

The Bylaws of the Prairie du Chien Memorial Library Board of Trustees

Article I Identification

The name of this organization is the **Board of Trustees of the Prairie du Chien Memorial Library**, located in **Prairie du Chien**, Wisconsin, existing by virtue of the provisions of Chapter 43 of the Wisconsin Statutes, and exercising the powers and authority and assuming the responsibilities delegated to it under said statute.

Article II Board of Trustees

Section 1. (As per WI Statute Ch. 43.54) Number and qualifications. The governing body of the library is currently composed of 8 members: six (6) appointed by the Mayor from within our legal service jurisdiction – but not more than two (2) from outside the municipality; one (1) representative of the Prairie du Chien Area School District, appointed by the District Administrator and one(1) representative of the Crawford County Board. Should Crawford County provide a greater percentage of support to our library, the County could have another appointed member based on §43.60.

Section 2. Meeting Attendance. Members shall be expected to attend all meetings unless they are prevented by a valid reason. If a trustee is not able to attend the meeting, they shall notify the Library Director or the Board President to ensure there will be a quorum. Three consecutive absences by a member who has not duly notified the President shall constitute consideration for replacement.

Section 3. Term of office. The term of office of trustees shall be three years, and members may be reappointed at the mayor's discretion. A former board member may be reappointed after a lapse of one year, and if a trustee is appointed to serve an unexpired term of office exceeding 18 months, it shall be considered a full term. The board shall instruct the library director to make recommendations for new or reappointed trustees to the appointing official. This recommendation traditionally comes in March, with the appointing official making the trustee appointments in April.

Section 4. Disqualifications, Vacancies. Any member who moves out of our legal service jurisdiction or moves outside the municipality when the Board already has two members from outside the municipality (aside from the County and School representatives) shall be responsible for notifying by letter the Board of Trustees. Upon receipt of such notification, the President shall declare the position 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 up to three names of persons qualified to fill the position.

Article III Officers

Note: Section 43.54(2), Wis. Stats. Requires the board members only to elect a president “and such other officers as they deem necessary.”

Section 1. This board’s officers shall be the President, Vice-president, Secretary and Treasurer, elected from among the appointed trustees at the annual meeting of the board. Any 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. At the regularly scheduled May meeting, nominations will be made and voting will be conducted to elect officers for the next year.

Section 3. Officers shall serve a term of one year from the annual meeting at which they are elected or until their successors are duly elected.

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 the office of president.

Section 5. 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 6. The Secretary shall keep a true and accurate record of all meetings of the board, shall issue notice of all regular and special meetings, and shall perform such other duties as are generally associated with the office of secretary. In the event that the secretary is unable to attend a meeting; minutes will be kept by another member of the board and may be designated to perform any or all of the above secretarial duties.

Section 7. The Treasurer shall approve all vouchers for disbursement from the library fund with another board member, monitor the monthly financial reports and generally perform all duties associated with the office of treasurer.

Article IV 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, which shall be for the purpose of the election of officers, shall be held at the regular meeting in **May** of each year.

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

1. Roll call, call to order
2. Certification of Open Meeting Law Agenda requirements

3. Disposition of minutes of previous regular meeting and any intervening special or closed meeting
4. Action on bills
5. President's Report
6. Building Committee Report
7. Other Committee Reports
8. Library director's report
9. Discussion of items for the agenda of the next meeting
10. Adjournment

Section 4. Special meetings may be called by the president, or by the secretary in the absence of the president, or at the request of 3 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 five (5) members of the board present in person or virtually. If you want to attend virtually, you shall notify the director a day in advance of the meeting.

Section 6. Parliamentary authority. Robert's Rules of Order, latest revised edition, shall govern the parliamentary procedure of the meetings.

Section 7. Board members will be reimbursed for actual mileage to attend meetings outside Prairie du Chien for the purpose of training, political representation of the Library, or participating in other library-related events as approved by the Board at a per mile rate determined by the city. Wisconsin statute §43.54(1)(d)1: states members may be reimbursed for their actual and necessary expenses incurred in performing duties outside the municipality if so authorized by the library board. §43.54(1)(d)2: Members may receive a per diem, mileage and other necessary expenses incurred in performing their duties if so authorized by the library board and municipal government.

Article V Committees

Section 1. Executive Committee. This committee shall consist of the President, the Vice-President, the Secretary and the Treasurer, and have the authority to be an advisory committee and meet as posted, and report to the full board. This committee meets with the director to prepare the annual budget and monitors the library's finances throughout the year.

Section 2. Standing Committees. The following committees shall be appointed by the president and have responsibilities as noted:

o Budget and Finance Committee

The treasurer will chair the standing budget and finance committee of the board which will consist of the executive committee. The general duties of the committee will be to meet with the director to prepare the annual budget and to monitor the library's finances throughout the year.

Preparation of the Budget

- Meet with the director in July to prepare the next year’s annual budget.
- The director will present the budget to the full board for approval at their October meeting.

Monthly Payment of bills

- At least twice monthly at least two members of the board of trustees will audit and approve the original invoices which will constitute the board’s approval for payment. The expectation is that one of the two signers will be the treasurer. If the members have concerns about a particular invoice, they can withhold it and present it to the entire board for approval at the board meeting.
- Any bill \$5,000 and above requires the approval of the board of trustees
- The board will receive a summary of the bills that have been authorized for payment at the regular monthly meeting.

- o **Evaluation Committee** - The President of the Board will approve this committee.

Section 3. Ad Hoc Committees. Ad hoc committees for the study of special problems will be appointed by the president, with the approval of the board, to serve until the final report of the work for which they were appointed has been filed. Many of these committees may also include staff representatives. (Examples of ad hoc committees are Long-Range Planning and Automation.)

Section 4. No committee will have other than advisory powers unless, by suitable action of the board, it is granted specific power to act.

**Article VI
Duties of the Board of Trustees**

Section 1. Determine the policies of the library and develop the highest possible degree of operating efficiency in the library.

Section 2. Select and appoint a competent library director.

Section 3. Advise in the preparation of the budget, approve it, and make sure that adequate funds are provided to finance the approved budget. In February the board will monitor the Annual Report to the state to ensure its accuracy, completeness and timeliness. The Annual Report shall be prepared by the Library Director and adopted by the Board before the date it is required to be received by the state. The Annual Report requires the signature of the President of the Board and the Director of the Library.

Section 4. The board, through the library director, will 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 5. Study and support legislation that will bring about the greatest good to the greatest number of library users.

Section 6. Cooperate with other public officials and boards and maintain vital public relations.

Article VII Library Director

The Library Director shall be considered the Executive Officer of the Board and shall have sole charge of the administration of the library under the direction and review of the Board. The director shall be held responsible for the care of the buildings and equipment, for the employment and direction of the staff, for the efficiency of the library's service to the public, and for the operation of the library under the financial conditions set forth in the annual budget. The director shall make a best effort to attend all board meetings but shall have no vote.

Article VIII General

Section 1. 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 shall be present and two-thirds of those present shall so approve.

Section 2. 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 amendment shall have been delivered to all members at least three business days prior to the meeting at which such action is proposed to be taken.

These Bylaws will be in force upon adoption by the board of trustees of the **Prairie du Chien Memorial Library**.

Approved with changes 20 October 2014

As amended October 20, 2020

As amended March 19, 2024