



Kewaskum Public Library Board of Trustees Bylaws

Article I Identification

This organization is the Board of Trustees of the Kewaskum Public Library, located in Kewaskum, Wisconsin, established by the Wisconsin municipality of Kewaskum, 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 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, 43.57, and 43.60.

Section 2. Meeting Attendance. Members shall be expected to attend all meetings except as they are prevented by a valid reason. Prior to all meetings, members shall be expected to review all Board documents accessed through their secure village email accounts. Members shall be expected to provide meaningful contributions for agenda items at each meeting.

Article III Officers

Section 1. The officers shall be a president, a vice president, and a treasurer, elected from among the appointed trustees at the May annual meeting of the Board. No member shall hold more than one office at a time. Vacancies in office shall be filled by vote at the next regular meeting of the Board after the vacancy occurs.

Section 2. Officers shall serve a term of three years subject to reappointment of the Village Board of Trustees from the annual meeting at which they are elected and until their successors are duly elected.

Section 3. The President shall preside at meetings of the Board, authorize calls for special meetings, appoint all committees, execute all documents authorized by the Board, co-sign all checks drawn on funds held in custody of the library (independent of the municipality), and generally perform all duties associated with the office of president.

Section 4. 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.

Section 5. The Treasurer shall co-sign all checks drawn on funds held in custody of the library (independently of the municipality), verify and sign off on monthly disbursement reports, and perform such duties as generally devolved upon the office.

Article IV Meetings

Section 1. Regular Meetings. The 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 no later than the regular meeting in June of each year.

Section 3. 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. The public notice shall be in accordance with State Statute 19.84.

Section 4. Minutes. Minutes of all meetings shall, at a minimum, indicate board members present, all items of business, all motions (except those that were withdrawn), and the result of all votes taken. Approved board minutes shall be available in the library upon request.

Section 5. Special Meetings. Special meetings may be called at the direction of the president and shall be called at the written request of any Library Board member, for the transaction of business as stated in the call for the meeting. At least 24 hours notice shall be given, except in cases of emergency, when at least two hours notice is required.

Section 6. Quorum. A quorum for the transaction of business at any meeting shall consist of the majority of members of the Board present in person or remotely (in real time) with the use of technology.

Section 7. Open Meetings Law Compliance. All Board meetings and all committee meetings shall be held in compliance with Wisconsin's open meetings law (Wisconsin Statutes Sections 19.81 to 19.98).

Section 8. 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 Committees

Section 1. Committees. The Board of Trustees may create any standing and special committees with such power and duties as the Board of Trustees may determine. These committees shall make recommendations to the Board as pertinent to Board meeting agenda items.

Section 2. No committee shall have other than advisory powers.

Article VI Duties of the Board of Trustees

Section 1. Legal responsibility for the operation of the Kewaskum 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. The Board shall select, appoint, and supervise a properly certified and competent Library Director, and shall approve the job descriptions of all library employees and the associated pay grades.

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

Section 4. 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. The Board shall establish and maintain Library Policies.

Section 6. The Board shall study and support legislation that will bring about the greatest good to the greatest number of library users.

Section 7. The Board shall cooperate with other public officials and boards and maintain vital public relations.

Section 8. The Board shall approve and submit the required annual report to the Division for Libraries, Technology, and Community Learning, and the Village of Kewaskum Board of Trustees.

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 Director shall act as technical advisor to the Board. The Director shall attend all Board meetings (but may be excused from closed sessions) and shall have no vote.

Article VIII Conflict of Interest

Section 1. Board members may not in their private capacity negotiate, bid for, or enter into a contract with the Kewaskum Public Library in which they have a direct or indirect financial interest.

Section 2. A board member shall withdraw from Board discussion, deliberation, and vote on any matter in which the Board member, an immediate family member, or an organization with which the Board member is associated has a substantial financial interest.

Section 3. A board member may not receive anything of value that could reasonably be expected to influence his or her vote or other official action.

Section 4. A board member must comply with the Village of Kewaskum's Ethics Code.

Article IX General

Section 1. 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. These bylaws may be amended at any regular meeting of the Board by majority vote of all members of the Board, provided that a notice of the proposed amendment shall have been included in the agenda for the meeting.

Adopted by the Board of Trustees of the Kewaskum Public Library on the 10th day of August, 2020.
Amended 6/12/2023