (6) members for a term of three (3) years, with two (2) members appointed annually on July 1. The County of Oconto shall appoint two (2) members for terms of three (3) years. The Superintendent of Oconto Unified School District or his designee shall, by virtue of his office, be a member of the Board.

Section 2. Duties of the Board of Trustees. Legal responsibility for the operation of Farnsworth 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. The Board shall approve the budget and make sure that adequate funds are provided to finance the approved budget. The Board shall select, appoint and supervise a properly certified and competent library director and determine the duties and compensation of all library employees, within the budget constraints set by the city and county of Oconto. The Library Board shall have the duties and powers as prescribed by Wis. Stats. Ch. 43, and more particularly set forth in Wis. Stats. § 43.58. The Library Board shall appoint the Librarian and other library employees.

II. MEETINGS

Section 1. Regular Meetings. Regular Meetings of the Board of Trustees shall be held at the Library on the fourth Tuesday of the month at a time decided on by the Board of Trustees. Changes to the meeting schedule may be made by motion of the board. The monthly meeting may be cancelled with the mutual agreement of the Library Director and the President of the Board of Trustees as they deem necessary.

Section 2. Meeting Attendance. When a member of the Board has been absent without notice or reasonable cause from four Regular Meetings within a calendar year, the President shall notify the appointing authority of such absences, suggesting that consideration be given for a replacement to the Board.

Section 3. Special Meetings. Special Meetings may be called by the President of the Board or by Standing Committee members. Only such business as is specified in the call can be transacted at a Special Meeting.

Section 4. Quorum. A majority of the membership of a library board constitutes a quorum, but any such board may, by regulation, provide that 3 or more members thereof shall constitute a quorum. [Wis. Stat. 43.54(1)(e)] Two members of any Standing Committee shall constitute a quorum of that committee.

Section 5. Open Meeting Law. All Board and Committee Meetings shall be held in compliance with Wisconsin's open meeting law. [Wis. Stats. Sections 19.81 to 19.98]

III. OFFICERS

The officers shall be a President, Vice President, and Secretary, elected from among the appointed trustees at the annual August meeting for a one year term.

Section 1. Election. The City of Oconto shall appoint six (6) members for a term of three (3) years, with two (2) members appointed annually on *July 1*. The County of Oconto shall appoint two (2) members for terms of three (3) years. The Superintendent of Oconto Unified School District or his designee shall, by virtue of his office, be a member of the Board. In case of a vacancy in any office, the City or County Board, respectively, shall, at its next meeting, elect a member to fill the remainder of that term.

Section 2. Duties. The **President** shall preside at meetings of the Board, appoint all Standing Committees, execute all documents authorized by the Board, and perform other duties associated with that office. The **Vice President** shall assume and perform the duties and functions of the President in the event of the absence or disability of that officer. The **Secretary** shall keep an accurate record of all meetings, a list of all board members terms, and other records as directed by the Board. These records shall be electronically kept on the Farnsworth Library computer system. The approved minutes will be sent to the City Administrator for distribution the City Council, and to the County Clerk to be distributed to the County Board.

IV. COMMITTEES

The following Standing Committees shall be appointed by the president after the annual meeting in June and shall oversee, study, and make recommendations as pertains to each standing committees meeting agenda items.

Section 1. Finance Committee shall supervise the library expenditures. They shall assist the Library Director in the preparation of an annual budget and in its presentation to the County Board and the City Council. The Finance Committee shall also make recommendations on the library's hours of service and staff needed to provide good library service to city and county residents.

Section 2. Building and Grounds Committee shall supervise the maintenance, upkeep, and repair of the library to ensure it meets the requirements of the community. They shall initiate and present matters to the Board, making reports on repairs and purchases.

Section 3. Administration Committee shall be involved in matters of personnel, public relations, personnel, and relations with state and local agencies. They shall render assistance to the Library Director in any emergency that may arise and attend to all matters not specifically assigned to other committees.

V. 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 Director shall attend all Board Meetings, but shall have no vote. A monthly administrative report shall be presented to the board. It is the director's responsibility to prepare the Public Library Annual Report to the state and to present it to the Board at their February meeting.

VI. AMENDMENTS

The Board may make necessary amendments to these bylaws by presenting them at any regular meeting of the Board. The amendments shall be laid over for action at the next month's regular meeting to be passed only by a two-thirds majority (6) vote or to a following meeting when a two-thirds majority or better are present.

Amended: June 28, 2001; January 27, 2009; May 24, 2011; and May 26, 2015

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