

AMENDED AND RESTATED BYLAWS  
PRESQUE ISLE COMMUNITY LIBRARY  
BOARD OF TRUSTEES  
PRESQUE ISLE, WISCONSIN

**ARTICLE 1  
IDENTIFICATION**

The name of this organization is the Board of Trustees of the Presque Isle Community Library, located in Presque Isle, Wisconsin, established by the Town of Presque Isle, Vilas County 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 DIRECTORS**

**Section 1.** Numbers and Qualifications. The governing body of the library is composed of seven (7) member trustees as appointed by the Town of Presque Isle, as follows:

- 1 Town Liaison, voting
- 1 School Liaison, voting
- 5 Community Members, voting

**Section 2.** Term of Office. The term of office of the trustees shall be three years. If a trustee is appointed to serve an unexpired term of office exceeding 18 months it shall be considered a full term. After two full terms a trustee's seat shall be open to all interested applicants. The Board of Trustees or Board designees shall interview all applicants and make recommendations to the Town Chairperson for appointment.

**Section 3.** Disqualifications and Vacancies. Members shall be expected to attend all meetings except as they are prevented by a valid reason. Any member who moves out of the Town shall be responsible for, notifying the Secretary of the Board of Trustees. Upon receipt of such notification the position shall be declared vacant. It shall be the duty of the President to notify the Town Chairperson of any vacancy and by the direction of the Trustee Board suggest to the Town Chairperson the names of persons who may qualify to fill the position. When any Community Member Trustee fails to attend three consecutive meetings of the Board the President shall notify the appointing authority, request the disqualification of the Trustee and suggest a person or persons qualified to fill the position.

### **ARTICLE III TRUSTEE RESPONSIBILITIES**

The Board of Trustees functions as the representative of the library and its service community and is its governing authority. It shall be the duty of the Board to adopt written policies for its governance and for the administration of the library. Trustees, through recommendations of an annually appointed budget committee, establish budget requirements for the following year and other ongoing financial goals. With the help of the Library Director the Board is charged with the responsibility of establishing goals and objectives and creating, adopting and enhancing written policies governing the use and services of the library. Trustees individually and as a collective group are to remain abreast of State statutes regarding library board responsibilities and be aware of the most current thresholds of technological development as they apply to ongoing library services.

### **ARTICLE IV OFFICERS**

**Section 1.** The officers shall be a President, a Secretary and a Treasurer elected from appointed trustees at the annual meeting of the Board. An officer may succeed him/herself. Vacancies in office shall be filled by vote at the regular meeting of the Board after the vacancy occurs.

**Section 2.** A nominating committee shall be appointed by the President at least two months prior to the annual meeting and will present a slate of officers at the annual meeting. Additional nominations may be made from the floor at the annual meeting.

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

**Section 4.** 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 duties as are generally associated with that office. In the absence of the Secretary another Board member may be asked to perform such duties.

**Section 5.** The Treasurer shall be the disbursing officer of the Board, co-sign all checks drawn on library funds, sign all vouchers for disbursements from the library funds and perform such duties as required using generally accepted accounting procedures. In the absence of the Treasurer another Board member may be asked to perform such duties.

## **ARTICLE V MEETINGS**

**Section 1.** Meetings shall be held each month, the date and hour to be set by the Board at its annual meeting.

- a) At each September meeting the Library Board shall consider vacancies for the following year and at that time forward required information to the Town Clerk for publication. Publication should be in September with applications to be received by Oct. 1st. Library Board consideration and recommendations shall be made at the November meeting and given to the Town Board for appointment at its December meeting.

**Section 2.** The annual meeting, which shall be for the purpose of the election of officers shall be held at the time of the regular January meeting each year

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

- a) Call to order
- b) Roll call of members, introduction of visitors
- c) Agenda Approval/modification
- d) Approval of Minutes
- e) Treasurer's report & action on bills to be paid
- f) Library Director's report & NWLS/Merlin Reports
- g) Committee reports & FOL Update
- h) Old Business
- i) New business
- j) Public Comment
- l) Adjournment

**Section 4.** Special meetings may be called by the Secretary at the direction of the president or at the request of two members for the transaction of business as stated in the call for the meeting.

**Section 5.** 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.

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

## **ARTICLE VI COMMITTEES**

**Section 1.** Standing committees. The following committee(s) shall be appointed by the President and have the responsibilities as noted: Budget, Lib. Dir. Review, Board Vacancy.

**Section 2.** Ad Hoc committees. Ad Hoc committees for the study of special issues will be appointed by the president with approval of the Board to serve until the final report of the completed work for which they were appointed has been filed.

**Section 3.** Active committees shall make a progress report to the Board of Trustees at the regular monthly meeting

**Section 4.** No committee shall have other than advisory powers unless by suitable action of the Board such specific power to act is granted.

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

**Section 1.** Legal responsibility for the operation of the 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.** With the ultimate appointment by the Town, the Board shall select, appoint and supervise a properly certified and competent library director, and determine the duties and recommend compensation of all library employees.

**Section 3.** The Board shall formulate the budget subject to final approval by the Town and make sure that adequate funds are provided to finance the approved budget.

**Section 4.** Except as otherwise provided in Chapter 43 Wis Stats, 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 oversee the cleanliness, maintenance, and safety of the library building, in concert with direction and resources provided by the Town of Presque Isle.

**Section 6.** The Board shall cooperate with other public officials and boards and maintain vital public relations.

**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 be invited to 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 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 all members of the Board present shall be necessary to approve any action before the Board. The President may vote upon and may move or second a proposal (motion) 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 written notice of the proposed amendment shall have been mailed to all members at least ten days prior to the meeting at which such action is proposed to be taken.

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