

River Falls Library Board Bylaws

Last approved 1/7/2019

Article I

Identification

This organization is the Board of Trustees hereafter referred to as the Board of the River Falls Library, located in River Falls, Wisconsin, established by the Wisconsin municipality of River Falls, 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. The Board shall consist of 9 members. Board members shall be appointed by the River Falls Mayor and approved by the River Falls City Council. At least one member will represent the School District of River Falls and one will represent the River Falls City Council.

Section 2. Terms of Office. Board members shall be appointed for a term of three years.

Section 3. Meeting Attendance. Members shall be expected to attend all meetings except as they are prevented by a valid reason.

Section 4. Director. The Library Director shall be an ex-officio member of the Board and all committees.

Article III

Officers

Section 1. The officers shall be a president, a vice president, and a secretary elected from among the appointed trustees at the January 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. The Board may provide for the appointment of such additional officers as may seem advisable.

Section 2. Officers shall serve a term of three years beginning at the January meeting, with the option of renewal.

Section 3. The president shall preside at the meetings of the Board, authorize calls for special meetings, shall appoint the chairperson of all standing committees with the approval of the Board; and shall establish whatever committees may be required from time to time to accomplish the work of the library and shall appoint the chairperson of each committee. He/she shall serve as an ex-officio voting member of all committees and shall see to it that all committee chairpersons report to him/her and the Board.

Section 4. The vice president, in the event of the absence or disability of the president, or of a vacancy in the office, shall assume and perform the duties and functions of the president; and shall undertake such other responsibilities as the president may assign.

Section 5. The secretary shall keep true and accurate minutes of all meetings of the Board, shall issue notice of all regular and special meetings. The library director or a member of the staff may be designated by the Board to perform any of all of the above duties.

Article IV

Meetings

Section 1. Regular Meetings. The regular meetings shall be held on the first Monday of each month at 6:30 p.m., (except July), unless the date conflicts with a holiday, in which case an alternative date shall be determined by the board.

Section 2. 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 3. Minutes. Minutes of all meetings shall, at a minimum, indicate board members present, all items of business, all motions, and the result of all votes taken.

Section 4. Special Meetings. Special meetings may be called at the direction of the president when deemed necessary, or by written request of at least four (4) members of the Board. Except in cases of emergency, at least 48 hours' notice shall be given. In no case may less than two hours' notice be given.

Section 5. Committee Meetings. Meetings of committees shall be called by the Chairperson of each committee as frequently as deemed necessary to accomplish the work of the committee.

Section 6. Quorum. A quorum for transactions of business at any meeting shall consist of five (5) members of the Board present in person.

Section 7. Open Meetings Law Compliance. All Board meetings and all committee meetings shall be held in compliance with Wisconsin's open meeting 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. Standing Committee. The personnel committee shall be appointed by the president and shall make recommendations to the Board as pertinent to Board meeting agenda items.

Section 2. Ad Hoc Committee. Ad hoc Committees for the study of special problems shall be appointed by the president, with 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.

Section 3. No committee shall have other than advisory powers.

Article VI

Duties of the Board of Trustees

Section 1. Legal responsibility for operation of the River Falls 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.

Section 3. The library board shall determine the duties and compensation of all library employees.

Section 4. The Board shall approve the budget and make sure that adequate funds are provided to finance the approved budget.

Section 5. The Board shall have exclusive control of the expenditure of all moneys collected, donated or appropriated for the library fund and shall review and approve all library expenditures.

Section 6. The Board shall supervise and maintain building 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 7. The Board shall study and support legislation that will bring about the greatest good to the greatest number of library users.

Section 8. The Board shall cooperate with other public officials and boards and maintain vital public relations.

Section 9. The Board shall approve and submit the required annual report to the Division for Libraries, Technology, and Community Learning, and the River Falls City Council.

Article VII

Library Director

Section 1. 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 be invited to

attend all Board meetings, (but may be excluded 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 River Falls 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.

Article IX

General

Section 1. An affirmative vote of the majority of members of the Board present at the time shall be necessary to approve any action from 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 Board members, provided written notice of the proposed amendment shall have either been mailed by regular mail or electronic mail at least five business days prior to the meeting at which such action is proposed to be taken.

Adopted by the Board of Trustees of the River Falls Library on the 7th day of January 2019.