Mondovi Public Library Board of Trustees Bylaws

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Article I

Identification

This organization is the Board of Trustees of the Mondovi Public Library, located in Mondovi, Wisconsin, established by the Wisconsin municipality county of Buffalo, 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 for *municipal libraries,* 43.57 for county libraries, and 43.60 for additional appointments by the county, based on the level of county funding.

Section 2. Meeting Attendance. Members shall be expected to attend all meetings except as they are prevented by a valid reason. Members may not miss for four or more

consecutive meetings or they shall be removed from the Board and their position reappointed.

Article III

Officers

Section 1. The officers shall be the president, a vice president, a record secretary, and a financial secretary, elected from among the appointed trustees at the 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. A call for interest in an office shall be announced three months before the election at the annual meeting. Additional nominations may be made from the floor at that time.

Section 3. 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 4. The president shall preside at meeting of the Board, authorize calls for special meetings, appoint all committees, execute all documents authorized by the Board, serve as a voting member of all the 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 accurate minutes of all meetings of the Board and shall perform such other duties as are generally associated with the office of secretary. The library director or a member of the staff may be designated by the Board to perform any or all of the above secretarial duties.

Section 7. The financial secretary will share quarterly balance of the monies by the Mondovi Public Library outside of the operational budgets.

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 held at the time of the regular meeting in May 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.

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. Current board minutes shall be posted on the bulletin board at the front door of the library.

Section 5. Special Meetings. Special meetings (or closed sessions) may be called at the discretion of the president, and shall be called at the request of any library board member, for the transaction of business as stated in the call for the meeting.
i. Except in cases of emergency, at least 48 hours' notice shall be given.
ii. In no case may less than two hours' notice be given.

Section 6. Quorum. A quorum for the transaction of business at any meeting shall consist of four (4) 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 the Board.

Article V

Committees

Section 1. Standing Committees. The following committees shall be appointed by the president promptly after the annual meeting and shall make recommendations to the Board as pertinent to Board meeting agenda items.

i. Ad Hoc Committees. Ad hoc committees for the study of special problems shall 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. These committees may also include staff and public representatives, as well as outside experts.

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

Article VI

Duties of the Board of Trustees

Section 1. Legal responsibility for the operation of the Mondovi 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 determine the duties and compensation of all library employees.

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 appointed for the library fund and shall audit and approve all library expenditures.

Section 5. The Board shall supervise and maintain all 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. 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 for the good to the greatest number of library users.

Section 8. The Board shall approve and submit the required annual report to the Division for Libraries, Technology, and Community Learning, the city board, county board, and/or any other governing body.

Article VII

Library Director and Employees

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 excused from closed sessions) and shall have no vote.

Section 2. Although under the supervision of the Library Board of Trustees and governed by the Personnel Policy of the library, library employees are municipal employees.

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 Mondovi Public Library in which they have a direct or indirect financial interest.

Section 2. A Board member shall physically 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 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. 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, maybe taken only at a meeting at which two-thirds or five (5) of the Board members 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 members of the Board, after three readings prior to board approval. In cases where amendments need more immediate approval, written notice of proposed amendment will be mailed to all members at least ten days prior to the meeting at which such action is proposed to be taken.

Adopted by the Board of Trustees of the Mondovi Public Library April 1, 2025